## PRIMARY AND COMMUNITY SCHOOL BASELINE DATA SURVEY

The Basic Education Development Project is helping the Department of Education to work with provinces, districts and school Boards of Management to build their capacity to independently manage an ongoing program of infrastructure maintenance and development in primary and community schools.

We need accurate information about the amount and condition of existing school infrastructure and how well Boards of Management are managing each school's infrastructure.

We are visiting each primary and community school to collect the information through this survey.

## HOW TO FILL IN YOUR SURVEY FORM

The survey has different types of responses:

ii voy nao amo	rent types of responses.
Example 1:	Please place a <b>X</b> in the box immediately to the left of the correct answer. These boxes are blue. (Refer sample below)
	1.1 Who owns the land used by the school? Customary X State Church
Example 2:	Written answers where you write one letter/ number in each box. Leave a blank box between words. These boxes are grey. (Refer sample below)  1.2 Land Area: S 0 0 metres x 6 0 0 metres  Name of School: S E V E S E M 0 R E A
Example 3:	If you make a mistake, on a written answer, rule out the incorrect answer and write the correct answer beside it. (Refer sample below)  3.2 How many toilets in good condition does your school have for:  Male Students? 4 Female Students? 4  Male Teachers? 1 Female Teachers? 1
Example 4:	If you make a mistake, on a multiple choice answer, rule out the incorrect answer and circle the correct answer. (Refer sample below)
	2.3 If No, when is it not available? Term 1 Term 2 Term 3 X Term 4

Please complete the survey using a black or blue biro (black preferred)

You will keep one completed form in the school for your records. We will take one completed form with us. Survey results will be given to your provincial education office to help with provincial, district and LLG planning.

Thank you for your help

BEDP PO Box 214, Waigani Ph: 323 2210, Fax: 323 2213

## **COMMUNITY AND PRIMARY SCHOOL BASELINE DATA SURVEY** Type: Primary Community Name of School: School Code: **PROVINCE** Please place a **X** to the left of your province Central (54) KLM (71) Enga (61) North Solomons (70) Simbu (59) Gulf (52) Manus (66) NCD (53) Southern Highlands (57) New Ireland (67) Eastern Highlands (58) Milne Bay (55) Western Highlands (60) East Sepik (65) Morobe (62) Oro (56) Western (51) East New Britain (68) Sandaun (64) West New Britain (69) Madang (63) District Code: **Electoral District:** LLG: AGENCY Church Agency Permitted Non-permitted Catholic **Evangelical Alliance** Lutheran If church agency, please indicate if: Post Office: Nearest Village: BOM BANK ACCOUNT Account Name: Westpac ANZ Account Number: Bank: Branch: Signatories Name: Position on BOM: Position on BOM: Position on BOM: 1: LAND OWNERSHIP AND GROUNDS | Please place a | X | in the box immediately to the left of the correct answers Customary State Church 1.1 Who owns the land used by the school? 1.2 Land Area: metres X metres 1.3 Are there any current land disputes? Yes No **1.4** Do you have sports grounds?: Yes No 1.5 Do you have school food gardens: Yes No **1.6** Do you have teachers gardens?: 2: SCHOOL WATER SUPPLY | Please place a X in the box immediately to the left of the correct answers No Supply Rainwater Tanks River Well **2.1** Where does the school get most of its water? Yes 2.2 Is reliable drinking water available all year? Term 1 Term 2 Term 3 Term 4 2.3 If No, when is it not available? 2.4 Does the school have rainwater tanks? Yes No Cement 2.5 If Yes, how many are: Galvanised Iron Tuffa **2.6** What is the estimated total storage capacity of all the water tanks?

3: SCHOOL SANITATION Please place	a <b>X</b> in the box immediately to the left of	the correct answers			
<b>3.1</b> What type/s of toilets does the school use		Conde ) The Grade S		SINE PROPERTY AND STREET	
No Toilets Shore Drop Toilets (So	lwara) Pit Toilets				
VIP Toilets Flushing Toilets	Other				
3.2 How many toilets in good condition does	s your school have for:				
Male Students? Female Students?					
Male Teachers? Female Teachers?					
3.3 Do the male toilets have a urinal?	es No				
3.4 If yes, how many boys can stand at the urin	nal at the same time?				
3.5 Are the girls' toilets in a secure private loca	ation, away from the boys' toilets?	No has said			
<b>3.6</b> Are there washing facilities for older girls?	Yes No				
3.7 How many of the staff houses have interna	al toilets that do not work?				
3.8 Has the school been closed in the last 12 n	nonths because of sanitation problems?	Yes No			
If Yes, when did this occur? Term 1	Term 2 Term 3 Term 4				
Why did it occur?:			Brinna		
A: EENCING Plans along a V in the ba					beller!
	ox immediately to the left of the correct a			feeted beauti	
<b>4.1</b> Does your school have a perimeter fence of	or hedge? Yes No	<b>4.2</b> If No, does yo	or school need a fence	or hedge? Yes N	lo
4.3 If yes state why:					
5: NUMBER OF CLASSROOMS, STORER	OOMS, OFFICES AND STAFFROOMS				
<b>5.1</b> Indicate the number of classrooms, storero	ooms, offices, staffrooms and staff houses in the	school:			
Classrooms: Storerooms:	Library:				
Offices: Staffrooms:	Ct. #1				
Offices.	Staff houses: Other:				
6: NUMBER AND CONDITION OF BUILD	toward bound			·	
based haved	DINGS			•	d loored
6: NUMBER AND CONDITION OF BUILD 6.1 How many buildings of each type and con School Buildings	DINGS dition are there? Staff Houses	Name of the second		229	r feered
6: NUMBER AND CONDITION OF BUILD 6.1 How many buildings of each type and con-	DINGS dition are there?				in feorest
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6: NUMBER AND CONDITION OF BUILD 6.1 How many buildings of each type and con School Buildings  Minor repairs needed  Urgent, major repairs required	dition are there?  Staff Houses  Minor repairs Urgent, major needed repairs required				School te
6: NUMBER AND CONDITION OF BUILD 6.1 How many buildings of each type and con School Buildings  Minor repairs Urgent, major repairs required  Permanent	dition are there?  Staff Houses  Minor repairs Urgent, major needed repairs required  Permanent  Semi-Permanent				r Icordad Amajorii Amajorii Amajorii Amajorii Amajorii
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6: NUMBER AND CONDITION OF BUILD 6.1 How many buildings of each type and con School Buildings  Minor repairs  Needed  Permanent  Semi-Permanent  Bush Material  7: LIBRARY  Please place a X in the box	DINGS dition are there?  Staff Houses  Minor repairs urgent, major repairs required  Permanent  Semi-Permanent  Bush Material  Cimmediately to the left of the correct an	swers			e loorise Azsejore Fundania SUO
6: NUMBER AND CONDITION OF BUILD 6.1 How many buildings of each type and con School Buildings  Minor repairs  Permanent  Semi-Permanent  Bush Material  7: LIBRARY  Please place a X in the box  7.1 About how many library books does your semi-	Staff Houses  Minor repairs Urgent, major needed repairs required  Permanent Semi-Permanent Bush Material  K immediately to the left of the correct and school have?  (to nearest the state of the correct and school have)	iswers 50)			in looms
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6: NUMBER AND CONDITION OF BUILD 6.1 How many buildings of each type and conditions  School Buildings  Minor repairs Urgent, major repairs required  Permanent  Semi-Permanent  Bush Material  7: LIBRARY Please place a X in the box  7.1 About how many library books does your standard to the property of the poor school store its library books. SERVICES AVAILABLE AT THE SCHOOL	DINGS  dition are there?  Staff Houses  Minor repairs Urgent, major needed repairs required  Permanent  Semi-Permanent  Bush Material  K immediately to the left of the correct an school have?  Oks? (mark X) In a classroom  DL Please place a X in the box immediately.	iswers 50) In a storeroom		In separate library building	in looring
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9.2 For your schoo	l only (not th	ne feeder schoo	ls) Indicate nui	mbers of girls a	nd boys enrolle	ed in each grad	e. Use latest Jun	e enrolment figures	
	Grade 1	Grade 2	Grade 3	Grade 4	Grade 5	Grade 6	Grade 7	Grade 8	
Boys									
Girls									
Number of classes									
Female teachers									
Male teachers									
9.3 How many Gra	de 3 student	ts (based on late	est June figure	s) are aged:					
	7 yrs	8 yrs	9 yrs	10 yrs	11 yrs				
Boys									
Girls								t grat I tensi I haro a	
10: ACCESSABIL	ITY AND L	OCATION F	Please place a	$\mathbf{X}$ to the lef	t of all appro	priate boxes			
10.1 How long doe	es it take to t	ransport mater	ials from the bu	uilding supplies	s merchant to t	he school?	Hours		
10.2 What is the m	ain means o	f transporting t	he building ma	nterials? (mark	X) Road	Boat	Air	Walk	
10.3 How long doe	es it take to v	valk from the ne	earest transpor	t point (road, ri	ver, beach, or a	irstrip) to your s	school?	Hours	
10.4 How long doe	es it take to t	ravel to the Dist	rict Office?	ПППн	lours by	Walk	Road	Boat Air	
10.5 Where is the r	nearest bank	ing facility?							
10.6 How much do	es it cost for	a person to tra	vel to and from	n the banking fa	acility? K				
11: SUPPORT							2906316		
11.1 What was the	cash contrib	oution to the sch	nool last year fr	om the followi	ng groups:			о комония то истаномо за	
School fees:					K				
Project fees:					κ				
Fund-raising:					ĸ				
LLG:					K				
Provincial goverme	ent subsidies	:			К				
National govermen					K				
Member of Parliam					K				
Church agency/ NG		or:			K				
11.2 What were the			:		IV				
Grade 1-2					K				
Grade 3-5					K				
Grade 6-8					K				
11.3 What was the	school's plan	aned hudget fo	r last year?		V				
12: BOM MEETIN		med budget 10	i iast year!		Victoria III	time by all himself		se of the Calcollar estate large to carrie	edins navina
12.1 Does the scho		OM? Yes	No If N	I <b>O,</b> please go to	guestion 13				
<b>12.2</b> Location of mo		house		,, 90 10		12.4	Date of last mee	ting DD MMM NVV	
		in the service	anth-						
12.3 Number of me	etings held	in the past 12 n	nonths			12.5	Date of last elec	tions	

Name		M/F Position, or organisation/group	represented
	LASTNAME		
Elected /Appointed	When joined	Membership expiry date	Number of meetings
OD MM VVVV		DID MM I VIVIV	attended in the past
Name	from bound to bound bound bound bound bound bound bound	M/F Position, or organisation/group	And the second s
Elected /Appointed	When joined	Membership expiry date	Number of meetings
			attended in the past
Name		M/F Position and in the	12 months
		M/F Position, or organisation/group	represented
Elected /Appointed	When joined ·	Membership expiry date	Number of meetings attended in the past
	MA WE WIND	PP MM MMMM	12 months
Name		M/F Position, or organisation/group	represented
Elected / Appointed	When joined	Membership expiry date	Number of meetings
DEMM YYWW	DD MM YYY	DD MM TYYYY	attended in the past
lame		M/F Position, or organisation/group	represented
		faculty from the first from	
lected /Appointed	When joined	Membership expiry date	Number of meetings
	DO MEMBERRY	DD MM VVVVV	attended in the past
ame		M/F Position, or organisation/group	12 months
TETRICIFIC TO THE ROTE OF	OF THE PROPERTY OF THE PROPERT		
ected /Appointed	When joined	Momborchia evaire data	
		Membership expiry date	Number of meetings attended in the past
		MA MM MWWW	12 months
ame		M/F Position, or organisation/group	represented
ected /Appointed	When joined	Membership expiry date	Number of meetings
	DD WW ANAMA	DO MM YYYY	attended in the past
ame	TO SECURE AND ASSESSED ASSESSED ASSESSED ASSESSED.	M/F Position, or organisation/group	represented
ected /Appointed	When joined	Membership expiry date	Number of meetings
IO MM MWWW			attended in the past
ame		M/F Position, or organisation/group	12 months
ected /Appointed	When joined	Membership expiry date	Number of sections
	BIBLE MADE VINITURE	Files & Railes & Perfective	Number of meetings attended in the past
	RR BRA BRANCH		12 months
ame		M/F Position, or organisation/group	represented
ected /Appointed	When joined	Membership expiry date	Number of meetings
		DID I MM I Y Y Y	attended in the past 12 months
ime		M/F Position, or organisation/group	represented
ected /Appointed	When joined	Membership expiry date	Number of meetings
D MM YYYY	DD MM YYYY	DD I MM I YWYY	attended in the past 12 months
ame		M/F Position, or organisation/group i	represented
ected /Appointed	When joined	Membership expiry date	Number of meetings attended in the past
	DID MAIN YIYIYIY		

12.7 Indicate which of the following BOM positions are held by women: (mark X ) Chairperson Deputy Chairperson Treasurer Secretary
12.7 Indicate which of the following both positions are new by women when the same and the following both positions are new by women when the following both positions are new by women when the following both positions are new by women when the following both positions are new by women when the following both positions are new by women when the following both positions are new by women when the following both positions are new by women when the following both positions are new by the following both pos
12.6 has the current approved by the 1.5 has been seen approved by the 1.5
12.2 Ale limited Rept of your beautiful to the state of t
12.10 Are they displayed in a public place? Yes No
12.11 Where are BOM records/minutes of meetings kept?
12.12 Are BOM resolutions implemented? (mark X ) All Some None
12.13 If NONE why not?
12.14 What BOM sub-committees do you have? (mark X) Maintenance Disciplinary Other
if other, give details
paningga bossi
12.15 How many women are on the maintenance sub-committee?  12.16 How does your BOM share information with the community?(mark X)
News sheets Community announcements at church Joint P&C/BOM meetings School assemblies Other
if other, give details
13.17 Can observers attend ROM meetings? (mark X.) Yes No. 12.18 Are ROM financial reports shared with the community? Yes No.
12.17 Call observers attend bowl meetings: (many x)
12.19 If yes how are they shared? Photocopied and distributed to parents Displayed on Notice Boards Announced at Public Meetings Other
if other, give details
12.20 Does the BOM accept community members ideas for BOM/School activities? (mark X )
12.21 What have been the main activities of the BOM in the past year?(mark X) Fund-raising Preparing School Infrastructure Development Plan
Conducting disciplinary committee meetings Approving student enrolment Maintaining school buildings Other
if other, give details
13: P&C MEETINGS
13.1 Does the school have a P&C?(mark X) Yes No If NO please go to question 15
13.2 Location of meetings  13.4 Number of meeting held in the past
12 months
13.5 Date of last elections
EARLY STATES AND
13.6 Are minutes kept of your P&C meetings? Yes No 13.7 Are they displayed in a public place? Yes No
13.8 Are the resolutions being implemented? All Some None
13.9 If NONE why not?
13.10 What have been the main activities of the P&C in the past year?(mark X) Fund-raising Maintaining school buildings Other
THE PART OF THE STREET PROPERTY OF THE PARTY
Keeping school neat and tidy Assisting teachers in teaching "Culture and Community", "Making a Living" or other subjects
Keeping school neat and tidy  Assisting teachers in teaching "Culture and Community", "Making a Living" or other subjects  if other, give details

12 11 \\//\				
• Fund-raising:	women Men	Kooning school tidy	Woman	- M
Maintenance:		Keeping school tidy	Women	Men
		Other	Women	Men
Assisting teachers:	Record Record	Appraising teachers	Women	Men
14: INFORMATION COLLECT	ION AND SHARING BY BOM & P&C	from from		
<b>14.1</b> How many times have the BC	OM and P&C met together in the past 12 r	months?		
14.2 How many people usually att	tend? Number of Women	Number of Men		
15: CONTRIBUTIONS BY THE	WIDER COMMUNITY			
15.1 How do church, local busines	ss & the LLG help the school?			
Fund-raising				
Provide building materials fre	e or at significant discounts			
Provide skilled workers free or	r at significant discounts			
Assisting teachers in teaching	g "Culture and Community", "Making a Liv	ing" or other subjects		
Other				
if other, give details				
15.2 What do members of the wid	der community do in the school?			
Use the school grounds for sp	porting activities			
Use the classrooms after hour	rs or over weekends to teach adult classes	s such as literacy, etc		
Use the classrooms after hour	rs or over weekends for community meeti	ings		
Other				
if other, give details				
15.3 How do members of the wide	er community help the school?			
Provide labour free of charge	to maintain existing or build new school	buildings		
Donate local materials to main	ntain existing or build new school buildin	gs		
Provide trees that can be cut be	by wokabout sawmills for school building	projects		
Fund-raising				
Assist teachers teaching local	skills, story telling etc			
Provide land for school garder	ns			
Other				
if other, give details				
15.4 Who usually carries out the ac	ctivities identified in 15.3? (mark X)			
Provide labour	Women Men	Fund-raising	Women	Men
Donating materials	Women Men	<ul> <li>Provide land for school garder</li> </ul>		Men
Assisting teachers	Women Men	Provide trees	Women	Men
	hood hood		hand hos	
Survey form completed by:				
		Date OD 1 M	AN EVIVIVIVI	
Position		Date Date		