GHANA EDUCATION SERVICE

(Ketu North Municipal Education Directorate)

In case of reply the Number and the date of this Letter should be quoted

Tel……

Our Ref: GES/VR/KNME. 26/V.5/30

Your Ref:……..

REPUBLIC OF GHANA

Municipal Education Office
P.O. Box 79
Dzodze (VR)

3rd November, 2023

SUBMISSION OF ANNUAL REPORT FOR 2023

I hereby forward to you the Annual Report for 2023, for your study and necessary action.

Thank you

……..
RAPHAEL M. AMENYO
MUNICIPAL DIRECTOR OF EDUCATION
KETU NORTH/DZODZE

THE MUNICIPAL CHIEF EXECUTIVE
KETU NORTH MUNICIPAL ASSEMBLY
KETU NORTH / DZODZE

GHANA EDUCATIONAL SERVICE

ANNUAL REPORT, 2023

KETU NORTH MUNICIPAL EDUCATION DIRECTORATE

VOLTA

1.0 Introduction

Basic Education Level – Strategic Goal:

Provide equitable access to good-quality, child-friendly universal basic education, by improving opportunities for all children in the first cycle of education at kindergarten, primary and junior high school levels

Education Management- Strategic Goal

To improve planning and management in the delivery of education by devolving resource management, decision-making and monitoring to regions, districts and institutions, while retaining central responsibility for establishing norms, guidelines and system accountability

MISSION

To provide relevant education to all children at pre-tertiary level to enable them acquire skill

that will enable them develop their potentials to become useful to themselves and the society

and the Ketu North Municipal

VISION

To make quality education easily accessible to all children of school-going age irrespective of sex, religious or geographical location in the Ketu North Municipal.

1.1 Key activities identified for performance during the quarter:

i. Mentoring and coaching
ii. Conducted T2E refresher training
iii. Climaxing of menstrual hygiene day
iv. Monitoring of 1st mock examination
v. Observing PLC sessions
vi. Conduct circuit heads' meeting
vii. To monitor the re-opening of schools and check records on attendance of both teachers and pupils/students in all pre-tertiary institutions in the Municipal.
viii. To monitor and ensure recovery learning
ix. Stakeholder meeting with LEAD for Ghana
x. MEOC Meeting
xi. Monitoring of SHS/SHTS
xii. Galop training on learning grant
xiii. Teacher training on right to play safe school environment, coaching and mentoring, national teacher standard, CPD framework and teacher portfolio
xiv. Train heads and assistants on Leadership skills, Assessment, Coaching for High Performance and uncertainty avoidance
xv. John Gatsi Foundation award examination.

1.2 Key activities performed during the quarter:

i. Monitored mentoring and coaching
ii. Conducted T2E refresher training
iii. Climaxing of menstrual hygiene day
iv. Monitored 1st and 2nd mock examination
v. PLC sessions were observed in most the basic schools
vi. PLC sessions were observed in Afife and Weta SHTS

vii. Conducted circuit heads' meeting
viii. To monitor the re-opening of schools and check records on attendance of both teachers and pupils/students in all pre-tertiary institutions in the Municipal.
ix. To monitor and ensure recovery learning
x. Stakeholder meeting with LEAD for Ghana
xi. MEOC Meeting was organized
xii. Monitored some SHS/SHTS activities
xiii. Conducted John Gatsi Foundation award examination.
xiv. Organized a NTC workshop for all Basic school teachers in the Municipal on Critical Thinking.

1.3 Constraints encountered during the quarter:

1. Road network leading to most of our school communities is in deplorable state and is therefore hampering frequent visits to those schools.

2. There is scarcity of textbooks especially Resource Materials for the new Standard Based Curriculum in all the schools in the Municipal and as a result making teaching and learning activities very challenging.

3. There financial constraint during the quarter had made it difficult for sufficient and effective meeting.

4. Some of Government project in the various schools stalled due to the fact that contractors have left the project in the midstream.

5. Inadequate furniture at the various schools.

6. There is infrastructure deficit at two of our Senior High School namely, Afife Senior High School and Wovenu Senior High School.

7. All the volunteered teachers at Deme M/A Basic School are yet to be given their appointment letters

2.0 ACCESS

2.1 Supplies and Deliverables - Access

S/N	**ITEM**	QUANTITY	FUNDING SOURCE	REMARK
1	New classrooms	Nil		
2	Request for absorption of schools	Nil		
3	Renovated classrooms	Nil		
4	Furniture supplied			
a	Mono Desk	Nil		
b	Dual Desk	200	Ministry of Education	
c	Teachers tables & chairs	Nil		
	Toilet facilities provided (type)	Nil		
	Urinals Provided	Nil		
	Safe water provided	Nil		
	Pipe borne water	Nil		

	Boreholes	Nil		
	Storage water system	Nil		

2.0 QUALITY

Establishment supplies

S/N	**ITEM**	QUANTITY	FUNDING SOURCE	REMARK
1	Chalk	7680	GES	
2	Registers	600	GES	
3	Teachers Note Books	173	GES	Distributed
4	ICT Materials			
a	Tablet	100		
b	Charging Cabinet	8		
c	Laptop	2		
d	Projector	2		
e	IO – Bot	20		
f	Electronic Kit	20		

5	School uniform for JHS	Nil		
6	Primary Uniform for Primary School pupils	Nil		

Teacher Deployment

S/N	**ITEM**	NUMBER	REMARK
1	Teacher/staff Retired	7	
2	Vacation of Post	0	
3	Resignation	0	
4	Deceased	1	
5	Transfer into District	15	
6	Transfer out of District	5	

Others

Staff / teacher Professional Development (Capacity building of all types)

S/N	**ITEM**	OUT PUT	OUTCOME	FUNDINGOURCES
1	Training of KG teachers on Differentiated Learning	147	100%	Self sponsored
2	Training of headteachers on a performance contract	81	85%	Respective Schools
3	School visits by circuit supervisors and schedule officers	75	80%	SISOs
4	NTC workshop for all Basic Schools teacher on Critical thinking	470	65%	Self sponsored

3.0 Management

S/N	**ITEM**	OUTPUT	OUTCOME	FUNDING SOURCE
1	Teachers durbar	9	44% achieved	Self Sponsored
2	Inspection, Monitoring and Supervision of Public basic Schools	80	80%	Self sponsored
3	MDE's familiarization, visits some schools in the Municipality.	9	65% achieved	Education Directorate
4	Inspection, Monitoring and Supervision of SHS/SHTS	4	700% achieved	Education Directorate

Support from Ketu North Municipal Assembly

- During the period under review, the directorate received financial support from Ketu North Municipal Assembly the monitoring of BECE examination, August, 2023
- During the period under review, the directorate received financial support from Ketu North Municipal Assembly for our Sport Festival – 2023

GUIDANCE AND COUNSELING COORDINATION, APRIL TO JUNE, 2023

Within the Second quarter of the year, the guidance and counseling officer visited few schools and monitored teaching and learning activities, facilitated few insets as well as gave guidance talk to pupils and counseled few students with suicide tendencies.

DATE	ACTIVITY	SUCCESS STORIES	CHALLENGES	THE WAY FORWARD	REMARKS
1st to 30th april.	Visited few schools to monitor teaching and learning activities as well as gave guidance talk on strategies to pass the forth coming BECE.	11 Schools 253 boys 218 girls Total 471	No financial support so could not cover the whole municipality.	Financial support should be provided next time.	It was a success
1st to 31st may.	Visited 19 schools to monitor teaching and learning activities as well as monitored the first municipal mock in the Afife circuit. Also, monitored inter schools in both penyi and Dzodze East circuits respectively. Attended PTA meeting at Mite basic	19 schools	Most of the schools did not follow the timetable for writing the mock strictly.	There should be strict adherence next time.-	It was successful.

	school to talk to the parents on the new curriculum				
1st to 30th June.	Visited some schools to monitor teaching and learning activities as well as invigilated the John Gatsi Educational Foundation Examination. Also in the company of Girls Officer and Basic One Officer, celebrated Menstrual Hygiene day at Penyi Zion primary.	10 schools.	None	None	It was a success.

EARLY CHILDHOOD COORDINATION

The Early Childhood Coordinator could not carry out any major activity, however, the table below shows details of few activities carried out.

DATE OF VISIT	NAME OF INSTITUTION/ SCHOOL VISITED	PURPOSE OF VISIT	REMARKS
26/04/2023	Peruth Academy	Lesson observation	The whole staff was met and enlightened on the best ways to handle teaching and learning in order to

			achieve good result
02/05/2023	Mite Basic school	Attended PTA meeting	Both parents and teachers were enlightened on best ways of promoting effective teaching and learning
04/05/2023	Vehem Mawunyo International school	INSET for the whole staff, lesson observation and demonstration	The teachers were briefed on the stages of human development, knowing their learners by their needs, interest, abilities and learning styles and classroom management techniques. This is to help give learners targeted support.
10/05/2023	Samklugah Ultimate Academy	Facilitated INSET on the New Curriculum, Learner Plan Preparation and lesson delivery and the need to know their learners needs, interests, abilities and learning styles.	It was very successful
16-20/5/2023	Ketu North Municipal Assembly Conference Hall	Facilitated workshop on Differentiated Learning for eleven GALOP schools in the Municipality	Eighty teachers including head teachers were trained on Differentiated Learning materials.
31/05/2023	Tadzewu RC Basic school	Talked to students on good moral habits, the need to abstain from immoral habits and focus on their	Students from upper primary to JHS participated. They were also taught how

		studies. This was done to mark the menstrual Hygiene Day.	to sew reusable pads.
01/06/2023	Penyi Zion Primay	Supported the Girls' Education Officer to celebrate Menstrual Hygiene day. Students from Basic schools within the Penyi circuit participated.	It was successful
06/06/2023	Mawuli School Complex	Facilitated INSET on the New Curriculum for the KG and Lower primary teachers. They were also enlightened on the need to know their learners by their needs, abilities, interests and learning styles.	It was successful

REPORT ON GIRLS' EDUCATION ACTIVITIES

Region: **Volta** District: **Ketu** Quarter: [ ] **Q1** [√] **Q2** [ ] **Q3** [ ] **Q4/Annual**

Name of Reporting Officer (GEO): **Gawu Ruth Ami** Mobile No.: **0243162403** Email Address: **gawuruth030@mail.com**

Activity Implemented	Number of Districts Implementing Activity	Objectives	Funding Source	Date Organised	Beneficiaries			Key Achievements	Next Steps/ Way Forward	Challenges
					Male	Female	Total			
School visits & monitoring (Ten schools)	1	To monitor girls in school activities	MGEO	April, 2023	827	2049	2876	Students' attendance improved	More visits	Lack of support making re-entry difficult
Commemoration of world menstrual hygiene day in six (6) schools and on Denyigba Radio	1	To mark World Menstrual Hygiene Day with presentations on the theme for the year and to create awareness on other critical issues of concern and to support some of the girls with sanitary pads	MGEO and individuals	May2023	389	669	968	Interaction with major stakeholders in education	To reduce stigma associated with menstruation	

GHANA EDUCATION SERVICE
GIRLS' EDUCATION UNIT

PICTURE GALLERY FOR ACTIVITIES IMPLEMENTED - 1

Region: **Volta** District: **Ketu** Quarter: [ ] **Q1** [√] **Q2** [ ] **Q3** [ ] **Q4/Annual**

Name of Reporting Officer (GEO): **Gawu Ruth Ami** Mobile No.: **0243162403**
Email Address: **gawuruth030@mail.com**

Radio presentation on MHH by MGEO, some health officers and the NCCE Director

REPORT ON MEETING FOR SCHOOL BASE FACILITATORS (SBFs) OF PUBLIC AND PRIVATE BASIC SCHOOLS AND THE SENIOR HIGH SCHOOLS IN THE KETU NORTH MUNICIPALITY ON 6TH SEPTEMBER, 2023 IN THE MUNICIPAL EDUCATION CONFERENCE HALL

INTRODUCTION:

In preparation to celebrate the 2nd ever Girls Education week in the Municipality, SBFs from the Public and Private Basic school were invited to attend a day meeting. In attendance were four (4) males and fifty-three (53) females giving a total of fifty-seven (57) participants. There were brief welcome address and speeches from Mr. Mensah Senanu, Chief Inspector of Schools, Mr. Helliot Tay, Administration and Finance and the Municipal Director of Education, Mr. Raphael M. Amenyo.

DISCUSSIONS

It was agreed by the participant to celebrate the Girls Education week in the month of October and climax it with the International Day of the Girl Child which is on the 11th of October annually.

Activities planned for the celebration are:

i. Clean up exercise in and around the various school compounds.
ii. Route match on the main routes in the various school environments
iii. Inter-school quiz competition of which each circuit will project the winning school to represent the circuit.
iv. Guest speaker series and carrier day which requires the various schools to locate one or more resource carrier women to visit the school and interact with the students.
v. Inter-circuit quiz competition. The school representing the various circuit will gather at the Municipal Assembly for the quiz and the first three circuit when ranked with the total quiz marks will be awarded.

vi. Due to large number gathering, proximity issues and lack of sufficient fund, all the schools are zoned into four centres for the Durbar and two centres will celebrate the durbar on the same day, that is 10th and 11th October, 2023.

OTHER ACTIVITIES UNDERTAKEN DURING THE PERIOD UNDER REVIEW

1. During the period under review, the Education Directorate has organized a mini workshop for the filed officers on the New Intervention Programme (Community of Excellence Programme (CEP).
2. The Management met the Headteachers, Chiefs, Assemblymen, Some Opinion Leaders in three cluster formed in the Municipal. The clusters formed were Dzodze, Ehie, Afife. Five schools were put together to each cluster. Discussion were held on the said Programme.
3. During the period under review, the Education Directorate has organized a a career guidance for BECE candidates and subject combination in Senior High Schools.
4. The Guidance Coordinator also organized a mini workshop for all BECE candidates on how to manage stress during their examination.

MAJOR CHALLENGES

i. Unavailability of funds to implement most of its planned activities. Almost all scheduled officers had to use their own resources in carrying out the activities. There is therefore, the need for Government intervention to ensure effective and efficient service delivery in the education sector.

ii. Deme M/A Basic School was closed down for some number of months to allow spiritual purification to take place.

iii. Stakeholders wrote protect letter against the New Headmaster posted to the Wovenu Senior High School.

RECOMMENDATIONS

- There is the need for the major stakeholders, most especially Government, to ensure timely and adequate budget for all the financial items to ensure effective and efficient education delivery.
- Expedite action on appointment of volunteered teachers at Deme M/A Basic School.

CONCLUSION

Timely release of funds for the implementation of programmes will help address most of the challenges faced by the education directorate in the district.