



# Monitoring of School Improvement Plans

## Training for School Leaders

# Session Overview

- Session objectives

## 1. Introduction

- Starter activity
- Introduction to monitoring
- Understanding SIPs
- Steps taken to develop SIPs

## 2. Monitoring SIPs

- Goals & importance of monitoring SIPs
- Stages for monitoring SIPs
- Approaches & processes to monitoring SIPs
- Common mistakes while monitoring SIPs

## 3. Data driven approach to improve school organization

- Data collection & utilization
- Data based reporting
- Decision making based on data
- School improvement based on data

# Session Objectives

1. To have a clear understanding of a School Improvement Plan.
2. Support school leaders adapt to effective SIP monitoring approaches
3. Appreciate the value of monitoring SIPs while making informed decisions based on data

# Opening session

## Session Expectations

- In the chat box, write your expectation from today's session.

## Ice breaker

- Today, we are going to use emojis to express ourselves.
- a) Using an emoji, image or picture, share with colleagues what best describes your mood today?

# 1: INTRODUCTION

## SCHOOL IMPROVEMENT PLAN: SIP MONITORING



## Understanding of key words....

**Starter activity (5 minutes): Write your response in the chat-box as guided by the facilitator.**

1. Write 1-4 words which best describe the verb, "to monitor".
2. What do you understand by "school monitoring"?
3. What is school improvement planning?

## Understanding of key words....

- a) 1-4 words which best describe the verb, " to monitor":** Monitoring is collecting data, analyzing, dissemination & learning.
- b) What do you understand by "school monitoring:-** School monitoring is seeing if you are doing what you said you would do and done in a systematic approach to overseeing planning, learning, and teaching.
- c) School Improvement Planning:** process that Identifies the academic and priority goals along with strategies each school takes on in order to attain school improvement.

# Introduction to School Improvement Plan

- **What is a School Improvement Plan?**
- A school improvement plan is a **road map that sets out the changes a school needs to make to improve the level of student achievement** and shows how and when these changes will be made.





# Experience sharing activity

## Task:

- Using your experience as a school manager, share steps you take in your school when preparing for a SIP (development process)?

## Instructions:

- Take a minute and on your school-based practice, share your experience with colleagues. Colleagues will be allowed to comment and ask questions related to your submission.

# Steps taken when preparing a SIP

- Step 1: Know your school's current situation particularly current levels of student's attainment.
- Step 2: Engage key stakeholders like PTA, BoGs members (needs assessment) and know their ideas in relation to school improvement (shared vision)
- Step 3: Analyse the information from the key stakeholders & harmonize with the school's current situation focusing on student's learning outcomes mainly.
- Step 4: Specify the desired outcomes you expect to achieve based on the analyzed information
- Step 5: Design and implement a School Improvement Plan.
- Step 6: Develop performance indicators to measure & monitor progress

# Experience sharing activity



## Activity:

- Using your experience as a school leader, share with your colleagues what you did in each term after completion of your SIP development process.

## Instructions:

- Put up your hand and share your experience.

## 2. Monitoring School Improvement Plans

**Discussion (3 minutes)**

**Okay let us brainstorm, raise up your hand to give your response.**

**Question**

- Based on what we have discussed already, what is the rationale of monitoring improvement plans in your school?

# Why it is important to monitor School Improvement Plan implementation process

- Monitoring SIPs provides all school stakeholders with the data and information that they need to make decisions in line with the interventions already in plan.
- Helps to establish what is working & possibly what you need to do different if the interventions put in place did not achieve the intended objectives.
- Helps determine the progress of the whole implementation process

# Why it is important to monitor School Improvement Plan implementation process

- Enables one evaluate the impact of the processes on the outcomes
- To learn from experiences hence find ways of improving practices and activities in the future
- To have internal and external accountability of the resources used vis a vis the results obtained

# Stages of Monitoring SIPs

## Points to consider while monitoring SIPs

- Creating **checkpoints** to check the results of each task and measure the impact of the task towards the attainment of the outlined goals.
- Prioritize **Fidelity** in implementation of your plan to ensure that tasks are executed as described.
- Create **new tasks** if the tasks in place are not achieving the predetermined goals
- **Adjusting goals** if the set goal looks unattainable with the tasks in place

# Stages of Monitoring SIPs

- Keep **identifying points of progress**, this helps in achieving the overall goals on the school improvement plan & can be replicated at some point.
- **Evaluating the plan** at the end of monitoring to ascertain if all the problems were addressed.
- **Reporting** is a key stage because it act as a checklist and self-assessment tool towards the evaluation process of the school plan.
- Using qualitative & quantitative **data** as a tool for monitoring e.g student learning and outcomes.



# Scenario

Mr. Ogwang the headteacher of Light S.S in Sororti city at the beginning of the school calendar 2021 called for a meeting with different school stakeholders, teachers and well-wishers at school. The purpose of the meeting was to develop a robust School Improvement Plan for that year targeting to achieve three objectives at the end of the year; access (increase enrollment by 10%), quality (increase the number of students achieving div 1-3 in UCE from 75% to 80%) and sustainability (maintain sound finances for the school).

**Question;** What processes do you think Mr. Ogwang needs to employ mid-way the implementation point to ascertain whether the strategies put in place will achieve the predetermined objectives?

# What processes can you use to monitor SIPs

- Holding team meetings with teachers, BOG, PTA members to share about school progress and challenges.
- Learning walks within school where the S. L is the first inspector of the whole process. This is done to get a clear picture of learning activities around the school and classrooms.
- Using the SIP targets set during the designing point to check for progress mid-way implementation.
- Collection of important data such as mid and end of term results, records of learner's books checked, UCE results, mock and pre-mock results and do comparisons.

# Common mistakes made during SIP monitoring:

- Piecemeal approach in the process by using only data produced by students (scores of tests, grades, attendance) without analysing what influenced those results.
- Jumping to interventions prematurely before prioritizing what needs to be exactly done differently in order to achieve predetermined objectives.
- Ineffective monitoring approaches, not paying attention to detail while monitoring especially students results, some teachers may administer assessments that are not challenging in order to look like they have been doing their job with diligence.

# Reflection activity

## Task

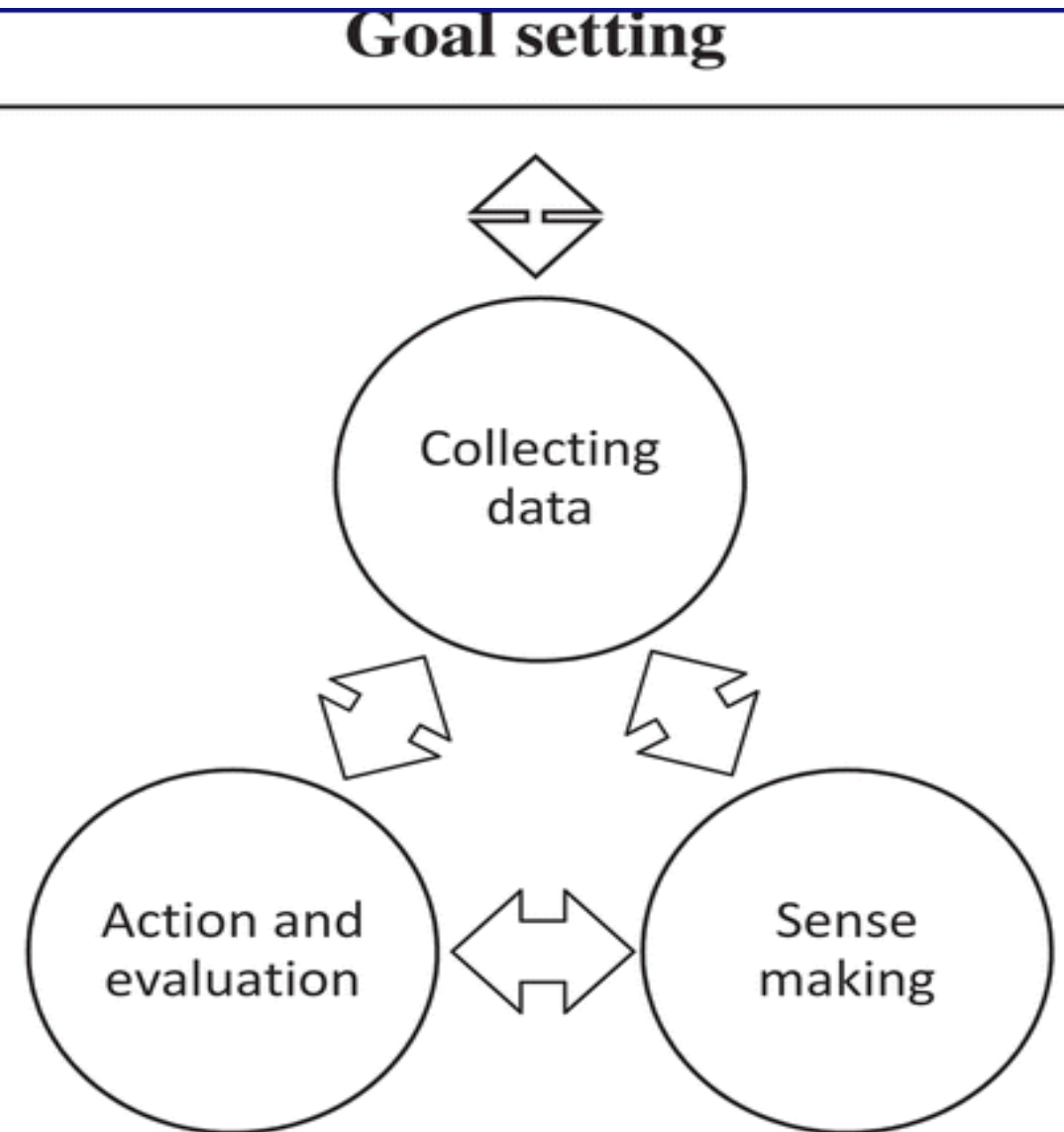
- Let us reflect and give a summary of what we have so far learnt from this session before we proceed to the last aspect. Focus mainly on how you will go around with monitoring of SIPs in your school?
- Please raise up your hand and give in your submission.

### 3. Data driven approach for school improvement

- **Brainstorming activity**
- As managers, what comes to your mind when you hear the word "Data" and its importance?
- Type your responses in the chart box

# Improving the quality of school organization using data.

- Data collection needs to be related to the organization goals; sense-making should revolve around the goals; actions should be directed towards these goals; and the evaluation should focus on whether the goals were achieved.
- After the goals have been set, data must be collected to determine if these goals are being reached.



# Data collection

## Which kind of data do you collect and use during the SIP monitoring process?

- Formative Data which aims at gauging students' progress
- Observational Data, information collected by just observing activities around the school environment
- Data from standardized tests, key milestones in exam administered
- Data from student Files
- Student Reported Data, this can be personal Identifiable Information gathered by parents/guardians or community for school purpose.
- Looking for data in the right places. Look at your goals and see which information you need to best help you investigate progress.

# Utilization of data collected

How do you use the data collected in your school?

## Data Utilization

- School leaders use data **to identify student's needs, motivate teachers, evaluate decisions & communicate with parents** to ensure that other measures put in place are more effective
- **Use data to find out what happened in the past:** Teachers look out for past data to get a baseline understanding of students; indicating skills learned and areas broken down. Information serves to inform what skills to teach next and areas students need extra help.
- **Teachers use data as part of their reflective teaching practice.** Each school day, they observe, make inferences, and then adjust their teaching accordingly.



# Data driven reporting.

**How do you share findings with school stakeholders and use data to make decisions ?**

- Holding meetings with DEOs, parents, BoGs to discuss the findings & make informed decisions
- Writing circulars to the wider community and parents providing detailed information about the status of the school.
- Displaying important information on school noticeboards and outdoor poster as a communication tool
- Use of mass media platforms to disseminate information for example creating whatsapp groups for parents.
- Use virtual media for reporting especially where physical engagement is limited & look out for quick solutions
- Preparing & distributing school magazines maybe annually containing information about the school programs, students & teachers

# Monitoring & Updating School Improvement Plan

## How to Improve school plans after monitoring

- Map out overall success criteria (mainly relate to student outcomes), take time to really think what will be different after monitoring, as this will lead to focused actions
- Pay attention to objectives and targets for improvement, the majority must be focused on outcomes for students
- Details of the actions to be taken and the outcomes to be achieved as a result of each action

# Monitoring & Updating School Improvement Plan

- Details of who is responsible for each of the action
- A timeline for implementation with key dates & milestones that should be measurable, clearly identifying what will be achieved; e.g, at the end of the first term, then the second and so on
- Details of what, who, when where and how the impact of the plan will be evaluated
- Find space under each key objective for the impact of actions every time the plan is monitored and reviewed.
- Details of the costed actions required to achieve the new target after monitoring

# Reflection Questions

- **Reflect on the following questions and share your responses on the chart box.**

1. what are some of the most important aspects you will consider when monitoring improvement plans in your school?





**Thank you!**