

## Effect of Record Keeping on the Management of Secondary Education in Otukpo Local Government Area of Benue State

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### Abstract

The study examined the effect of record keeping on the management of secondary education in Otukpo Local Government Area of Benue State. Two research questions and two hypotheses guided the study. The related literature review was done under conceptual frameworks identified appraisal record and decision making records as tools for effective management of secondary school. The descriptive survey design was adopted for the study. The population of the study comprised 579 Teachers in 27 Grant-aided schools out of which one hundred and twenty (120) teachers from six (6) grant-aided secondary schools constituted the sample of the study. A 10 item structured questionnaire titled “Effect of appraisal and decision making records on the management of secondary schools (EADMSSQ)” was used for data collection. Data obtained for the study were analyzed using descriptive and inferential statistics. Mean and standard deviation were used to answer the research questions while the chi -square ( $\chi^2$ ) test of goodness of fit was used to test the hypotheses. The null hypotheses were tested at 0.05% level of significance. The findings of the study were that appraisal and decision making records significantly affect the management of secondary schools in Otukpo local government area of Benue State. It was also recommended that school record should contain correct, accurate, valid and reliable information. All record books should bear identification name or code to avoid being mixed up thereby making retrieval difficult.

**Keywords:** *Effects, Records, Management, Decision Making, Appraisal*

### Background to the Study

A school is an important public or social institution for providing formal education to people through teaching and learning process. As an educational organization, so much is required of it by the learners, parents, stakeholders and the public in the area of information gathering and dissemination. For the school to be able to obtain information and furnish all the concerned or interested parties or relevant agencies, it became apparent that a systematic record keeping should be maintained. School records contain information generally considered as proof to an authority. School records are indispensable instrument for effective and efficient school management. It is obvious that good memory is an asset for a successful administrator. In this regard, Robinson (1980) pointed out that many people tend to forget things easily and find it difficult to remember events in their lives and therefore, the keeping of records help to solve some of the challenges associated with forgetting things.

Record keeping which is an integral part of school administration involves the process of collecting and collating information on various affairs of the school (Achuniwe, 1998). Such records could be classified into the following categories namely administrative records; financial records; equipment records and correspondence records. A record is therefore a document or information or an account on somebody, something or an event preserved and handed from one generation to the other. Similarly Bosah (1997) and Adedeji (2006) opined that records are sets of information put down in books, files and other documents on every event that goes on in an organization.

Akpakwu (2008) defines management as the judicious application of human, infrastructural materials, financial and time resources toward the attainment of organization aims. Osakwe (2011) defines records management as the application of systematic and scientific control of recorded information that is required for the operation of the school. Such control is exercised over the distribution, utilization, retention storage, retrieval, protection, preservation and final disposition of all types of records to achieve the best retrieval and exploitation of school records in the school system and also to improve the efficiency of records making and keeping processes. School records apparently are documents relating to persons, material resources or facilities, proposals and activities within or outside the school. Previously, school administrators were familiar with two categories of school records. To this respect, Agbaegbu, (1997) in Ogbonnaya and Ajagbaonwu (1997); Oyedeji, (1998); Udeozor, (2004); Sidhu, (2007); Udo and Akpa, (2010) in their separate studies says that school records are classified into two, namely statutory and non-statutory records respectively.

The statutory records include register of Admission and withdrawal, class Attendance Register; Syllabus and Scheme of Work, Weekly Diary of Work, log Book, Corporal punishment Book, Inventory book etc. It is mandatory by law for this class of records to be kept in the school and failure on the part of the school head to keep is a serious dereliction of duty which is punishable. The non-statutory records are those which are not mandatory to be kept in the school but are necessary for the day-to-day administrative convenience of the school. These class of records includes, Stock Book,

Health Record Book, Staff Meeting Minutes Book, Teachers' Lesson Note etc. With the growth in technology and complex nature of school activities, record keeping has assumed a sophisticated dimension. In this regard the advent of computer and internet facilities has made storage and retrieval of record more effective, fast easily assessable whenever required.

Igwe (1970) emphasized that proper record keeping of all related records is very important as they readily form data bank from which any information can easily be extracted at a short notice especially whenever needed for administrative purposes.

#### Purpose of Record Keeping

Sidhu (2007); Babalola and Ayeni (2009) in their studies share similar views that records are kept in the organizations for the following reasons:

1. To enhance the smooth handing over from one generation to another.
2. To preserve the culture in an organization.
3. To affirm the laws governing the organization.
4. To aid financial accountability.
5. To appraise the performance of the organization including staff and management.
6. To have insight into historical events.
7. To have facts and reasons for better planning for the future.
8. To serve as information bank where the stakeholders can tap up-to-date and current information about the business or organization.
9. To aid administrative decision-making and efficiency in the school.

#### Obstacles to effective Record Keeping in Nigeria Schools

The following obstacles militate against effective record keeping in the schools as observed by Udeozor (2004).

**Distortion:** When incomplete data are stored, they make retrieval of authentic information difficult, serving a misleading image of the school to the people.

**Carelessness:** When record keepers are careless, important records are either lost, misplaced or rough-handled.

**Natural Hazards:** Like fire outbreak, flood or rainfall, termites and other mishaps easily destroys important records thereby leaving vacuum in information bank difficult to find.

**Ignorance:** Could either be in the need to keep records or in the method of proper record keeping. At the end of it all, important records are not kept and the supposed information on the area lost.

**Attitudinal Factor:** Important records are sometimes lost through negative attitude of setting officers or set ablaze to cover some fraudulent practices or scandals. Sometimes too files are remove by unidentified person, or forged or mutilated thereby making

retrieval of information practically difficult or even impossible.

**Inadequate Facilities:** Inadequate facilities for record keeping is a common experience in most schools as they are still fighting to overcome analog system of record keeping.

**Lack of Space:** Due to lack of space for storing documents, many schools resorted to burn some considered obsolete or outdated.

#### Attributes of Good Record Keeping

According to Babalola and Ayeni (2006), in order to achieve meaningful organizational objectives, the following principles should be followed systematically.

1. The record keepers should be consistent.
2. The information recorded should be objective as much as possible.
3. There should be transparency in the records so that those who will assess it will understand it.
4. The purpose of the record should be clear enough.
5. There should be time frame to each record so that action can be taken appropriately on specific assignments.
6. Record should be easily retrievable without a hindrance.

#### Statement of the Problem

Record keeping is very important in the management of any organization especially the school. Udeozor (2004:174) says that school records are essential documents that provide vital information about the school. Sometimes, important records such as enrolment records, academic records, staff appraisal records, decision making records of committees etc. are hardly found in the school because of carelessness of the record keepers. In their carelessness, these records are either lost, misplaced, rough-handled or distorted thereby creating some level of challenges to the school management and slowing down the pace of decision making or teaching and learning process as the case may be. It is against this backdrop that the researcher tries to investigate the effect of school record keeping on the management of secondary school in Otukpo local government area of Benue State.

#### Purpose of the Study

The issue of poor record keeping and effective management of secondary school has been a growing concern to students, parents, public, stakeholders in education and the government especially in Otukpo local government area of Benue State and Nigeria in general. In this respect, the study intends to:

1. Examine the effect of appraisal record on the management of secondary school in Otukpo LGA.
2. Determine the effect of decision making record on the management of secondary school in Otukpo Local Government Area.

### Research Questions

The study sought to obtain answers to the following research questions:

1. How does appraisal record affect the management of secondary schools in Otukpo local government area of Benue State?
2. How does decision making record impact on the management of secondary school in Otukpo Local Government Area of Benue State?

### Hypotheses

The research work was based on the following null hypotheses which was formulated and tested at 0.05% level of significance.

$H_{0_1}$ : Appraisal Record does not have significant effect on the management of secondary school in Otukpo Local Government Area of Benue State.

$H_{0_2}$ : Decision making Record does not have significant effect on the management of secondary school in Otukpo local government area of Benue State.

### Methodology:

The researcher adopted the descriptive survey research design in the study. The rationale for choosing this design is in line with the views of Emaikwu (2013) who posited that it enables a study of a group or items by collecting and analyzing data from people considered to be a representative sample of the entire population. The population of the study consists of five hundred and seventy nine (579) teaching staff of the secondary schools in Otukpo local government area of Benue State. A simple random sampling technique was used to select six (6) secondary schools and twenty (120) teachers comprising 20 teachers each from the 6 secondary schools selected for the study.

The instrument adapted for data collection was the questionnaire. The researcher constructed a 10 item questionnaires titled "Effect of Appraisal and Decision making Record on Management of Secondary School Questionnaire (EADMSSQ)" used for data collection. The questions were framed on a fixed response scale with the following weights; Strongly Agree (4); Agree (3); Disagree (2); Strongly Disagree (1). The questionnaire was constructed by the researcher and was validated by experts in educational management and evaluation. The questionnaires were administered personally to the respondents in the sampled schools and collected back with the help of three (3) research assistants.

The researcher used the descriptive statistics of frequency, percentages, mean score and standard deviation to answer the research questions. The chi-square test of goodness of fit was also used to test the null hypotheses at 0.05 level of significance.

## Result and Discussion of Findings

The analysis of data that provide answers to the research question are presented on the following tables.

Research Question 1: How does appraisal record affect the management of secondary schools in Otukpo local government area of Benue State?

Table 1: Mean Ratings and Standard Deviations of the Effect of Appraisal on the Management of Secondary Schools

Item No	Item Descriptions	SA	A	D	SD	$\bar{X}$	S.D.	Decision
1	Annual performance evaluation record (APER) is relevant in appraising staff performance at work.	78	35	5	2	3.70	0.85	Accepted
2	The schemed of work and diary shows the extent to which the syllabus is covered by the teacher.	40	60	15	5	3.85	0.70	Accepted
3	Appraisal record provides a yardstick for decision making in facility procurement.	70	40	5	5	3.63	0.81	Accepted
4	Staff appraisal is useful in determining the strength and weakness of staff.	65	45	7	3	3.79	0.72	Accepted
5	Lesson note shows the extent of work the 60 teacher has performed in the class.	60	48	3	1	3.80	0.88	Accepted
6	Cluster Mean and Standard Deviation					3.75	0.79	Accepted

Source: Field work 2014

Table 1 show that the mean rating of the items 1-5 is 3.70, 3.85, 3.63, 3.79 and 3.80 with the corresponding standard deviations of 0.85, 0.70, 0.81, 0.72 and 0.88 respectively. Based on the mean scores obtained, items 1-5 were rated above the cut-off point of 2.50. This data indicates that the respondents agreed that appraisal has a significant effect on the management of secondary schools. The cluster mean of 3.75 with the standard deviations of 0.79 was also seen to be above the cut-off point of 2.50. This implies that records on appraisal affect the management of secondary schools.

Research Question 2: How do decision making records impact on the management of secondary schools in Otukpo local government area of Benue State?

Table 2: Mean Ratings and Standard Deviation of the Impact of Decision Making Records on the Management of Secondary Schools.

Item No	Item Descriptions	SA	A	D	SD	$\bar{X}$	S.D.	Decision
1	Staff appraisal records enables management to effect decisions such as promotion. Retention and retraining of staff in schools.	73	44	2	1	3.90	0.75	Accepted
2	The decision to procure more or less of instructional facilities can be taken from the study of the school custodian records.	80	38	1	1	3.75	0.86	Accepted
3	Data available in the school help management to formulate and select the preferred solution or solutions to issues.	60	45	10	5	3.96	0.83	Accepted
4	School records help the management to identify, analyze and evaluate problem before decisions are taken.	56	50	10	4	4.00	0.82	Accepted
5	School records establish criteria by which solutions will be evaluated or judged as acceptable and adequate.	50	66	3	1	3.77	0.80	Accepted
6	Cluster Mean and Standard Deviation					3.87	0.81	Accepted

Source: Field work 2014

Table 2 shows that the mean rating of items 6-10 is 3.90, 3.75, 3.96, 4.00 and 3.77 with the corresponding standard deviation of 0.75, 0.86, 0.83, 0.82 and 0.80 respectively. All the mean rating is above the cut-off point of 2.50. This equally shows that the respondents agreed that decision making records impact on the management of secondary schools. Also the cluster mean of 3.87 with the standard deviation of 0.81 was seen to be above the cut-off point of 2.50. This signifies that decision making records impact significantly on the management of school.

Hypothesis 1: Appraisal Record does not have significant effect on the management of secondary school in Otukpo Local Government Area of Benue State.

Table 3: Chi-square Test of Effect of Appraisal Record on the Management of Secondary School

Opinions	Observed frequency	Expected frequency	Degree of freedom	Level of sig.	X <sup>2</sup>	X <sup>2tab.</sup>	Decision
Disagree	40(25%)	60(50%)	2	0.05	55.48	7.82	Significant
Agree	80(95%)	60(50%)					

Values in parenthesis are percentages ( $X_2 = 55.48$ ;  $df=2$ ;  $P=0.05 > 0.00$ ).

Table 3 shows that the descriptive and inferential statistics of percentages and chi-square were used to test the hypothesis that appraisal record does not significantly affect the management of secondary school in Otukpo local government area of Benue State. The result shows that 25% of the respondents disagreed that appraisal record does not have significant effect on the management of secondary schools while 95% of the respondents agreed.

The result also indicates that the chi-square calculated value of 55.48 was greater than the chi-square table value of 7.82 checked at 0.05 level of significance and at 2 degree of freedom. The null hypothesis which states that appraisal records does not have significant effect on the management of secondary school was rejected while the alternative hypothesis which states that appraisal record significantly affect the management of secondary school was accepted.

Hypothesis 2: Decision Making Record does not have significant effect on the management of secondary school in Otukpo Local Government Area of Benue State.

Table 4: Chi-square test of Decision making Record on the Management of Secondary School

Opinions	Observed frequency	Expected frequency	Degree of freedom	Level of sig.	X <sup>2</sup>	X <sup>2tab.</sup>	Decision
Disagree	30(25%)	60(50%)	2	0.05	76.51	7.82	Significant
Agree	90(95%)	60(50%)					

Value in parenthesis are percentages ( $X^2 = 76.51$ ;  $df=2$ ;  $P0.05 > 0.00$ ).



## Table

Table 4 shows that descriptive and inferential statistics of percentages and chi-square were used to test the null hypothesis that decision making record does not have significant effect on the management of secondary school. The result shows that 80% of the respondents agreed that decision making records have significant effect on the management of secondary school while 40%.

The result also shows that chi-square calculated value was 76.51 greater than the chi-square Table value of 7.82 checked at 0.05 level of significance and at 2 degree level of freedom. The null hypothesis was therefore rejected while the alternative hypothesis was accepted. This implies that decision making record have significant effect on the management of secondary school.

## Discussion of Findings

The first finding of this study revealed that appraisal record has significant effect on the management of secondary school in Otukpo local government area of Benue State. This finding is in line with the views of Sidhu (2007) who posited that appraisal enable the administrators to know the direction in which changes may be made for improvement.

The second finding revealed that decision making records impact significantly on the management of education. This finding agrees with Ochai, (2012) who says that school records enable school administrator to plan and take decision on issues that concern the growth and development of the school.

## Conclusion

Based on the result of this study it has been concluded that appraisal and decision making records significantly affect the management of secondary school in Otukpo local government of Benue State.

## Recommendations

Based on the findings of the result, the following recommendations are made to help the administrators in the management of secondary school.

1. Ensure that all information, facts and figures contained in the school records should be correct, accurate, valid and reliable.
2. Every record book should bear its identification name or code to avoid being mixed up thereby making retrieval difficult.
3. Distortion of records under any circumstances should be regarded as punishable offence. This will enable record keepers to be diligent on their responsibility.

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