**THIS REPORT COVERS THE PERIOD FROM JANUARY TO**

**DECEMBER 2015**

**OUTLINE**

STAFF DATA

INTRODUCTION

ACTIVITIES CARRIED OUT WITHIN THE PERIOD

CHALLENGES

RECOMMENDATIONS

FUTURE PLANS

ACKNOWLEDGEMENT / CONCLUSION

Cc:

The Bishop, Navrongo/Bolgatanga Diocese, **BOLGATANGA**

The General Manager, Catholic Education Unit, **ACCRA**

Diocesan Human Development Coordinator, **BOLGATANGA**

Diocesan Financial Administrator **BOLGATANGA**

Diocesan Pastoral Care Coordinator, **BOLGATANGA**

All Regional Managers of UnitSchools: U.E.R., **BOLGATANGA**

**LIST OF STAFF FOR THE PERIOD UNDER REVIEW**

**TEACHING STAFF NON-TEACHING STAFF**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **S /N** | **Name of Staff** | **Sex** | **Schedule / Position** | **S/N** | **Name of Staff** | **Sex** | **Schedule / Position** |
| 1, | Sr. Bernardine Pemii, DC | F | AG. Reg. Manager | 1. | Jean Naa Tampah | F | Store Keeper |
| 2. | Mr. Prosper A. Abotzabire | M | Monitoring and Supervision officer | 2. | Mr. Raphael Asiba | M | Day watchman |
| 3. | Ms. Joyce A. Akpiok | F | Human Resource/ Training Officer & Girl-Child Coordinator | 3. | Mrs. Rose Mary Atagedewe | F | Cleaner |
| 4. | Mr. Bismark A. Apomuta | M | Statistics |  |  |  |  |

**INTRODUCTION**

At the start of the year 2015, the Catholic Education Unit earmarked certain activities to be executed in line with the Diocesan Strategic Plan with focus on education. Most of these activities were successfully executed; others were partially done while some were not attempted.

These are:

* Capacity building for Local Managers was executed successfully as recorded below while training of school leaders (prefects) was suspended due to more urgent need to train Headteachers and their Assistants which was also successful.
* Child Protection Policy: the need for this policy was discussed with the Local Managers and Heads who inturn made their contributions to it. Finally, the draft document has been submitted to the Bishop and the Regional Director of Education for final comments. Meanwhile, the proposal written to fund the execution of this program through the Human Development Coordinator has received a favourable reply.
* School construction / renovation: St Theresa’s JHS is still in progress while St. Paul’s SHS Nasia is now in use pending approval for construction of the dormitory block on the new site. A new construction of SHS at Holy Angel Parish Garu commenced within the year and another new construction of a six (6) classroom block in St Anthony’s parish, Bawku through the initiative of their Local Manager – Rev Fr Joseph Tabaase is in progress. On the other hand, renovation of the Unit office in Navrongo with support from the Daughters of Charity of St. Vincent De Paul through Sr. Bernardine Pemii, DC is almost completed. The reconnection of electricity to the office is still pending.
* Collaborating and networking: These worked very well as all the personnel, both at our Regional CEU Office and in our Unit schools that we recommended for transfer in and out were honoured by the Directors concerned. Again, the Regional Office and some Directors invited our Unit for workshops and training sessions within the year. As part of networking with others, three of our newly posted staff to the Regional CEU office spent 5 working days at the Regional office of CEU in Ashanti Region for induction.

The Northern Savannah Ecological Zone (NSEZ) workshop enriched the content and quality of our training sessions on the field with emphasis on teacher commitment.

Also, the National Conference of Managers of Catholic Education Unit (COMCEU) meeting held at Koforidua was another opportunity to learn good practices from other Regional Managers. This gave birth to the idea of planning a staff exchange program as part of induction for our newly recruited Regional CEU staff in the CEU Regional office at Ashanti Region.

* School partnership: this did not materialize due to its place on the priority list.
* Documentation: there was great improvement and innovation in the documentation of staff/pupils/students information by the Regional office Unit staff using the experiences gathered from their induction. Individual data and staff particulars collection is still in progress to standardize and update the Unit’s archive.
* Monitoring and supervision: A large number of schools and all the parishes were visited. The parish priests met during the visit welcomed, accommodated and fed us during the period of visitation. A total of 322schools were visited as against last year’s 114 and all the 18 parishes and one rectory were covered though one parish (Bolgatanga) did not benefit from the capacity building for Local Managers and Headteachers due to some challenges at the parish level which eventually were addressed after the training sessions.
* Awards: Some headteachers have been proposed for best headteacher award and the event is scheduled for the end of this academic year.

Generally, it has been a very challenging as well as successful year especially as regards renewing the Unit’s office staff and improving the visibility of the Unit in ALL the parishes where we have our schools.

Below is the summary of the report.

|  |  |  |  |
| --- | --- | --- | --- |
| **Activity** | **Task** | **Outcome** | **Time** |
| Capacity building | Empower ALL Local Managers within the Diocese | \*Sixteen (16) Local Managers attended the capacity building workshop and were empowered.  \*A draft Child Protection Policy Document was developed.  \*Criteria for determining a Catholic school was mapped out.  \*The role of the Local Manager was reviewed and letters of introduction written to all Directors | March,  2015 |
| Build the capacity of Unit’s Headteachers & Assistants. | \*The capacity of 258 Headteachers and their Assistants were built through training workshops in 17 parishes and one rectory.  \*Catholic Headteachers Association was formed on Parish levelwith elected executives.  \*Further suggestions to improve on the quality of teaching and learning in the Unit schools were proposed. | May – July |
| Child Protection Policy and Code of Conduct | Develop a Child Protection Policy document and revive the Code of Conduct for Teachers. | \*Ideas gathered from the Local Managers and Headteachers/Assistants workshops were compiled.  A draft copy was submitted to the Regional Director of Education and the Bishop for approval which are still pending. | May |
| School construction and renovation | Visit sites for schools under construction. | St. Theresa’s JHS yet to be completed  Holy Angel SHS under construction | April |

|  |  |  |  |
| --- | --- | --- | --- |
| Activity | Task | Outcome | Time |
| Collaboration and networking | Identify & lobby for Catholics to head our Unit schools.  Northern Savana Ecological Zone (NSEZ) Workshop at Tamale  National meeting of Conference of Managers of Catholic Education Unit (COMCEU)  Induction of newly appointed CEU Regional staff. | \*Letters were written and names proposed to the Directors concerned and changes effected as requested.  \*Some of our Unit schools received the approved Catholic uniform as at then from their districts instead of the usual ‘tea and bread’????????  \*The NSEZ workshop enriched the content and quality of our training sessions with emphasis on teacher commitment.  \*Leant good practices from other Regional Managers and planned staff exchange program as part of induction for our newly recruited Regional CEU staff.  The three (3) newly appointed staff to the Unit’s Regional office had their induction at the CEU in Ashanti Region from 19th to 23rd October. The outcome is reflected in the improved quality of service rendered by these staff since their return. | April and September  May  May  October |
| Documentation | Collection of data to update files | Staff and Pupils / Students data were collected from various schools to track the records and performance of both staff and students.  Names of some headteachers who have met most of the criteria set were proposed for award by the end of this academic year.  Individual staff records were collected from most of the schools visited. It’s still on-going. | May – June,  October - December  October - December |
| Monitoring | Visit to Catholic Schools within the 18 Parishes and One Rectory. | 82 schools were visited with the aim of making the Unit Regional staff visible in schools at the grassroots.  240 schools were visited to collect data and monitor teaching and learning. | Jan to March  October - December |

**SCHOOLS AND PARISHES visited WITHIN OCTOBER AND DECEMBER**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **PARISH** | **KG** | **PRIMARY** | **JHS** | **SHS** | **TERTIARY** | **TOTAL** |
| ST MARTIN'S - ZUARUNGU, BOLGATANGA | 2 | 2 | 2 | 0 | 0 | 6 |
| ST JOSEPH'S - SOE, BOLGATANGA | 3 | 3 | 2 | 0 | 0 | 8 |
| OUR LADY OF HOPE – BUNKPURUGU | 2 | 2 | 0 | 0 | 0 | 4 |
| ST CHARLES LWANGA – ZEBILLA | 2 | 2 | 1 | 0 | 0 | 5 |
| Our Lady Queen Of Africa - Tindaama, Bolgatanga | 3 | 3 | 3 | 0 | 0 | 9 |
| CHRIST THE KING – CHIANA | 1 | 1 | 1 | 0 | 0 | 3 |
| HOLY ANGEL'S – GARU | 7 | 8 | 8 | 0 | 0 | 23 |
| ST THERESA'S – TONGO | 4 | 5 | 3 | 0 | 0 | 12 |
| ST FRANCIS XAVIER – WIAGA | 12 | 13 | 7 | 0 | 0 | 32 |
| ST THERESA'S – PAGA | 6 | 7 | 5 | 0 | 0 | 18 |
| ST ANNE'S – BONGO | 10 | 10 | 8 | 0 | 0 | 28 |
| OL SEVEN SORROW – NAVRONGO | 4 | 4 | 4 | 4 | 1 | 17 |
| ST ANTHONY OF PADUA – BAWKU | 7 | 7 | 5 | 1 | 0 | 20 |
| CHRIST THE KING – SANDEMA | 4 | 5 | 3 | 0 | 0 | 12 |
| SS PETER & PAUL – FUMBISI | 7 | 8 | 6 | 0 | 0 | 21 |
| MARTYS OF UGANDA – SIRIGU | 7 | 8 | 7 | 0 | 0 | 22 |
| ST PAUL'S – WALEWALE | 0 | 0 | 0 | 0 | 0 | 0 |
| Sacred Heart Cathedral – Bolgatanga | 0 | 0 | 0 | 0 | 0 | 0 |
| **TOTALS** | **81** | **88** | **65** | **5** | **1** | **240** |

**CHALLENGES**



Some challenges encountered include:

1. Inadequate infrastructure and teaching-learning materials in some of our schools.
2. High enrolment leading to ineffective teaching and learning.
3. Transfer of teachers in and out of the Unit schools without notice to the unit.
4. Incidences of abuse against the pupils/students not properly addressed.
5. Lack of teachers’ commitment and majority of Teachers in some schools are untrained.
6. Depreciating academic performance.
7. Lack of adequate staff formation
8. Insufficient funds for effective and continuous monitoring, supervision and interaction

**RECOMMENDATIONS**

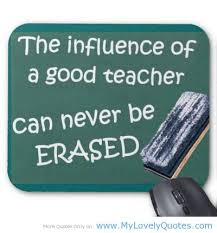
1. Sensitization on the importance of our partnership with other stakeholders.
2. Continue to supplement governments’ effort in the Unit schools.
3. Implement the Child Protection Policy to safe-guard our pupils against all forms of abuse.
4. Updating teacher’s knowledge through In – Service training.

**FUTURE PLANS**

The following are some of our plans for the effective running of the units.

1. Regular update of the Regional Directorate on issues to foster greater collaboration.
2. Develop a Diocesan Education Strategy.
3. Establish a SUPPORT SCHEME for all the teachers teaching within the Unit.
4. Train teachers/students and all stakeholders on the use of the Child Protection Policy.
5. Regular INSET for CEU teachers for capacity building.
6. Regular School visitation and continuous visibility of the Unit.
7. Reconstruction of some collapsed classroom blocks in our schools.
8. Encourage the practice of the Catholic doctrines in our schools
9. Enforce discipline among teachers and students in our schools.
10. Make the office and its staff accessible and visible to our teachers across the diocese.
11. Seek local funding to augment FUNDS for the Unit and be self-reliant.

**CONCLUSION**



Catholic schools within the 18 parishes and one rectory were visited during the period except the Sacred Heart Cathedral Parish that had some challenges with personnel. Again, there was capacity building workshop for Local Managers, headteachers and their assistants on leadership skills within these schools and parishes except those schools within the Sacred Heart Cathedral Parish Bolga.

I am grateful to Most Rev. Alfred Agyenta, Bishop of Navrongo-Bolgatanga Diocese for his unalloyed support and encouragement. I thank also all Parish Priests/Curates and staff of parishes visited for their generosity and cooperation.

To the Local Managers and contact persons who sacrificed their time and energy coordinating at the parish level, I pray that God may richly bless and reward you. Thanks too to the Diocesan Human development Coordinator who tirelessly stands in the gap for us with innovative ideas.

I equally express my gratitude to the Regional, District/Municipal Directors of GES and their staff for their collaboration and cooperation during our visits to their districts/municipalities.

I thank all Headteachers and staff of the various schools visited for their support and cooperation that enabled us to collect data successfully.

God is the reason for what we do and every effort and sacrifices made are done in appreciation of His Love and fidelity.

Compiled by:

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Sr. Bernardine Pemii, DC

AG Regional Manager CEU

What roles or activities should Local Managers be allowed to exercise in catholic schools?

What criteria should be used in selecting a best headteachers?

Should all existing Catholic schools be maintained?



