

GHANA PUBLIC EXPENDITURE TRACKING SURVEYS (2007)
QUESTIONNAIRE FOR
TECHNICAL/VOCATIONAL SCHOOL HEADS

Section 1 IDENTIFICATION PARTICULARS

	Name	ID/CODE: ...
1.1. Region		
1.2. District		
1.3. EA base		
1.4. Technical/Vocational School Name		
1.5. The school code (EMIS)		
1.6. Boys (1), Girls (2), Mixed school (3)		
1.7. Boarding school=1, Day school=2		
1.8. Date of Interview (DD/MM/YY)		
1.9. Operating Authority (see code below)		

Code for question 1.9: Government=1, Private=2

<i>Time interview starts</i>	
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E.g. (15:40 hrs)

1.10 Characteristics of respondent

This section deals with information on the respondent.

A. Are you in charge of this school?
 1=Yes; 2=No

B. What is your job title at this school?
 1=Principal
 2=Vice Principal
 3=Tutor
 4=Other, specify

C. For how long have you been in charge of/working at this school?

Years Month

D. Sex of Respondent?
 1=Male
 2=Female

Section 2 General Information

2	From School Heads	Academic Year of	
		2004/5	2005/6
2.1	Total number of classes in your school		
2.2	Number of classes in the following grades		
2.2a	Form 1		
2.2b	Form 2		
2.2c	Form 3		
2.3a	Number of classrooms in your school		
2.3b	<i>Of which number of temporary ones^{a)}</i>		
2.4a	Number of offices in your school		
2.4b	Number of beds in your school		
2.4c	Number of teachers' bungalows in your school		
2.5a	Number of student seating places in your school		
2.5b	<i>Of which number provided by the Government</i>		
2.6a	Number of student writing places in your school		
2.6b	<i>Of which number provided by the Government</i>		
2.7a	Number of chalkboards for classrooms in your school		
2.7b	Is there enough chalk available for teaching, yes=1, no=2		
2.8a	Total number of teachers in your school		
2.8b	<i>Of whom number of professional/ trained teachers</i>		
2.9	Total number of non-teaching staff in your school		
2.10a	Total number of students in your school		
2.10b	<i>Of whom number of female students</i>		
2.11a	Total number of boarding students in your school		
2.11b	<i>Of whom number of female students</i>		
2.12a	Total number of dropouts in your school		
2.12b	<i>Of whom number of female students</i>		
2.13a	Total number of repeaters in your school		
2.13b	<i>Of whom number of female students</i>		
2.14a	Total number of students completed Tech./Voc. Form 3		
2.14b	<i>Of whom number of female students</i>		
2.15a	Total number of students that qualified to post-secondary institutions		
2.54b	<i>Of whom number of female students</i>		
2.16	Total number of core textbooks you have in your school		
2.17a	Total number of teacher's handbooks you have in your school		
2.17b	Total number of teachers notebooks in your school		
2.18	Source of drinking water for students in your school (codes)		
2.19	The way you keep your drinking water for students (codes)		

a) Temporary classroom: a classroom with a non permanent structure (thatch, grass roof, shed, open air) or in a borrowed space.

Codes for supply of drinking water: None=0, Pipe borne water=1 Sachet/bottled water=2, Borehole=3, Protected Well=4, Unprotected Well=5, River/Stream/Dugout/Pond/Dam=6, Others (specify)=7.

Codes for way to keep drinking water: None=0, Standing pipe=1, Cooler/pot=2, Bowl with cover=3, Bowl without cover=4, Polytank=5, Others (specify)=6.

Section 3A Cash Incomes/Receipts (September 2005 to August 2006)

Respondents: person who knows school budget					
STUDENT SUBSIDIES –GETFUND					
3.1	Did you receive government subsidy (GETFUND)for students from GES Headquarters	Yes=1 No=2	Day (dd) received 1-31	Cheque =1 Cash =2 Direct deposit=3	Amount (€)
A	September, 2005				
B	October, 2005				
C	November, 2005				
D	December, 2005				
E	January, 2006				
F	February, 2006				
G	March, 2006				
H	April, 2006				
I	May, 2006				
J	June, 2006				
K	July, 2006				
L	August, 2006				
M	Total Received: September 2005 to August 2006				

STUDENT SUBSIDIES – HIPC FUND					
3.2	Did you receive government subsidy (HIPC FUND) for students from GES Headquarters	Yes=1 No=2	Day (dd) received 1-31	Cheque =1 Cash =2 Direct deposit=3	Amount (€)
A	September, 2005				
B	October, 2005				
C	November, 2005				
D	December, 2005				
E	January, 2006				
F	February, 2006				
G	March, 2006				
H	April, 2006				
I	May, 2006				
J	June, 2006				
K	July, 2006				
L	August, 2006				
M	Total Received: September 2005 to August 2006				

INTERNALLY GENERATED FUNDS (IGF)					
3.3	Did you receive IGF from students in	Yes=1 No=2	Day (dd) received 1-31	Cheque =1 Cash =2 Direct deposit=3	Amount (¢)
A	September, 2005				
B	October, 2005				
C	November, 2005				
D	December, 2005				
E	January, 2006				
F	February, 2006				
G	March, 2006				
H	April, 2006				
I	May, 2006				
J	June, 2006				
K	July, 2006				
L	August, 2006				
M	Total Received: September 2005 to August 2006				

Respondents: person who knows school budget					
Item 3 (Service Activities)					
3.4	Did you receive Item 3 funds from DEO in:	Yes=1 No=2	Day (dd) received 1-31	Cheque =1 Cash =2 Direct deposit=3	Amount (¢)
A	September, 2005				
B	October, 2005				
C	November, 2005				
D	December, 2005				
E	January, 2006				
F	February, 2006				
G	March, 2006				
H	April, 2006				
I	May, 2006				
J	June, 2006				
K	July, 2006				
L	August, 2006				
M	Total Received: September 2005 to August 2006				

Other financial Support

All information should refer to academic year 2005/6. Data should be obtained from the school records.

Code	Question	Amount ¢
3.5	Total PTA fees	
3.6	Old Students Association	
3.7	Fund raising	
3.8	Other (specify)	

3.9 Teachers and non-teaching Staff Salaries Paid by the Government

	Salaries received in:	Class-room Teachers		Non-teaching Staff	
		Number of Teachers	Total amount (Gross) ¢	Number of Non-Teaching Staff	Total amount (Gross) ¢
A	September, 2005				
B	October, 2005				
C	November, 2005				
D	December, 2005				
E	January, 2006				
F	February, 2006				
G	March, 2006				
H	April, 2006				
I	May, 2006				
J	June, 2006				
K	July, 2006				
L	August, 2006				

Section 3B In-service training between September 2005 and August 2006

3.9	Question	Number
A	Number of teachers who attended district organized in-service training	
B	Average duration of the training (days)	
C	Number of non-teaching staff who attended district organized in-service training	
D	Average duration of the training (days)	
E	Number of teachers who attended other in-service training	
F	Average duration of the training (days)	
G	Number of non-teaching staff who attended other in-service training	
H	Average duration of the training (days)	
I	Total number of in-service training in Academic year 2005/2006	

Section 3C Expenditure Returns

Respondents: person who knows school budget						
<i>Expenditure Returns on IGF, GETFund, HIPC and Items 3</i>						
3.10	Did you spend financial resources on any of the following activities/items between September 2005 and August 2006	Yes=1 No=2	Payment method: Cheque =1 Cash =2 Direct deposit=3 Mixed =4	Freq	Qty	Total value: ¢
A	Teachers in-service training					
B	In-service training for non-teaching staff					
C	Meals for students & teachers					
D	Enrollment drives					
E	Provision of teaching and learning materials					
F	Provision of office stationary					
G	Maintenance and running cost of official vehicles					
H	T&T and night allowance for official travel					
I	Community and school relations					
J	Support to needy pupils					
K	Rehabilitation					
L	Minor repairs					
M	Other (specify)					

Section 4: Materials received between September 2005 and August 2006

4.1: Did you receive materials between September 2005 and August 2006 from Central Government/Regional and District Education Offices?

Yes=1, No=2 >>>>section 5

From Central Government

<i>Subject</i>	First batch		Second batch		Third batch		<i>Estimated unit value on the local market</i>
	<i>Number Received</i>	<i>dd/mm/yyyy received</i>	<i>Number received</i>	<i>dd/mm/yyyy received</i>	<i>Number received</i>	<i>Dd/mm/yyyy received</i>	
4.2 Text Books							
a. English FORM1		/ /		/ /		/ /	
English FORM2		/ /		/ /		/ /	
English FORM3		/ /		/ /		/ /	
b. Science FORM1		/ /		/ /		/ /	
Science FORM2		/ /		/ /		/ /	
Science FORM3		/ /		/ /		/ /	
a. Tech/voc skills F1		/ /		/ /		/ /	
Tech/voc skills F2		/ /		/ /		/ /	
Tech/voc skills F3		/ /		/ /		/ /	
b. Maths FORM1		/ /		/ /		/ /	
Maths FORM2		/ /		/ /		/ /	
Maths FORM3		/ /		/ /		/ /	
4.3. Stationery							
a. Chalk (Boxes)		/ /		/ /		/ /	
b. Teachers Handbook/guide		/ /		/ /		/ /	
c. Teachers Notebook		/ /		/ /		/ /	

Section 5: Other Information

Code		5.1	5.2	5.3	5.4	5.5	5.6
	During the 2005/2006 academic year (excluding 2006/7)	Did the school receive in-kind or cash support from any of the following organizations Yes=1 No=2 If no >>>next organization	What kind of support? (see codes below)	Was there any repairs/rehabilitation carried out in the school by Yes1 No.... 2	Are there any extra curriculum programs provided by Yes...1 No... 2	Did the school receive any other equipment/furniture from. Yes 1 No...2	Any other support? Yes...1, Specify No.....2
A	MP's common fund						
B	Old Students Associations						
C	Community						
D	NGOs						
E	Religious org/ Churches						
F	Local Benefactors						
G	Ghanaians living abroad						
H	Other (specify)						

Codes for Q5.2 : Cash=1, in-kind (Materials)=2, Labour services=3, Cash and in-kind=4, Cash and Labour=5,in-kind and Labour=6, Cash and in-kind and Labour=7, Other (specify)=8

5.9 What do you think has happened to the following in your school during the last 5 Years? (Select one per item)

		Improved	Worsened	No Change	Don't Know
		1	2	3	4
A	Parent Teacher Association (PTA)				
B	State of repair of classrooms				
C	Classroom space per student				
D	If boarding School, boarding facilities				
E	Availability of school desks/tables/chairs				
F	Availability of school supplies (text books, chalks, etc.)				
G	Quality of education				

5.10 Technical/vocational School access

Which of the following can best help more people have access to Technical/vocational School education?
(read responses and choose three in order of importance)

	Responses	Most important	Second important	Third important
		1	2	3
A	Give more assistance to needy students			
B	Build more schools			
C	Build more classrooms for existing schools			
D	Others (specify)			

5.11. Technical/vocational School quality

In your view, which of the following can the Government do to best improve the quality of Technical/vocational education? (read responses and choose 3 in order of importance)

Response		Most important	Second important	Third important
		1	2	3
A	Increase the number of qualified teachers			
B	Improve relevance of curriculum			
C	Improve classroom conditions			
D	Reduce over crowding in classrooms			
E	Increase teachers' pay			
F	Other (specify)			

5.12: Other General Information about the School

	Question		
A	Distance to district headquarters	Kilometers	
B	Access to official telephone in school	1=yes, 2=no	
C	If yes, telephone number for the official phone	Number	
D	Access to personal telephone	1=yes, 2=no	
E	Access to radio in school	1=yes, 2=no	
F	Personal access to radio	1=yes, 2=no	
G	Access to newspaper in school	1=yes, 2=no	
H	Personal access to newspaper	1=yes, 2=no	

5.13 Record keeping

	Question		
A	Do you keep records on funding	1=yes, 2=no	
B	Do you keep records on expenditure	1=yes, 2=no	
C	Does the School operate a bank account	1=yes, 2=no	
D	Did the School prepare budget for income and expenditure for the period 2005/6	1=yes, 2=no	

5.14 Organization and Supervision

	Question		
A	Is there a Parent Teacher Association (PTA) associated with this school?	1=yes, 2=no	
B	Who is represented on the PTA?		
	1. Parents	1=yes, 2=no	
	2. Headmaster	1=yes, 2=no	
	3. Teachers	1=yes, 2=no	
	4. Other (specify)	1=yes, 2=no	
C	Number of PTA meetings in 2005/2006	Number	

5.15 School decision making

		MULTIPLE ANSWERS ALLOWED		
A	Budget approved by	1=Principal 2=Accountant		
B	Cheques signed by	3=PTA 4=Other (specify)		

5.16 Support from Government

	Question			
A	Do you know the school's entitlement of government subsidy per student in 2005/6	Yes =1 No = 2		If yes, Amount ¢
B	Where did you first get the information on the government subsidy	1=newspaper 2=radio 3=GES 4=DEO 5=other (specify)		
C	How often are you supposed to receive government subsidy per year	No. of times per year		
D	Do you have access to written guidelines on government subsidy	1=yes, 2=no		
E	In 2005/06, did you receive all your government subsidies?	1=yes >>> 5.17 2=no		
F	How much did the school receive as share of total Entitlement in percentage?	%		
G	Did you complain or protest in order to receive the difference in government subsidy?	Yes=1 No=2 >>> 5.17		
H	To whom did you complain?	1=GES, 2=REO 3=DEO, 4=DA, 5=Other (specify) MULTIPLE ANSWERS ALLOWED		

5.17 Administration of Government subsidy/IGF

A	Did you submit government subsidy expenditure reports in 2005/6 academic year?	1=yes, 2=no>>>D	
B	If yes, how many reports were submitted in 2005/6	Number	
C	When was the last report submitted?	Month, year (mm, yy)>>>>E	
D	Why did you not submit government subsidy reports in 2005/6	1=Did not know reports have to be submitted, 2=Not required to submit, 3= No funds received 4=Did not keep expenditure record 5=Records missing, 6=Other (specify)	
E	In 2005/6, did government carry out supervision and monitoring visits to the schools to assess the following:		
	1. If the money was properly spent	1=yes, 2=no	
	2. Compliance with guidelines	1=yes, 2=no	
	3. Financial accountability	1=yes, 2=no	
F	Who made the visits to verify	1=DEO Official 2=District Assembly 3=District inspector of schools 4=Circuit Supervisor 5=REO Official 6=Ministry of Education Official 7=Other (specify)	MULTIPLE ANSWERS ALLOWED
	1. If the money was properly spent		
	2. Compliance with guidelines		
	3. Financial accountability		
G	Do you display publicly		
	1. government subsidy received	1=yes, 2=no	
	2. total teachers' salaries received from district	1=yes, 2=no	
	3. daily attendance	1=yes, 2=no	
	4. school budget and expenditures	1=yes, 2=no	
	5. additional charges (PTA fees etc.)	1=yes, 2=no	
	6. copy of school report to DEO/REO	1=yes, 2=no	
H	If yes, where is information displayed	1=Visible in Head Teacher's office 2= Visible in other staff's office 3=Visible on notice boards outside staff offices 4=Other (specify)	MULTIPLE ANSWERS ALLOWED
	1. government subsidy received		
	2. total teachers' salaries received from government		
	3. daily attendance		
	4. school budget and expenditures		
	5. additional charges (PTA fees, etc.)		
	6. copy of school report to DEO/REO		
I	Frequency of displays	1=Termly 2= Quarterly 3=Semi annually 4=Annually 5=Other (specify)	
	1. government subsidy received		
	2. total teachers' salaries received from district		
	3. daily attendance		
	4. school budget and expenditures		
	5. additional charges (PTA fees, etc.)		
	6. copy of school report to DEO/REO		

Section 6. Enumerator's questions

This portion should be completed by the enumerator soon after the interview

Code	Question	Unit	2005/6
6.1	Time interview completed	e.g. 15.00 hours	
6.2	How many times did you visit this school in order to complete this questionnaire?	Number of visits	
6.3	Did you get the impression that the data were reported accurately and corresponds to the state of the school with respect to the following:	1=yes, accurately 2=reported numbers overstated, 3=reported numbers understated	
	a. students		
	c. school		
	d. infrastructure		
	e. Teachers		
	f. Transport		
6.4	Were you able to obtain information on enrollment from the school records	1=yes, 2=no	
	Condition of school		
6.5	a. school building	1 = good condition 2 = in need of repair	
	b. environment/surrounding	1 = clean 2 = Dirty	

6.6 VERIFY THAT THE INFORMATION WAS DISPLAYED AS REPORTED

	Information displayed		
A	daily attendance	1=Visible in Head Teacher's office 2=Visible in other staff's office 3=Visible on notice boards outside staff offices 4=Not displayed 5=Other (specify)	
B	total teachers salaries		
D	school budget and expenditures		
E	Additional charges		
F	copy of school report to DEO		

