

# APPENDIX F: INTERVIEW SHEET FOR THE MONITOR

**NAME OF HT:** \_\_\_\_\_  
 School: \_\_\_\_\_  
 Zone: \_\_\_\_\_  
 Teachers: Total \_\_\_\_\_ Male: \_\_\_\_\_  
 Pupils: Total \_\_\_\_\_ Male: \_\_\_\_\_  
 Name of Monitor: \_\_\_\_\_  
 Date of This Monitoring Visit: \_\_\_\_\_

**TSC No.** \_\_\_\_\_ **Grade:** \_\_\_\_\_  
 Address: \_\_\_\_\_  
 District: \_\_\_\_\_  
 Female: \_\_\_\_\_  
 Female: \_\_\_\_\_  
 Position of Monitor: \_\_\_\_\_  
 Last Monitoring Date: \_\_\_\_\_

## Assessing the Quality of School Development

Indicators of Quality and their Success Criteria	Satisfaction Levels			
	VG=4	G=3	AV=2	BA=1
<b>SYSTEMATIC PLANNING IN THE SCHOOL (Divide by 17)</b>				
The principles of school development planning are understood and in place.				
The concept and effects of HIV/AIDS education are understood.				
The school has a Mission, Motto and a set of clear aims.				
The aims embrace the HIV/AIDS intervention.				
Action plans have been formed.				
The plans are being implemented.				
An action plan for health has been formed and is being implemented.				
Records, minutes, correspondence and other school documents are available.				
Health records have been established and are in use.				
Parents and the local community are involved in the school development.				
Parents and the community are involved in health programmes.				
There is a school monitoring process in place and it is seen to be working.				
Schools rules are clear and being adhered to.				
Good health practices are in place.				
Monitoring reports are available and communicated to stakeholders.				
The school takes part in HTSG meetings.				
Health Club activities are practiced.				
<b>MANAGEMENT OF THE CURRICULUM (Divide by 9)</b>				
Priorities, targets and tasks are clearly laid out.				
HIV/AIDS messages are clearly included in carrier and communication subjects.				
Provision has been made for appropriate aspects of SEN.				
Provision has been made for appropriate aspects of guidance and counselling services.				
The curriculum is being delivered.				
Behaviour change messages are being properly infused and integrated.				
The delivery is being supervised by the head and subject panels.				
Professional development is being addressed.				
Co-curricula activities enhance HIV/AIDS education messages.				
<b>GENDER EQUITY (divide by 5)</b>				
There is a plan for gender awareness raising and training in the school.				
There are adequate facilities for boys and girls.				
Meetings have taken place for all the staff.				
Issues of HIV/AIDS education implementation have been discussed with all staff.				
Females are involved in positions of responsibility.				

## Assessing the Quality of School Development

Indicators Of Quality and their Success Criteria	Satisfaction Levels			
	VG=4	G=3	AV=2	BA=1
<b>MANAGEMENT OF PEOPLE (Divide by 6)</b>				
There is evidence of managing:				
Self				
Teachers				
Support staff				
There is evidence of managing affected pupils and staff				
There is evidence of:				
Working with school committees .....				
Working with education officials and other interest groups				
<b>MANAGEMENT OF RESOURCES (Divide by 8)</b>				
Budgets, funds, records and spending				
<b>Resources:</b>				
Teaching and learning materials				
Books and other relevant HIV/AIDS education materials				
Equipment and furniture				
Information corner				
Buildings including guidance and counselling room				
Question box availability and use				
Land and title deeds				
<b>IMPACT ON THE SCHOOL (Divide by 6)</b>				
Professional development has improved skills and attitudes.				
Teachers have correct information on HIV/AIDS and means of prevention and transmission.				
School environment has improved.				
Collective responsibility and co-operation are in place.				
School committee and parents have correct information of HIV/AIDS and means of prevention and transmission.				
Cost-sharing is understood by the community and is part of the school plans.				
<b>PUPILS PERFORMANCE (Divide by 4)</b>				
Commitment and behaviour of the pupils.				
Evidence of peer support.				
Attendance and retention rates.				
Examination results indicate improvements.				

**Notes for the monitor:** *Very Good (VG=4), Good (G=3), Average (AV=2), Below Average (BA=1)*

1. Complete each row for the success criteria by indicating the appropriate satisfaction box.
2. Judge the average level of success for each indicator and calculate the average in the appropriate shaded box.
3. It may not be possible to assess every row.
4. Calculate the overall average for each of the 4 indicators and write you answer here.
6. Calculate to one decimal place only.

<b>School Development SCORE (Divide by 7)</b>

**Areas of improvement:**

- |          |          |
|----------|----------|
| 1. _____ | 4. _____ |
| 2. _____ | 5. _____ |
| 3. _____ | 6. _____ |

Sign of Monitor: \_\_\_\_\_

Sign of Headteacher: \_\_\_\_\_

School Rubber Stamp:

**General comments by the monitor:**

A large rectangular box containing 20 horizontal dashed lines for writing general comments.

