

DOWA MASSHA CHAPTER

SUMMARY OF DISCUSIONS DURING MANAGEMENT MEETING

DATE: 23/11/2023

VENUE: CAROLINA LODGE, SENGA-BAY, SALIMA

It comprised all cluster leaders and all head teachers of Dowa Public Secondary schools

The main topic during the meeting was “**sharing best practices in management of secondary schools in order to improve service delivery which would in turn improve academic performance in schools**”

1.0. Presentation by Cluster leader Madisi cluster

1.0.1. Handling of teachers’ grievances

Presented examples of teachers’ grievances such as poor working conditions, mismanagement of students’ issues, workload, absence of boundaries between support staff and teachers among others. In a kind of discussion and sharing, the best practices in handling of these grievances were also presented

1.0.2. Preparation of handover notes

The best practice emphasized was to prepare handover notes as soon as the manager receives the posting instruction. The cluster leader shared the importance and format of the handover notes when the head teacher is posted away to another school. All components were clarified in details and the sample was floated on the DOWA MASSHA chapter forum after presentation.

2.0. Presentation by cluster leader Dowa Cluster

2.0.1. Proper handling of officers sent out on duties.

The issues of communication, specificity, accountability, relationship with service providers, time management, capability, presentability and problem solving skills were highlighted. Problems faced on the way such as loss of accountability, communication breakdown and gross errors in procurement were also shared to the head teachers and solutions were also discussed.

3.0. Presentation by cluster leader Mvera Cluster

3.0.1. How school can engage parents to improve performance of students

The issues of awards, sensitization, resource persons, school progress reports dispatch system and categorization failures were presented under this sub topic

3.0.2. How to enforce studies in day secondary schools

Issues of morning prep, study circles, supervision, involvement of community law enforcers and weekend studies enforcement were pointed out as best practices under the topic.

3.0.3. Best practices to enforce discipline in schools

Some of best practices shared include involvement of watchmen, and administering punishment in form of studies for those who abscond studies.

4.0. Report on meeting with DEYS’ officials

The secretary shared report on what transpired during the meeting with DEYS which was on MANEB exams administration issues, poor performance at 2023 PSLCE, registration of SNE candidates and sports communications breakdown.

By Dowa MASSHA Secretary