

# Nigeria Schools Program

**Empowering Indigent Children through Education and Personal Development**

## Events – [SCALP**ED**]

### 1. Project Kick-Off Meeting

- **Description:** Initial meeting with all key stakeholders to formally launch the project.
- **Attendees:** Project Management Team, Lagos State Government Officials, SchoolTry Representatives, PHC Service Team, and Nigeria Schools Program Leadership.
- **Frequency:** Once, at the start of the project.
- **Agenda:**
  - Introduction of project goals and scope.
  - Finalization of timelines and resource allocation.
  - Agreement on roles and responsibilities.
  - Presentation of governance and monitoring structure (PHC Service).

### 2. Departmental Review Meetings

#### a. Educational and Teaching Staff Review

- **Description:** Regular review of teaching methodologies, student performance, and curriculum delivery.
- **Attendees:** Head Teachers, Teachers, Teaching Assistants, Project Managers.
- **Frequency:** Monthly.
- **Agenda:**
  - Review of student academic progress and personal development.
  - Evaluation of teacher performance and capacity-building needs.
  - Discussion of issues faced in curriculum delivery and student engagement.
  - Recommendations for improvement.

#### b. Administrative and Support Staff Review

- **Description:** Review of administrative processes, logistics, and school operations.
- **Attendees:** School Administrators, Accountants, IT Support Personnel, Procurement Officers, Project Managers.
- **Frequency:** Monthly.
- **Agenda:**
  - Status of school operations and facilities.
  - Update on enrolment figures and attendance rates.
  - Review of resource procurement and budget allocation.
  - IT and platform usage (SchoolTry) updates.

#### c. Health and Advocacy Program Review

- **Description:** Review of health talks, advocacy programs, and student well-being.
- **Attendees:** Health Educators, Advocacy Officers, Social Workers, Project Managers.

- **Frequency:** Quarterly.
  - **Agenda:**
    - Evaluation of health program delivery and effectiveness.
    - Assessment of student participation in advocacy and personal development activities.
    - Identification of new health or advocacy topics based on student/community needs.
    - Planning for upcoming health awareness campaigns.
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### 3. Project Health Control (PHC) Service Meetings

#### a. PHC Service Progress Reviews

- **Description:** Regular meetings with the PHC Service team to review the health of the project, including risk management and governance.
- **Attendees:** PHC Service Team, Project Managers, Nigeria Schools Program Leadership.
- **Frequency:** Bi-monthly (every two months).
- **Agenda:**
  - Review of key project metrics (timeline, budget, resource usage).
  - Risk assessment and identification of potential issues.
  - Recommendations for corrective actions if necessary.
  - Governance compliance checks and reporting.

#### b. PHC Risk Mitigation Workshops

- **Description:** Workshops designed to address specific risks or challenges identified in the project.
  - **Attendees:** PHC Service Team, Project Managers, Department Heads.
  - **Frequency:** As needed (triggered by emerging risks).
  - **Agenda:**
    - Discussion of risks affecting project health.
    - Development of mitigation strategies.
    - Allocation of responsibilities for implementing risk mitigation actions.
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### 4. SchoolTry Platform Review Meetings

- **Description:** Review of the SchoolTry platform's integration, usage, and impact on school management and student performance.
  - **Attendees:** IT Support Personnel, Teachers, Administrators, SchoolTry Representatives, Project Managers.
  - **Frequency:** Quarterly.
  - **Agenda:**
    - Assessment of platform functionality and technical performance.
    - Review of user feedback (teachers, students, parents).
    - Updates on training needs or feature enhancements.
    - Plan for upcoming technical upgrades or improvements.
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## 5. Mid-Term Project Review

- **Description:** A comprehensive review at the midpoint of the project to assess overall progress and identify areas for improvement.
  - **Attendees:** All stakeholders, including Project Managers, PHC Service, Lagos State Government Officials, SchoolTry Representatives, and Department Heads.
  - **Frequency:** Once, at the mid-point of the project timeline.
  - **Agenda:**
    - Presentation of progress across all departments (education, health, advocacy).
    - Assessment of student performance and program outcomes.
    - Review of budget and resource utilization.
    - Discussion of any major challenges encountered and corrective actions taken.
    - Adjustment of project plans for the remaining phases if necessary.
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## 6. Stakeholder Review and Update Meetings

- **Description:** Regular meetings with external stakeholders, including the Lagos State Government, donors, and community leaders, to provide updates on project progress.
  - **Attendees:** Project Management Team, Government Officials, Donors, Community Representatives.
  - **Frequency:** Quarterly.
  - **Agenda:**
    - Presentation of key performance indicators (KPIs) related to student enrollment, attendance, academic progress, and personal development.
    - Discussion of ongoing collaboration with government agencies and potential areas for support.
    - Reporting on budget utilization and financial health.
    - Stakeholder feedback and recommendations.
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## 7. Alumni Tracking and Development Review

- **Description:** Review of the tracking and support provided to alumni as they transition to secondary education and the workforce.
  - **Attendees:** Alumni Support Team, Social Workers, Project Managers, SchoolTry Representatives.
  - **Frequency:** Bi-annual (every six months).
  - **Agenda:**
    - Update on alumni progress in secondary education and personal development.
    - Review of alumni engagement with mentorship programs and vocational training.
    - Identification of additional support needed to help alumni succeed.
    - Planning for future alumni development programs.
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## 8. Community Engagement and Outreach Events

### a. Community Town Hall Meetings

- **Description:** Regular engagement with local communities to discuss the project's progress, address community concerns, and encourage continued support.
- **Attendees:** Project Managers, Local Community Leaders, Parents, Teachers.
- **Frequency:** Bi-annual.
- **Agenda:**
  - Update on project milestones and achievements.
  - Community feedback on program impact.
  - Discussion of challenges faced by students or families.
  - Planning for upcoming community-driven activities or events.

### b. Enrollment and Awareness Drives

- **Description:** Community events focused on raising awareness about the project and enrolling new students.
  - **Attendees:** School Administrators, Teachers, Community Leaders, Parents.
  - **Frequency:** Annually (before the new academic year).
  - **Agenda:**
    - Outreach to underprivileged families to encourage student enrolment.
    - Awareness campaign about the benefits of free education and personal development programs.
    - Registration of new students and orientation for parents.
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## 9. Final Project Review and Evaluation

- **Description:** A comprehensive evaluation at the end of the project to assess its overall success, sustainability, and long-term impact.
  - **Attendees:** All stakeholders, including Project Managers, PHC Service, Lagos State Government Officials, Donors, and SchoolTry Representatives.
  - **Frequency:** Once, at the conclusion of the project.
  - **Agenda:**
    - Final assessment of project outcomes, including student performance, program effectiveness, and community impact.
    - Review of the project's financial health and resource utilization.
    - Presentation of lessons learned and recommendations for future projects.
    - Planning for sustainability and potential scale-up of the program.
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These events, departmental review meetings, and project reviews are essential for monitoring progress, ensuring stakeholder engagement, and making necessary adjustments to achieve the project's objectives.