planning, monitoring & evaluation
Department:
Planning, Monitoring and Evaluation
REPUBLIC OF SOUTH AFRICA

FM Monitoring Tool
Education Staff 2018/2019

Department of Planning, Monitoring and Evaluation		**Province:**	
Details of the Monitoring Site			
Name of the Organisation			
District			
Municipality			
Street Address			
Date of the visit			
Details of the Interviewee			
Name and Surname			
Contact Details	**Telephone**		
	E-mail		
	Other		
Details of the Monitor			
Name and Surname			
Contact Details	**Telephone**		
	E-mail		
	Other		

1

CONTENT	School Questionnaire
School Background	When was the school established?
	What has been the school's passing rate in the past three years? (i) what contributes to such positive results (in case the passing rate is very good)? Or (ii) what are the reasons for the decline in performance (in case where the passing rate has declined from that of the previous year/s? and (iii) why has the school performed so poorly in the past three years? **NB: this information is currently on the biographic part of the current tool with no provision for further probing.**
	What quintile is the school? & How many learners are enrolled in the current year?
	How many staff members are in the full establishment of the school? (approved organogram to be submitted as evidence
	Are all the posts filled? Yes No If not, indicate why not and specify the planned interventions for the posts to be filled.
School management and administrative issues	Absenteeism of teachers on an average day/Teachers attendance? What contribute to this high teacher absenteeism rate?
	Is the teacher attendance recorded, if so, is there evidence?

	What is the attendance rate of learners? What contribute to this low learner attendance rate?
	Does the school have the necessary administrative equipment (faxes, computers, telephones, internet,etc.?)
	School 's connectivity to access internet (is it only for administration or even the computer lab if any or is there a wifi service that learners are able to access?
	Is the school nutrition programme functional?
	Did the school order textbooks and workbooks on time?
	Where the orders for textbooks and workbooks received on time?
	Did the school order adequate stationery for the year?
	Does the school have challenges of overcrowding – more than 45 learners per class?
	How frequently do you get visits from the district officials or even subject advisers for monitoring and support purposes? Highlight key areas of achievement for 2016/17?
	Highlight key areas of achievement for 2017/18?
	What are the challenges experienced?
Infrastructure	Does the school have a library and science lab?
	Does the school have a sports ground?

	Is there an assembly area in the school?
	Does the school have an admin block with a reception area?
	Is the school's building, fittings and fixtures well maintained?
	Does the school have a maintenance plan in place?
	Does this school have a reliable power supply ?
	Does this school have access to reliable water supply?
	Are there enough desks and chairs in the classroom?
	Is the school fence and gate in a good condition?
	Sanitation: Total number of male learner's toilets _____. Are they sufficient? _____ Total number of female learner's toilets_____. Are they sufficient? _____ Total number staff toilets_____. Are they sufficient? _____ Are the above in good condition and properly maintained?
Safety	Is the access to the school controlled and monitored? Are the school's building safe for learners?
	Are the school restricted areas clearly marked to prevent or minimise the risk of unauthorised entry?
	Are learner and teachers records stored securely and protected from unauthorised access and classified for easy retrieval?
	Does this school have a fully-stocked first aid kit, and if yes, where is it located?

Partnerships/ Collaboration with private and civil society	Explain if the school has taken any initiatives to partner with either private sector or civil society in a form of sponsorships and or sporting or academic programs Private sector: Yes No If yes, specify how? Civil society: Yes No If yes, specify how?
Redress Mechanism/s	Is there mechanism for handling complaints and grievances in the school? Yes No If yes, specify the nature of the mechanism in place.
	How does the school handle complaints and grievances from internal stakeholders?
	How does the organization handle complaints and grievances from external stakeholders?

Evaluation & Analysis:
_____
_____
_____
_____
_____
_____

Recommendations:
_____
_____

_____
_____
_____
_____

Improvement Plan:

_____
_____
_____
_____
_____
_____