



School Resource Management and Records Keeping in Secondary Education

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Abstract

The study is an important aspect in the management of secondary school system which cannot be over emphasized. The study concerned about utilization of planning, transparent and ensuring efficient and effectiveness in achieving educational goals and objectives. Therefore the study was concluded that government should provide adequate resources to the secondary schools and ensure proper maintenance of the facilities. The government should also monitor funds allocated to schools as to see to how it is been utilized. The wealthy men and women in the nation should contribute to the funding of schools. The educational personnel should be grant staff maintenance program termly through training, job placement, regular supervision, and evaluation. Also the statutory document should be checked regularly by the school administrators. Moreover, that government should ensure that the educational personnel receive their salaries as that when due.

Keywords: School, Resource Management, Records Keeping, Secondary Education.

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INTRODUCTION

This study is anchored on school resources management and records keeping in secondary schools. The control of secondary education in Nigeria Resource management in secondary schools is the means by which business transaction in the school system are effectively used to realize the goals and objectives of the school system of which the principal and other stakeholders are concerned. It is also the effective and efficient development of an organization like school system. It allows transparent of the school objectives and capacity. Resource management is the process of planning or booking resources of an organization in a way that would maximize the efficiency of the use of these resources. It is referred to as the combination

of human, material and financial resources in the school systems that are used to realize the school stated goals and objectives.

School resource management are those processes used in our schools to ensure effective realization of the set of goals (Eke, 2019). Resource management can be defined as the efficient and effective means of development of any organization resources such like secondary education especially when they are needed. These include human resource, materials resource, financial resources, production or information resources and natural resources.

Human resources: This is about the required personnel or staff who are to plan, coordinate, direct, control and evaluate the activities of the school as to achieve the goals and objectives of the school system. They are the principal, classroom teacher, non-teaching staff, students and other stakeholders of the school.

Materials resources: These are the physical structures provided for the schools to ensure effective performance of the personnel's as to carry out teaching and learning process effectively, such as the school building, desk, tables, chairs, books, school field, etc.

Financial resources: Financial resource consists of the fund which has been allocated to run the schools activity which the manager of the school has to be utilized prudently as to achieve the aim of school. Though many administrator of school has real failed in the utilization of the funds that put in to their hands. But those who believe in realization of the school goal and objective try to ensure they used the funds wisely to realize the school goals.

Production/information technology resources management: The school system presently has gone globally using the information technology in performing every activities, such as use of computer, internet, in performance most of their duties.

Natural resources: It deals with the natural endowment within the school like the landscape of the school, trees, soil for agricultural purposes.

Record Keeping in the Secondary School

School records consist of statutory and non-statutory records. it concerns all books and files or other documents containing information in the school. The statutory records are made compulsory under the education law of a state and they are kept by each school under the education law. They are as follows:

- Log books;
- Attendance register;
- Dairies;
- Pupils/students register;
- Admission register;
- School time table;
- Continuous assessment;
- Punishment book;
- Transfer certificates booklets;
- Report booklets, etc.

Concept of School Resource Management

School resource management is the process by which the school manages their various resources effectively; it includes tangible and intangible resources. It includes planning so as to have rightful resources that are assigned to the proper tasks. Alagboye (2004) cited that school resource management as the prudent utilization and maintenance of human, material, financial and other available resource for the optimal achievement of educational goals and objectives. Adetoro (2002) stated that it is the efficient and effective development of an organization's resources as at when needed. Fashuku (2008) opined that it is the educational resources to be manage by the managers of the institutions human and materials as well as financial resources.

TYPES OF SCHOOL RESOURCE MANAGEMENT

Human resource management

This type of resource deals with the personnel (workers) that make use of other resources such as the material and financial resources as to achieve the organizational goals and objectives .it requires assigned tasks which they are to perform. Nwankwo (2000) stated that human resource management is truly the Shighest assets of an organization. Iyede (2001) opined that human resource management as the harnessing of the totality of the people, skills, energies, talents and latent capabilities to achieve educational goals and objectives

Material resource management

It is the type of resources that consist of equipments, building, plant, tables, desk and technological devices used by the human resource to have effective and efficient utilization of the goals. Material resources management is referred as the physical facilities such as the classrooms, textbooks, workshops, libraries, laboratories, furniture's and fitting needed for effective academic work.

Financial resource management

The financial resource is the type of resources that involves funds to be used for the day –to -day activities of the organization which the school system is one. Ukeje (2006) defined financial resources management as the availability of money allocated to any organization for spending. Perry (2005) viewed financial resource management as an important dimension of administrative effectiveness in higher education.

Importance of School Resource Management

- It provides an overview of everyone and everything in the system;
- It makes planning and management transparent;
- It enables utilization planning;
- It helps in solving problems before they start;
- It guides the management in performing their duties efficient and effectively;
- It makes worker to in this direction as to enable them achieve the stated goals.

RECORDS KEEPING IN THE SECONDARY SCHOOL

Keeping records in the school system is as old as the system. This is to ensure accountability in the system and work efficient. Iheanacho (2018) stated in his study the following records kept in the secondary school.

Log Book

Is a document that contains all important events and activities that took place in school, names of the past principals, names of the proprietress or proprietors, date of resumption, examination, vacation, etc.

Teacher Attendance Register

It is a record that is used to register teacher's arrival and departure on daily basis. It acts as a check and balance on various days punctuality to school. On no account should any teacher sign or write the name of another teacher in proxy in the register. The register is used to check rate of truancy in the system.

Diary

Dairy is a record book that contains the breakdown of a syllabus, topics of various subjects which are covered in a week; it contains scheme of work, weekly record work, textbook recommended for the school. Each teacher is to record work done, the class and assignment given to the students.

Student's Attendance Register

This is a document which presents at a glance the attendance record of the students in school. It is marked on daily basis by the form teacher on resumption in the morning and after break in the afternoon. Columns in the book are dates, students name, attendance mark, boys and girls, percentage of the total number of times a student attend on a weekly, termly, signature of the form teacher and that of the year head or supervising officer regularly.

Admission Register

Is the book used to record the students admitted in the school. It contains the following; admission number, student's name, sex, date of birth, state of origin, last school attended, and name of school, date of leaving, date or re-admission remark.

School Time Table

This is the schedule of activities for the curricular and co-curricular, activities which include subjects offered in the school, time allotted. Time for co- curricular activities are also allotted in the time table such as sports/games, quiz, debates and other social activities.

Continuous assessment

It is a comprehensive record that contains the student's academic particulars from the day he/she enrolled in the school until the day he leaves. The monthly, termly and yearly academic progress of the student is recorded.

Punishment book

Punishment is a book of an enforcement of corporal punishment which is no more allowed in the school, but presently the administrator is allowed to administer when necessary. It is expected that it should be recorded in the punishment and it serves as a protection for the school head in case parents decide to go to court. Information to be included in the book are admission number of students, date, name, sex, age, class of the student and offence with signature of the teacher administering the punishment.

Transfer Certificate Booklet

This is a document that is given to students who want to leave the school for another school. It contains the name of the school, student name, town, date of birth, admission number, standard at present time, conduct and reasons for leaving the school, principal signature and date.

Report Booklet

Is a document consisting of the student's academic progression where the scores are recorded, which the class subject teacher is to record its scores and signature, likewise the principal with date of issuing the booklet to the student.

Non-statutory Records

Non statutory records are records that are not prescribed by education law but are mandatory and must be presented on demand to the constituted authorities. They are as follows: Staff minute's books, movement book, club records, records of ex-students, inspection reports, record of sporting activities, Parents Teachers Association minutes book, farm records book.

Staff movement book

Is a book used to record the deficits of the staff movement. It contains staff name, time out and time in. It is used to track the movement of the teacher or staff.

Inspection Report Book

This is a book that deals with personal reports of the conference observed by the inspectors of post conference in the school.

Minutes of meeting book

This is a book used to record staff meeting, board of governors meeting, Parents Teachers Association meeting, committee meeting, welfare meeting, sport committee, disciplinary committee and so on.

Farm record book

Farm record book is a book used to record the list of farm equipment available in the school. It consists of columns for name of crop, date that the crop is being planted, date and time harvested and remark. It is oversees by agricultural department.

Record of club and association book

Is the book used to record activities performed in the club, with the mission statement and that of the club.

Data

Data is text and statistics collected together for reference or analysis. Data can be defined as a piece of information. Example is information collected for a research. Data consists of qualitative and quantitative which are greatly desirable in the educational planning process. So, before any process can be implemented, the educational managers need to communicate with stake holders as regards the existing available resources situated, enrollment, manpower, facilities finance and so on, as to know the major areas to detect (Eke, 2019). Data is recorded information in form of letter, values, and numbers arising from direct counting or measurement. Udon (2011) viewed data as a rise from measurements taken on variables. Data is a raw text use to analyze variables.

Concept of Secondary School

The Control of Secondary School in Nigeria is under the federal, State and private individual. The Federal Government of Nigeria policy on education is adhered to by all secondary schools in Nigeria started by six years of school, junior Jss1, Jss2, Jss3 as junior secondary school, while senior secondary SS1, SS2 and SS3 which is equivalent to 10th, 11th and 12th Grade. The students of the junior secondary take BECE at the end of their 3 year in the school. The senior secondary take the GCE 0'levels examination, which is not mandatory, but the student takes the examination to prepare for the Senior Secondary School ends on the SSSE examination which is based on 4 core subjects, completed by 4 or 5 elective subjects. Core subjects are as follows: English, Mathematics, Economics, Civic Education and one or more elective out of Biology, Chemistry, Physics or Integrated Science, one or more elective subject out of English Literature, History, Geography or Social Sciences; Agricultural Science or a vocational subject such as Commerce, Food and Nutrition, Technical Drawing or Fine Arts.

The Junior Secondary School students after taking BECE can also join a technical college for 3 years and result to a trade or craftsmanship certificate. The Nigeria Educational System currently is based on 9-3-4 called Universal Basic Education (UBE). Which means every

child has to spend the first 9 years of basic and compulsory education to the Junior Secondary School Jss1-3, and another 3 years in the Senior Secondary School and 4 years in the Tertiary Institutions.

Unity Secondary Schools

The Unity Secondary Schools are controlled and funded by the Federal Ministry of Education; while the admission is based on merit and determined by National Common Entrance Examination taken by all final year primary school pupils. Tuition is free. The required age is 10 years. Presently we have 104 unity schools in the nation.

The State Secondary School

The State-owned secondary schools are funded by each state government Education is supposed to be free at this stage or level. The State Government is concerned with the state secondary schools through the state ministry of education. Secondary school as a school is formed into two levels Jss1-3, and senior secondary SS1-3. Ikugbayigbe (2004) stated that secondary school is the school that children under 11 to 18 years can attend and established by government, private individual, community, as to prepare them for higher learning or acquire skills. Secondary school is a school designed and structured for the children between the ages of 10 to 18 years. Obanya (2002) provided an increasing number of primary school pupils with the opportunity for education of a higher quality irrespective of sex, religion, social ethnic background as to equip students to live effectively in our modern age of science and technology. Diversify its curriculum to cater for the differences in talents, opportunities and roles possessed by or open to students after their secondary school course. This is to develop and project Nigeria culture, art and language as well the world's cultural heritage.

Moreover to raise generation of people who can think for themselves, respect the views and feelings of others, respect the dignity of labour, appreciate those values specified under our broad national aims and live as good citizens. It fosters Nigeria unity with an emphasis on the common ties that unite us in our diversity. Inspire students with a desire for achievement and self-improvement, both at school and in later life.

ELEMENTS OF SECONDARY SCHOOL

Discipline

According to Olagboye (2004), disciplines is the readiness of students and teachers to respect authority, observes, and obey school rules and regulations to maintain high standard of behavior necessary for smooth running of the teaching and learning process. It trains the character of students by helping them to acquire certain characteristics like self-control, tolerance, diligence, integrity, patriotism. Discipline in nature consist of peace and order in the school community as to help rules and regulations to check offences and misbehavior in the class room and entire school community.

Indiscipline

Indiscipline is any action that is not acceptable in the society (Ibara, 2016). Peretomode (1995) considered indiscipline as any act that does not conform to the societal values and norms. Edem (1982) defined indiscipline as the violation of schools rules and regulations, which is capable of obstructing the smooth and orderly functioning of the school system. Thus, indiscipline is an action that is not in conformity with the established standard rules and regulations governing a learning situation.

TYPES OF INDISCIPLINE FOUND IN THE SCHOOL SYSTEM

Ololube (2012) and Ololube (2017) identified stealing, dishonesty, sore offences, truancy, drug offences, wickedness, bullying, Riot, disobedience, assaults and insult as some of the common types of indiscipline in Nigerian schools.

Stealing

Taking another person's belongings without permission.

Dishonesty

Giving false reports, cheating in any form, telling lies, etc.

Sex Offences

Carrying out immorality like love sex with one another in the school community, which may result to venereal diseases, unwanted pregnancy, abortion, etc.

Truancy

Going back late to school after resumption date or leaving school without the authorized staff permission or dodging specific lesson periods'

Drug Offences

Taking of drugs that can harm the body, taking hemp, smoking cigarettes, taking of drugs without doctor's prescription.

Wickedness

Punishing students, such as flogging and destruction of school property and other follow student's property.

Bulling

Act of threatening fellow students in one way or another to make them not to feel free within the school.

Riot

Involving in mass demonstration, resulting destruction of school property and life

Disobedience

Involving doing specific orders not required in the school, and wearing wrong uniform or indecent dressing.

Assault and Insult

Junior students beating up by the senior students and as well taking to the teachers in disrespectful manner eg fighting the teachers.

CAUSES OF INDISCIPLINE

Indiscipline relates to all forms of misbehavior within the school system.

Sometimes it is collectively done, leading to the stage of demonstration and violence when it has to deal with an individual's misbehavior or offence. The following are elements that can lead to indiscipline

In-effective teaching

In the school where teachers do not take their assigned job (teaching) seriously, the students become mischievous in the class rooms as the class work bores them.

Harsh School Rules and Regulation

This is an act which a student can perform that will lead to frustration and tension in the life other students.

Poor Home Training

Many students, who behave badly at school, are from indiscipline homes, which they show reflection of that behavior at school. Also, many parents fail to show good examples to their children.

Lack of Facilities/Equipment and Authoritarian Way of Administration

The government or school authorities are responsible to provide required facilities for the school but where the principal failed in providing the educational facilities and equipments, moreover

the principal's attitude in performing his/her functional duties as to effectively achieve the goals of the school .

Lack of sufficient moral and neglecting instructions

Presently, the students find it difficult to ensure that they embrace moral behavior.

Lack of communication among principal, staff and students: This explains the poor communication among the stakeholders.

Human Relations

One of the basic factors in the schools system is the adoption of human relations approach. Human relations involves staff in planning changes that would affect them which managers are to ensure they communicate efficient with the members, especially in decision making .so it is important that staff are adequately involved in taking decisions if the goals and objectives must be achieved.

Longevity of the School

The number of years or the life span the school could also attract more development and achievements which pass from generation to generation as well as giving and protecting the image of the school.

Corporate image of the School

The identity or the sum of the totality of impressions left on the school by the public such as the performance of the principal, teachers, students and the entire school community as to having brand equity either for innovation or technology. A good corporate image is a genuine asset of any organization.

Programme Planning in Secondary School

Program planning is the arrangement or setting up a second language program for a longer period of time. It covers a programme plan for three years of development in the subject area. Program planning helps the nation to achieve educational objectives. It also helps to keep one working hard to fulfill the set goals. It helps school to achieve their aims with some ease and promptness. It encourages motivation in personnel of the school system.

School as a service of organization, needs to plan its program in order to achieve the set goals. Program planning in secondary school to be discussed in the study is based on outdoor activities.

The outdoor program in the internal annual program is planned in a way that the experience acquired would have a link with the class room experience. Outdoor learning is an active learning process. The participants learning through what they perform, what they encounter and discover.

Types of Outdoor Programme in the schools

In any social system there is the need of organizing outdoor programme as to make the people have fun, relax and have pleasure. Such as follows:

Annual sports competition

It is an outdoor learning activity where the students engage in different types of sporting activities. It brings about the theoretical aspect of physical education into real life situation. It allows friendship and team work. It involves psychomotor domain or the students such as football team, basketball team etc.

Speech and prize giving day

This is a program that is organized outside the class room and planned to honour class room works. It is seen as a day of excellence and award to the best students of the cognitive and effective domain and is done annually.

Class Activity or Open Day

It is a day that is set aside by the school for each class or grade to discuss and review their work in the school so far I academic performance, whereby parents of the students in the same year come to interact with their children teachers on the well-being of the students. Open day encourages team work among the parents, teachers and students, parents and teachers.

Founder's Day

This is a special day in the school calendar. A day the community will set aside to commemorate those who founded the school and those who contributed in one way or another to have things done as to bequeathed resources to the development of the school. Founder's day is a historical day where the resources of the school are remembered and a day where future heroes are inspired.

Club and Societies

Is another outdoor learning program in school that is taken care of in the subject areas covered, Eg young farmer's club, music club, JET club, French club, young entrepreneurs club, homemakers club, debate society. These clubs are formed to bring theoretical knowledge into real life situation. It is action oriented program.

Parents Teachers Association

This association consists of Parents and Teachers to meet and exchange views and carry out new ways on how to achieve educational goals for the school and family to achieve educational goals.

Budgeting

The principal of a secondary school is in a great deal of the autonomy in making the annual budget for his/her school. Budget is setting of expenditure priorities and the weighing of alternatives. The budgeting allocation which represents revenue from the ministry of education constitute major source of school finance in the plans and budgeting about financial plans.

Examination

Examination as a program planning consist of the junior secondary examination BECE , which the students are to take at the end of their 3 years in school. While West African Examination Council (WAEC) National Examination Council, (NECO) National Business and Technical Examination Board (NABTEB). It consists of the teacher student ratio 40:1

Financing Secondary Education

School finance is the financial resource available to the school system that constitute an important inputs required for the smooth running of the school (Ibara, 2016). Financing Education is to strengthen education to realize its goals. Therefore secondary education will only work well when the financial management is sealed. Secondary Education all over the world will only attain effectively their goals and objectives by relying on the state of financing.

Osuala (2014) Stated that school financial stability makes a key contribution to a successful academic work, that nothing can be so destructive to academic time, the ability to innovate or maintenance of good morale as financial crisis. Financing secondary education is a means of providing all the necessary requirements to help in running the daily activities of the school system Eke, (2019). Financing of school consist of financial resources available to the system that constitute one of the vital inflow required for the day to day activities of the school. Therefore, school administrators have to take adequate accounting process as to ensure transparency in her expenses.

Sources of Financing Secondary School

Government is the primary source of financing secondary education in the nation. The Government expenditures in Education are presented in the form of budgets, which represents revenue from the state for education. Though the private secondary is funded by the proprietors and proprietresses. Government expenditure can be categorized into two ways:

Capital expenditure

This is the expense that are made in bulk to the school authorities for school new building, renovation of the old ones, purchase of hardware components to school.

Recurrent expenditure

It is the expenditure that occurs yearly in the budget to carry out. Things like staff salaries and allowances; plant maintenance, travelling and transport expenses, students' needs and uniform. These are types of expenditures that changes with time due to certain factors in the economy government Special Grants.

The Government Special Grants are assistance given to deserving secondary school by the Government, Federal or State. The amount of allocation to a particular secondary school depends on some factors, eg. the size of the school. It helps to improve the quality of education in the schools and encourages communication impacts on the school projects. The Federal or Unity secondary schools are funded by the Federal Government through Federal Ministry of Education. While the State Secondary is cater for by State Government through State Ministry of Education.

Non-Government Source of Financing in Secondary School

The funds generated from private individual. NPE (2004) stated that financing of education is a joint responsibility of the federal, state and local governments. Government also welcomes and encourages individuals and other organization.

THE SOURCES OF REVENUE FOR SOME SCHOOLS

School Fees

The school fees has constituted an important source of revenue for school, and may include the following

School Activities

The school administration try to raise fund from activities like sales of school uniforms, Agricultural ventures, cultural shows and stationery, rental of physical facilities to individuals and other institutions that need them, such as school hall, class rooms could be hired for conference meeting, examinations, wedding receptions etc.

Levies

The students could be levied to pay an amount of money in form of Parents Teachers Association to bank roll outstanding projects in the school, such as building of class room, provision of infrastructure and so on.

International Aid

Foreign bodies and Foundations offer assistance in various ways to schools in developing countries like Nigeria. They provide outright grants, equipment and training programmes for the secondary schools staff.

Student Aid Programmes

Government provide cheap loan for indigent students to finance their education, which will increase the need of school fees as a source of school finance.

Endowment Fund

This is the fund given to schools to be held in perpetuity or donations made by corporate bodies to secondary schools, providing desk or chairs for the students, school bus, borehole water supply to the school.

Old Students Association

These are students that has passed out from the school and wished to partner with school as to keep the face and beauty of the school shining. They also provide educational materials, donations to show appreciation to their school.

Importance of Financing Secondary School

- It helps to develop school projects;
- It enhances the running of the school activities effectively;
- It is helps in improving of infrastructure in the school community It helps to attain the goals and objectives of the school;
- It helps to providing facilities to school such as educational materials;
- It helps to payment of staff salaries and students welfare.

School Budget

This is a yearly financial plan of expected income and expenditure through which educational objectives are implemented and translated into reality Robert-Okah (2014). School budget deals with expenditure and revenue questions for a specific future time period. Therefore the management aspect of a school budget involves the efforts made to carry out efficiently and effectively plans and policies that have been approved.

Preparation of Secondary School Budget

School budget preparation starts from the class room teachers that decide what to be used, such as equipment, books and other supplies or aids that contribute to effective instruction in teaching and learning process in the school. The non-teaching staff also are expected to make input, because in some of the schools, budget is prepared by the bursar or any person designated by the school administration based on the inputs of all cost centers in the school.

The secondary phase of the school budget is the budget statement of goals and objectives of the school, followed by the brief history of the school and its achievements, education program and as well proposed program for the present fiscal year. The summary of the proposed expenses receipts that have been stated down in details like the actual amount, transport, water and power and as well the four school administrative elements:

- Get the fun to run the planned programmes and services;
- Planning the school programmes;
- Spending the money prudently for educational programmes;
- Evaluating the results within the stated period, yearly.

Functions of School Budget

- It guides the school budget in disbursement of funds for the implementation of planned educational or school programmes;
- It encourages the implementation of planned school programmes;
- It is a project designed to improve the implementation of school programmes for the next academic session;
- It indicates the total amount to be spent on the next financial year of the school;
- It allows accountability and transparency;
- It helps the educational planner to gain experience that could lead to more careful planning, better system or control and judicious expenditure of the money.

CONCLUSION

School resource management is the booking of resources of school. It deal with the combination of human, material and financial resource are used to realize set goals. The study reviewed the school records as the statutory records for reference purpose. Control of secondary school students which determine discipline, obedience to the rules and regulations of the school, program planning in school such as the instructional activity teaching and learning process, inter house sports, founder's day etc. Finally financing of the secondary school which involves some of the stake holders of the school stated in the review. The conclusion of the study was based on the discussion in the study.

Recommendations

The following are the recommendations for solving the issues in the identified in the study school resource management and records keeping in the secondary school. Government should provide adequate resources to the secondary schools and ensure proper maintenance of the facilities. The government should also monitor funds allocated to schools as to see to how it is been utilized. The wealthy men and women in the nation should contribute to the funding of schools. The educational personnel should be grant staff maintenance programme termly through training, job placement, regular supervision, and evaluation. Also the statutory document should checked regularly by the school administrators

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