

Resource: SAOU Mini MBA session on Innovative School Management

Link to Section A of the 2021 Mid-year Survey: <https://forms.gle/Wh9uSjavQ9c62CNp9>

Link to Section B of the 2021 Mid-year Survey: <https://forms.gle/C3j2yJK7KYNHSvfZ6>

Identified categories

1. EXEC / Headmistress
2. Hostel, Infrastructure and Services
3. Community building (Learner matters)
4. Discipline
5. Operations Management
6. Skills Management and Staff Wellness
7. Curriculum Management
8. School events and Service Management
9. Market recognition and Culture Management

**The following questions formed the basis of the development of the 2021 survey.
(Please note that the final survey questions differ from the suggested questions below.)**

1. School Strengths, weaknesses, suggestions and urgency indicators were given for each of the following questions)

2. Please specify which equipment is needed and/or indicate any other needs with regard to your classroom as learning environment

3. What single matter would drastically improve your professional working environment at school.

4. Suggestions to improve learner well-being

5. Suggestions to improve School Spirit

6. Staff rated all areas and suggested changes

7. Positive feedback on Grade meetings

8. Recommendations to improve future Grade meetings

9. ...also report comment meetings

10. What do you value most about teaching at Eunice?
11. How can the SMT and/or Subject Heads support you to sustain excellence in teaching at EHS
12. Suggestion with regard to staffroom facilities
13. Suggested grounds request procedure
14. Suggestions with regard to EHS requests (all categories: maintenance, copy work, venues etc)
15. Announcements, Ground requests)
16. Booking procedure (school venues)
17. Comment on IT ticket / request system
18. Comment on school security in general
19. Comment on school transport
20. Any suggestion / request to the Headmistress regarding SMT, EXEC or Headmistress availability /accessibility
21. Suggestions for school Marketing
22. General comment on staff morale Suggestions for cultivating good staff morale
23. Suggestion to improve the general duty allocation process
24. Specific request with regard to your personal duty allocation (Please state motivation)
25. Comment about occasional end of year staff bonus
26. What do you regard as / would you suggest as staff benefits at school?
27. Suggested improvement of copy service / procedure
28. Suggestions to Grade Heads
29. Suggestions for more efficient term planning
30. Urgent school matter(s) to re-evaluate

31. General comment / suggestion with regard to RCL functionality
32. Suggestions with regard to concession learner management
33. Suggestions with regard to the co-curricular timetable
34. Suggestions with regard to subject choices
35. Suggestion for improved management of learner testimonials
36. suggested procedure for the annual revision of the Learner Code of Conduct
37. What makes teaching at school rewarding?
38. What makes teaching at school challenging?
39. What was the most difficult situation you had to manage this year?
40. How can administrative tasks be simplified / managed differently to limit anxiety among staff?
41. General remarks for the SMT's notice
42. Please state your professional support needs and/or suggestions to improve current support offered
43. Please suggest improvements to current finance procedures followed
44. Please suggest improvements to current IT support and/or support procedures followed
45. Suggest ways to improve our learners' sense of belonging and/or happiness.
46. Make a practical suggestion as to how discipline should be maintained at school.
47. State possible threats to your sense of happiness at school.
48. Please state any matter of concern that the SMT / EXEC should assess and/or address.
49. Suggest ways to ensure improved learner engagement during your lessons.
50. Suggest ways to monitor and manage stress and anxiety levels in class.

51. What would you like to change about your work space in your classroom

52. Give an estimate of your hours of service at school(per week.)

53. Give an estimate of the average time spent on school work after 16:00 (per week)

54. Report procedure:

- a. Do you find the report procedure to be effective?
- b. If not, what would you change about the report procedure?
- c. How do you think your suggestion above, might affect the timeline regarding report comments, editors, statistics, printing of reports, grade report done by Academic Grade Heads etc?
- d. Do you think personalised report comments are valued by our learners and their parents?
- e. Any suggestions on how accurate recording of marks can be assured?
- f. Do you see the value in having a report comment meeting as well as a grade report meeting?
- g. If not, what would you suggest instead?

55. Academic Grade Heads

- a. Do you see the need for why Academic Grade Heads and Grade Heads have different roles?
- b. Any suggestions that Academic Grade Heads should take note of.

56. Grounds duty

57. Equipping staff doing grounds duty with conflict management communication skills

58. Relooking grounds duty, number of people on duty Eg, should staff not move in pairs to cover themselves

59. Communication techniques: how to communicate with learners wearing masks.

60. The impact of masks on communication in class.

61. Comparing pre Covid learner input to current learner input

62. Rate yourself on a happiness scale from 0-10

63. ii) Give a reason for your rating.

64. Google Classroom integration

65. 67. What is your opinion regarding the mini exam format?

68. Would you suggest a mini exam format for the formal tests? In other words - instead of having one or two test periods every week, having a focused week of tests