

INFLUENCE OF SCHOOL RECORDS KEEPING ON THE MANAGEMENT OF SECONDARY SCHOOLS IN ZONE 'A' SENATORIAL DISTRICT OF BENUE STATE, NIGERIA

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Abstract

This study investigated influence on school records keeping on the management of secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria. Three research questions and three hypotheses respectively guided the study. The review of related literature which was done under the conceptual framework identifies the influence of financial management, facilities management and staff discipline on school records keeping in secondary schools. The descriptive survey design was used for the study. The population of the study comprised of 2075 teachers from 73 grant-Aided secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria. A sample of two hundred and ninety (290) teachers from twelve (12) selected secondary schools was used for the study. A 15-items structured questionnaire constructed by the researchers Titled "Influence of School Record keeping on the Management of Secondary School Questionnaires' (ISKMSSQ)" was used for data collection. Descriptive statistic of Mean and Standard Deviation were used to answer the research questions while the Chi-square (χ^2) statistical tools were used to test the hypothesis at 0.05 level of significance. The findings revealed that school records keeping have significant influence on financial management; facilities management and staff discipline in Secondary Schools in Zone 'A' Senatorial District of Benue State-Nigeria. Based on the findings, it was recommended amongst others. Principals and teachers

should develop a positive attitude and commitment towards maintaining proper financial records as to avoid overspending and financial waste in schools. The educational administrators should develop a positive attitude and commitment towards maintaining proper financial records so as to avoid over spending and financial waste in schools. Principals and teachers should ensure that adequate facilities records are kept and maintained as to assist school administrators to know when facilities are absolute and need replacement with modern facilities as well as identify damage facilities and effect repairs on them. Educational managers should ensure that staff records are kept and maintained because when staff aware that record is being kept about them, they tend to be more careful. Implications of the findings were presented and conclusion drawn based on the entire discourse.

Keywords: Influence, School Records Keeping, Management, Financial Management, Facilities, Staff Discipline.

Introduction

School records are official documents, books and files containing essential information of actions and events which are kept and preserved in the school office for utilization and retrieval of information when needed, such records are kept by principals, teachers, counselors or administrative staff, hence the propose of record keeping management is to ensure that accurate and proper records of student achievement and growth, information on school activities and matters that promote efficiency and effectiveness of the school system are kept. According to Durosaro (2007) records are important tools for effective planning and administration of school. School records occupy strategic position in the effective and efficient organization administration of the school for the document the planning and implementation of appropriate curse of actions allowing proper monitoring of activities/tasks. Records are important because they serve as major information tool that sustains the school and aids in achieving educational goals and objectives. Records restore teaching competence and maintain the trend in the history of teaching and learning process.

However, Egwunyenga (2008) suggests that not all information can be considered as records until they satisfy such characteristics, genuinely and authenticity. That is the information that records give must be true, correct and original, records must be comprehensive, available, accessibly and secured. School records are grouped into statutory and non statutory. Records are the documented information generated, collected or received in the initiation conducted or completion of an activity and that comprises context and structure to provide proof or evidence of the activity. In corroboration of the above view, Chifuepa (2007) affirms that a record is a documented proof of transaction and that information is what a record contains, stores and transmits. Hence, records do not only enable school administrators to have clear picture of what is available and what is required, they provide justification for certain needs and seems to extend the memory by which person and organization can pass on their culture and achievement to the future generation. School record management according to Fasasi (2008) is meant to enhance the performance of secondary school administration. Adequate records management programme coordinates and promotes an institutions records, sharpens the effectiveness of records as a management memory which controls the times, equipment and space allocated to records and helps to simplify intra-organizational and communication problems.

The management of records in the secondary schools like in other organization is a cyclic process involving the principals, teachers, students, managers and learners. The bulk of records are handled by principals which are kept manually thus the processing, retrieval and utilization of records are not easy. Enarniroro (2006) states that the Nigeria situation in the business of record keeping and effective management in secondary school system has not attained good success due to insufficient provision of facilities, fund and management components. However, adequate security, storage facilities and funds are generally recommended for good record keeping and management (Tower Software, 2008). Awe (2009) reviews the problems of records keeping from the perspective of these bodies government, secondary school management, the staff and students Awe further accused these bodies for being responsible for unavailable, inaccurate, incomplete and dishonest records. Record keeping is another vital aspect of financial management. It is expected that when school fund is received or spent, records of such income and expenditure be properly kept. Idoko (2007) stress that, for the purpose of effectiveness, evaluation, accountability, decision- making and co-ordination of task, financial records must be kept meticulously. Idoko adds that the principals should view this record keeping as one of his primary roles in administration.

The school facilities which refer to the physical facilities available in the school such as the site, the buildings and equipment could simply be likened to be capital in an industry setting just like the school system itself, the school facilities need to be adequately managed and well kept. Asemah (2010), states that facilities are provided for the enhancement and promotion of teaching and learning activities in secondary schools. According Elujekwute (2015) the facilities available and properly kept and maintained do influence to a large extent the quality of education being provided. Elujekwute further states that the quality and quantity of the educational facilities available within an educational system have positive relationship with the standard and quality of the educational system, therefore school facilities should be adequately kept and proper maintained in the school records so as to avoid lose or been stolen.

Staff discipline is the ability of a staff to respect constitutions authority and reestablished rules and regulations. Discipline involves moral, mental or physical training and the consequent development of self control by the individual (Yahaya, 2007) .It facilitates learning and results in rapid growth in the school system. The principal have power to exercise general authority over staff and shall have responsibility for disciplining in the secondary schools. The disciplinary actions may be taken against any staff for any of the offences and short coming defined as misconduct in the rules and regulation of the school. According to Akuba (2008) when people are aware that records are being kept about them they tend to be more careful in their general behaviour and the school records are meant to enhance the performance of secondary school administration. Akuba adds that when records are kept and utilized appropriately, execution of management functions is likely to be easy and effective and that school records enables teacher and students to be alive to their responsibility and work conscientiously towards the achievement of educational objectives.

Statement of the Problem

There have been public outcry in the secondary schools today due to inadequate of

maintaining and keeping school records, information are lacking there is shortage of qualified personnel's, academic programmes have not been properly executed and as a result of adverse scarcity of these facilities that aid in record keeping in secondary schools, making nonsense of effective and efficient management of education. The greatest problem is that all these have been hinged on the shoulder of our educational administrators for the inability to properly manage and adequately maintain school record keeping of secondary education (Ogunrinde 2008). Moreover the management of secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria has been faced with a lot of problems such as poor accountability, poor planning, inadequate funding, inadequate teaching/learning facilities poor remuneration of teaching and non-teaching staff, inadequate school records keeping. There is equally the shortage of trained personnel for keeping of school records (Aghenta 2006). This could possibly have serious implication on the effective keeping of school records in schools. It is in line with foregoing that the job of the school managers (principal) in Nigeria and in particularly Zone 'A' Senatorial District of Benue State has progressively become more complex and high hazardous.

In order to cope with ever-rising challenges of the system, the school principals must be ready to see himself as a change agent. Having observed this ugly and unpleasant situation in the management of secondary schools, it is obvious that schools records are inadequately keep and maintained due to inadequate security, storage facilities inadequate funding and untrained personnel. There has been a problem school financial management, due to inadequate keeping of financial records. There, seems to be a problem of teachers' job performance due to poor record keeping on the teachers. There also seems to be problem of school facilities management due to poor record keeping that leads to lose of the facilities. There seems to be problem of staff discipline on teachers' movement in the school, due to inadequate record keeping. Based on these observations, the study intends to examine the influence of school records keeping on management of secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria.

Purpose of the Study

The purpose of this study is to investigate the influence of school records keeping on the management of secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria. Specifically, the study sought to:

1. Determine the influence of school records keeping on financial management in secondary school in Zone 'A' Senatorial District of Benue State-Nigeria.
2. Ascertain the influence of school records keeping on facilities management in secondary schools.
3. Examine the influence of school record keeping on staff discipline in secondary schools.

Research Questions

The following research questions guided the study:

1. In what ways do school records keeping influence financial management in secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria?
2. To what extent do school records keeping influence facilities management in secondary schools?
3. In what ways do school records keeping influence staff discipline in secondary schools.

Research Hypotheses

The following hypotheses were tested at 0.05 level of significance.

1. Record keeping has no significant influence on financial management in secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria.
2. Record keeping has no significant influence on facilities management in secondary schools.
3. Record keeping has no significant influence on staff discipline in secondary schools.

Significance of the Study

The result of this research would be beneficial to the school managers, teachers Teaching Service Board (TSB), local government Education offices and the researchers. The school administrators through the influence of school records keeping on management may be able to plan, organize, control and coordinate the strategies of adequately properly keeping and maintaining school records at their disposal in order to achieve the goals of secondary schools. The principals and teachers through proper and adequately record keeping in schools by the educational administrators shall benefit as they would be given a ample opportunities in updating and improving their skills with stimulus to constant innovation in the areas of curriculum development implementation and general teaching and learning methods.

The government through the teaching service Board (TSB) and local government education offices shall be benefit from product management of adequate school record keeping. The government will be sure of financial accountability from the school managers. It will also be of benefit to the relevant bodies that carryout the recruitment process to embark on employment of qualified personnel (teachers) that will ensure adequate school record keeping at the secondary level of education in Benue State in particular and Nigeria in general. The findings of this study will be of paramount importance to school heads, teachers, students and those who may like to use some information of the study and carryout a study on a related topic and make proper recommendations to educational policy makers to use and help revive our educational system for better national development.

Finally the study would add to the available literature on record keeping and stimulate further research or study on it therefore place students in class of their ability. The study would also facilitate the supply of information to parents and guardians for the effective monitoring of the progress of their children in schooling performance. In addition the study would provide information for school community who may seek information about student's academic achievement, the general public employers of labour as well as educational and social science researchers for the advancement of knowledge. Finally the study would add to the available literature on record keeping and stimulate further research or study on it.

Review of Related Literature

This section reviewed the literature which is pertinent and relevant to the study

Concept of School Records

In every office, hundreds of different kinds of transactions take place daily. In order to run the business of education in a systematic manner it is essential to keep records of all these transactions. The materials and data prepared for future reference is known as records (Agbe,

2007). Record keeping according to Otu (2005) is a written account of facts, events and activities set down in a book of reference or preserved for future use. Otu further affirms that modern society depends much upon records and that business organizations, government, ministries educational institutions and social institutions depends upon records for their existence. Business organization, organization in Nigeria for instance needs and keep records contracts, vouchers, price list catalogues, cost, reports among others, while schools or educational institution keep records of their students names, address, result of examination takes either passed or failed, Admission among others. All these records help the organizations in the day to day administration, without these records these organizations would not be able to function efficiently. Ajayi (2005) Fasasi (2009) says record connotes an account in written or permanent form which serves as evidence for a fact or an occurrence. Record constitutes what could be described as the life wire of an organization, without them keeping track, development would be impossible and planning for the future would equally be directionless. Since the educational managers process also involves constantly evaluating what gains have been made in the past with the view to charting a course for the future. If records are not kept, it would be carefully difficult to carry out meaningful development and also very difficult to determine the progress made. It involve the practice of maintaining the records of an educational organization from the time they are created up to their eventual disposal, which may include classifying, storing, securing and destruction of records.

Adeyemi (2008) notes that record keeping connotes all activities concerned with the creation, storage, retrieval, retention and deposition of all information relating to what goes on in the school, who is in the school, the school plant as well as other information pertinent to the growth of the schools. In every organization, particularly in schools, it is always necessary to store records for future use, not only for safe keeping but so that they can be easily located when needed. According to Afolakami (2008) record keeping is the act of keeping school records, which by educational law must be kept by every educational institution at all levels, for the effective and smooth running of the school management. School records serve as a bank in which information is deposited and kept with the hope of retrieving and utilizing in future. Proper keeping of school records enhance planning process, serve as historical records, facilitate school financial management and also provide a basis for advisory and counseling services. They are meant to enhance the performance of secondary school administrators, when records are kept and utilized, appropriate execution of management functions is likely to be easy and effective school records also enables teachers and students to be alive to their responsibilities and work conscientiously towards the achievement of educational objectives.

Management of School Records in Secondary Schools

Management is the process of utilizing material and human resources to accomplish designated objectives which involves the organization, direction, coordination and evaluation of people to achieve organizational goals (Elujekwute, 2015). It is the process of getting things done with the accomplishment of the stated objectives. Considering these points it could be seen that management involves the ability to control or carryout an action for a purpose. Educational management is a variety of sequential and related activities carried out in order to effectively and efficiently meet the goals of teaching and learning in relation to the needs of the society, since the management of education in the state is in different levels, School managers must develop certain strategies for carrying out their functions (Aliyu, 2007). In doing this, certain administrative strategies are used by school principles to enhance the

proper keeping of school records these strategies include effective supervision, effective leadership monitoring, discipline motivation delegation of duty and effective communication.

Influence of School Records Keeping on Financial Management in Secondary Schools

School records keeping are another vital aspect of financial management. It is expected that when school money is received or spent, records of such transaction income and expenditure be kept. Idoko (2005) stresses that, for the purpose of effectiveness, evaluation, accountability, decision-making and coordination of tasks, financial records must be kept meticulously, Idoko further adds that the school principals should view this record keeping as one of his primary roles in administration Elujekwute (2016) in the same vein emphasizes that complete and accurate maintenance of financial records by the school administrators and the proper presentation of same under correct heading and in correct places. The education law in almost all the states in Nigeria requires that every school must maintain certain specific records. For example, section 22(1) of the Education Law (1964) of Northern Nigeria, stipulates certain school records and books every school must maintain. Among these books is a cash book showing every item of receipt and expenditure. Section 24 of the same regulation also spells out the penalty for non-compliance with stipulation in Section 22(1) (Olagboye, 2005).

In view of foregoing, schools are under obligation when it comes to the maintenance of financial records, as such it should be done with all seriousness. Olagboye further states that keeping of school records among other purpose, provide data or information needed for planning and decision-making by school principals. Records keeping of this nature by principals and others heads are one of the most crucial aspects of school management and administration. In fact there is the need to keep records of all that go on within the school financial management, because they give details of all financial transaction and expenditure as such there is transparency in the school administration and facilities resources, materials, equipment needed by the school. According to Adams (2005) school records like ledger are records of financial transaction of educational institution as they occur. It becomes the duty of head of secondary schools to give specific instruction to all staff involved in the management of funds, in their school. Without this specific instruction on how funds will be managed, accounts officers may embezzle funds entrusted to their care. For this reason all head of secondary school should be interested on how funds allocated to them are managed, because they are the accounting officers of the institutions. Record keeping is another aspect of financial management. The school organization has resources, which must be maintained to enable it achieve the goals of teaching and learning.

In order to maintain school records keeping, resources, funds are needed. As a result, a tool to guide school administration in the judicious use of available funds is called for. This is where the budget comes in. Ozigi (2005:78) defines budget as “the expected total revenue and expenditure for each year, based on the estimates of the income accruing to the government or organization” in the words of Idoko (2008:6) a budget is a “dynamic statutory record of plans that contain estimates of expected revenue and expenditure in an organization” one thing is implicit in the definitions above and that is that a budget is a mere arrangement expressing or showing approximate idea of expected income and expenditure of an organization. A budget is not static; it is subject to modification or exchange. It can be influenced by a variety of factors such as the economy and government decisions. Following the above therefore, managing funds in school can be viewed as, budget making and

administration, procuring and handling of funds, purchasing or the expenditure of funds, inventory, accounting, auditing, financial reporting, cost analysis, maintaining property, insurance programming, cafeteria operation and reporting such school services like health, meal, library, transportation and recreational services. Thus the basic procedures of managing funds in secondary schools by principals include: vote books, journals and ledger. Vote books are the first basic procedure adopted in managing funds in secondary schools the principals keep records of all funds received to be spent in vote books. Vote books as maintained by Ogbonnaya (2012) are records of all items and amount of money approved to be expended for every term, semester or year. It should be noted that this vote book is normally consulted before any spending is undertaken.

Influence of School Records Keeping on Facilities Management in secondary schools

School facilities refers to school plant or physical facilities in the school which include school ground, sporting facilities, furniture, educational equipment, building, library, school health clinic, transport facilities, school records among others, they are very important for they facilitates teaching and learning and also provide recreational opportunities for the students. Egunleti (2008) states that school facilities is one of the major factors responsible for high or low academic achievement depending on its quality, operation and maintenance. Egunleti further points out that inadequate facilities hamper effective learning and prevents teachers from putting in their best. As a result many teachers found themselves extremely limited by the facilities with which they work. If the school is to function properly, the administrators should cater very well for its facilities. Educational managers should make efforts to supply or provide these facilities that are within the capacity of the school and pursue the appropriate authorities to provide those that are within their capacity to do so.

In Nigeria, secondary school education has been facing a lot of problems such as inadequate funding, inadequacy of equipment, facilities and among others which has adversely affected their academic performance. Secondary education is the key for development and achievement of every nation, so the need of educational facilities to users cannot be over emphasized. The purpose of teaching and learning process is to bring about desirable change in the learners behavior through critical thinking. The process does not take place in a vacuum but rather in an environment structures to facilitate learning. In Ideal situation for teaching and learning to take place, there must be adequate infrastructural facilities that are properly and adequately managed and kept in secondary schools.

Mbiti (2008) states that school facilities and materials and equipment that are used for teaching and learning have that are easily movable, some are consumable, some of the materials are stored and requested when there is need, while others rotate between teachers for their daily routine work. Consumable (like stationeries and chalks) and non-consumable (like farm tools and machines) need to be recorded in stock book. When items are supplied, there should be recorded to safeguard them from waste and lost. Where facilities are loan, damaged or stolen it should be indicated; the importance of this is that it provides information of when facilities are supplied, when they needed replacement or maintenance for better performance, therefore head of department can foresee the running out of items and makes good budget for future supplies in the secondary schools. Facilities are organizations resources just like human, technology, Finances and time. Facilities play a facilitative role by providing all the necessary support to organization so that it can successfully carry out its

business smoothly, properly managed and kept facilities can make certain contribution to educational organizations success. This strategic roles and contribution includes improving quality working life. Facilities are instruments of productivity as such; this closer integration of facilities brings important opportunities to provide a competitive advantage.

Adesina (2005) and Ojedele (2007) point out that the quality and quantity of educational facilities available within an educational system have positive relationship with the standard and quality of the educational system. The facilities such as Building for classrooms, offices, chairs and tables for students and staffs and other facilities are grossly inadequately managed and kept in secondary schools. According to Elujekwute (2016) school facilities consists of all types of buildings for academics and non academic activities, equipments, areas for sports and games, farms and gardens others includes furniture and toilet facilities, lightening, acoustics, storage facilities, transportation, I.C.T, cleaning materials and special facilities for the physically challenged persons needs to be adequately managed and kept in order to ensure effectiveness and efficiency of the system.

Influence of School Records Keeping on Staff Discipline in Secondary Schools

The school system is a service organizations vested with the primary function of educating the child and to do this successfully requires the total control of the school activities, which is a problem faced by all organizations especially learning institution which work with people for the efficient functioning of the school, educational managers reserve power to control the conduct of teachers and students through reasonable rules and regulations. According to Graustand (2005) school discipline has two main objectives, the first is to ensure the safety of teachers (staff) and students and the second to create an environment conducive to learning. Once these rules and regulations are made they must be enforced on the problems, which beset secondary schools.

Ogunsanwo (2008) contends that serious breaches of school discipline policy include assault by students on teachers and other students, verbal abuse, offensive language against teachers and other students, sexual and other forms of harassment, threat and intimidation of teachers and students and other students possessing offensive weapons, supplying or using illegal drugs, and intrusions into the school or classrooms by adults with the intention of confronting teachers. Acts of indiscipline, if allowed to incubate under favourable conditions by educational administrators could hatch a monster that will be difficult to exterminate Ezeocha (2009) defines school discipline as respect for school laws and regulations and the maintenance of an established standard of behaviour and implies self-control, restraint, respect for one-self and others. A behaviour that contradicts the above becomes indiscipline.

According to Farrant (2008) indiscipline is any act that does not conform to societal value and norms. Timothy further states that indiscipline can be said to be the unwillingness of students to respect the constituted authority, observe and obey school rules and regulation and to maintain high standard of behaviours conducive to teaching and learning process and essential to the smooth running of the school to achieve the educational objectives with ease. According to Fasasi (2009) other aspect of school personnel service is control and modification of staff and students behaviour. Records such as teachers and students attendance register, students classroom book, teachers record book, corporal punishment book, staff personnel file and students personnel file will be administratively relevant in the controlling of teachers

and students, as cited in Akube (2008) when people are aware that records are being kept about them, they tend to be more careful in their general behaviour. Akube adds that school records are meant to enhance the performance of secondary school administrators. Akube further states that when records are kept and utilized appropriately, execution of management functions is likely to be easy and effective and that school records enables teachers and students to be alive to their responsibilities and work conscientiously towards the achievement of educational objectives. School records keeping is an indispensable tool in effective management of personnel in the school system as rightly put by Udo and Akpa (2004) that for an organization to survive and achieve its aims and objectives, a flow of information is essential.

Record keeping in an organization such as school is like the nervous system in the human body. No system can operate effectively without proper acquisition and dissemination of records concerning the school system. Udo and Akpa further states that management of personnel in school depends on adequate dissemination and acquisition of record and its management. According to Aliye (2006) states that certain administrative strategies are used by school principals to enhance the proper keeping of school records. These strategies include effective supervision, effective leadership, monitoring, discipline, motivation, delegation of study and effective communication. In the same vein the principal should develop the skills in proper record keeping as well as motivate the staff to expand their abilities in the handling of school records. In doing this, the principal should establish channels of communication between himself and his staff. This could be brought about through the training of personnel in handling of school records in the secondary schools.

Methodology

The area of study was Benue-East Senatorial District known as Zone 'A' in Benue State. The Senatorial District has seven (7) Local Government Areas which include Katsina-Ala, Logo, Ukum, Konshisha, Vandeikya, Kwande and Ushongo. Survey research design was adopted for the study. The population of the study comprised two thousand and seventy five (2075) teachers from 75 grant-aided secondary schools in Zone 'A' Senatorial District of Benue State, Nigeria. A sample of two hundred and ninety (290) teachers from twelve (12) selected secondary schools was used for the study.

Stratified random sampling technique was used to select the sample size because the population was heterogeneous. A 15-item structured questionnaire developed by the researchers titled "Influence of School Records Keeping and Management of Secondary Schools Questionnaire" was used for data collection. The questionnaire was trial tested using 30 teachers from two secondary schools in Makurdi Education Zone of Benue State, Nigeria, that were not part of the sample population. The data collected was analyzed using Cronbach Alpha correlation co-efficient which yielded 0.83. The co-efficient indicated high internal consistency which proved that instrument was reliable to be used for field work. The data collected was analyzed using simple description statistics of mean and standard deviation to answer research questions. A mean cut-off point of 2.50 was used for decision-making. Any mean score below 2.50 was rejected as not being significant. The research hypotheses were tested using Chi-square test of goodness of fit at 0.05 level of significance.

Results and Findings

The section analyses the research question.

Research Question One:

In what ways do school records keeping influence Financial Management in the Secondary Schools in Zone 'A' Senatorial District of Benue State-Nigeria?

Table 1:

Mean Ratings and Standard Deviation of Teachers on Influence of School Records Keeping on Financial Management in Secondary Schools in Zone 'A' Senatorial District of Benue State-Nigeria.

Item No	Item Description	SA	A	D	SD	X	STD	Decision
1	School records keeping accountability and prevent corrupt and sharp practices in my school.	105	145	29	13	3.17	0.78	Accepted
2	School records keeping help school administration to know financial transaction in my school.	160	90	27	18	3.33	0.88	Accepted
3	When financial transactions are properly kept, overspending and financial waste will be curtailed to large extent in my school.	116	154	14	11	3.27	0.72	Accepted
4	School records keeping is important management fund in my school.	110	160	16	8	3.27	0.69	Accepted
5	Records keeping give information about the school income and expenditure in my school.	132	115	30	17	3.24	0.86	Accepted
Cluster Mean/Standard Deviation						3.26	0.79	Accepted

Table 1 showed that the mean ratings for items 1-5 were 3.17, 3.33, 3.27, 3.27 and 3.24 respectively with the corresponding standard deviation of 0.78, 0.88, 0.72, 0.69 and 0.86 respectively. All the mean ratings are above the cut-off point of 2.50. This means that the respondents had agreed that the school records keeping promotes accountability and prevent corrupt and sharp practices in secondary schools, the detail records keeping help school administrators to know the financial transaction in the school the kept overspending and financial waste will be curtailed to large extent in secondary schools. More so, school records keeping are important in the management of funds and give information about the school income and expenditure in secondary schools. They also agree that financial resources are used for payment of teachers salaries and allowances and that it enhances the continuous process of employing qualified teachers in secondary schools. More so, adequate financing enhances the retention and development of qualified teachers. The cluster mean of 3.26 with the standard deviation of 0.79 was also found to be above the cutoff point of 2.50. This implies that school records has influence on School financial Management of secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria.

Question Two:

To what extent does School Records Keeping Influence School Facilities Management in Secondary Schools?

Table 2:

Mean Ratings and Standard Deviation of Teachers on the Influence of School Record Keeping on Facilities Management in Secondary Schools

Item No	Item Description	SA	A	D	SD	X	STD	Decision
6	School records helps in safeguarding facilities that are loan out from been lost, stolen and waste in my school.	111	131	39	15	3.63	0.86	Accepted
7	Records assist the school administrators and staff to identify damaged facilities and effect repairs in my school.	139	98	41	18	3.56	0.90	Accepted
8	School records keeping enable the school administrator to know when there are out of stock facilities in my school.	161	107	22	6	3.28	0.72	Accepted
9	Records keeping facilitate maintenance and improvement of school facilities in my school.	143	118	22	13	3.24	0.80	Accepted
10	School records keeping helps school administrator to know when facilities are absolute and need replacement with modern in my school.	157	89	33	17	3.32	0.83	Accepted
Cluster Mean/Standard Deviation						3.40	0.82	Accepted

Table 2 indicated that the mean ratings for items 11–15 were 3.63, 3.56, 3.28, 3.24 and 3.32 with their corresponding standard deviations of 0.86, 0.90, 0.72, 0.80 and 0.82 respectively. All the mean ratings are above the cut-off point of 2.50. This means that the respondents had agreed that school records keeping helps in safeguarding facilities that are loan out from lose, stolen and assist the school administrators and staff to identify damaged facilities so as to affect repairs. They also agreed that records keeping facilitate maintenance and improvement of school facilities in schools. More so that school records keeping helps school *administrators to know when facilities are absolute and need replacement with modern ones* in secondary schools. The cluster mean of 3.40 with the standard deviations of 0.82 were also found to be above the cut-off point of 2.50. This implies school records influence the school facilities management of secondary schools in Zone ‘A’ Senatorial District of Benue State-Nigeria.

Research Question Three:

In what ways do school Records Keeping Influence Staff Discipline in Secondary Schools?

Table 3:

Mean Ratings and Standard Deviation of teachers on the Influence of School Records Keeping on Staff Discipline in Secondary Schools

Item No	Item Description	SA	A	D	SD	X	STD	Decision
11	School records keeping check truancy and gross indiscipline among staff members in my school.	203	79	12	2	3.37	0.60	Accepted
12	Records provide data needed for planning and decision making by school staff in my school.	183	101	8	4	3.23	0.62	Accepted
13	School records keeping promote regular attendance and punctuality among staff in my school.	140	115	26	15	3.24	0.83	Accepted
14	School records keeping assists school administrators to know the numerical strength of the staff in my school.	142	118	22	13	3.24	0.80	Accepted
15	Records keeping bring out the effective and efficient motivation, recognition and praise of staff in my school.	148	108	27	13	3.10	0.82	Accepted
Cluster Mean/Standard Deviation						3.38	0.74	Accepted

Table 3 showed that the mean ratings for item 16-20 were 3.37, 3.23, 3.24, 3.96, and 3.10 with the corresponding standard deviations of 0.60, 0.62, 0.83, 0.84 and 0.82 respectively. All the mean ratings are above the cut-off point of 2.50. This means that the respondents agreed that school records keeping check truancy and gross indiscipline among staff members and that it provides data needed for planning and decision making staff school staff in secondary schools. They also agreed that school records keeping promote regular attendance and punctuality among staff. More so that school records keeping assist school administrators to know the numerical strength of the staff in schools and that school records keeping bring out the effective and efficient maturation recognition and praise of staff in secondary schools. The cluster mean of 3.38 with the standard deviation of 0.74 also found to be above the cut of point of 2.50. This implies that a school record keeping has influence on staff discipline in secondary schools.

Testing Research Hypotheses

In testing the three hypotheses of this study, the Chi-Square (χ^2) statistical tool was used to test the hypotheses at 0.05 level of significance and the results are presented on tables 4 to 6 and the detailed analysis shown in

Hypothesis one:

Record keeping has no significant influence on Financial Management in secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria.

Table 4:

Chi-square (χ^2) Analysis of Teachers on the Influence of school records keeping on Financial Management in Secondary Schools in Katsina-Ala Education Zone of Benue State

Opinion	Observed Frequency	Expected Frequency	Df	vel of sig	X ² -cal	X ² -tab	Decision
No Influence	42(14%)	148(50%)	1	0.05	162.32	3.84	Ho
Influence	254(86%)	148(50%)					Not Accepted

values in parentheses are percentage ($X^2=162.32$, $df=1$, $p=0.05>0.00$)

Table 4 showed that, the descriptive statistics of percentages and the inferential statistics of Chi-square were used to test the influence of school records keeping on school financial Management in Secondary Schools in Zone 'A' Senatorial District of Benue State-Nigeria. The results showed that 86% of the respondents agreed that school records keeping has influence on school financial Management in Secondary Schools in Zone 'A' Senatorial District of Benue State-Nigeria as against 14% respondents who disagreed.

Chi-square calculated value of 162.32 was greater than the chi-square table value of 3.84 checked at 0.05 level of significance and at 1 degree of freedom. The null hypothesis was therefore not accepted. This implies that school records keeping has significant influence on School Financial Management in Secondary Schools in Zone 'A' Senatorial District of Benue State-Nigeria.

Hypothesis Two:

Record keeping has no significant Influence on school facilities management in secondary schools.

Table 5:

Chi-square (χ^2) Analysis on the Influence of School records keeping on Facilities Management in secondary schools

Opinion	Observed Frequency	Expected Frequency	Df	Level of sig	X ² -cal	X ² -tab	Decision
No Influence	54(18%)	148(50%)	1	0.05	126.00	3.84	Ho
Influence	242 (82%)	148(50%)					Not accepted

values in parentheses are percentage ($X^2=126.00$, $df=1$, $p=0.05>0.00$)

Table 5 showed that, the descriptive statistics of percentages and the inferential statistics of chi-square were used to test the influence of school record keeping on school facilities management in Secondary Schools in Katsina-Ala Educational Zone of Benue State. The results showed that 82% of the respondents agreed that school records keeping has influence on school facilities management in Secondary Schools in Katsina-Ala Educational Zone of Benue State as against 18% respondents who disagreed. Chi-square calculated value of

126.00 was greater than the chi-square table value of 3.84 checked at 0.05 level of significance and at 1 degree of freedom. The null hypothesis was therefore not accepted. This implies that school record keeping has significant influence on school facilities management in Secondary.

Hypothesis Three:

Record keeping has no significant Influence on staff discipline in secondary schools.

Table 6:

Chi-square (χ^2) Analysis on the Influence of school records keeping on the Staff Discipline in Secondary Schools

Opinion	Observed Frequency	Expected Frequency	Df	Level of sig	X²-cal	X²-tab	Decision
No Influence	14(5%)	148(50%)	1	0.05	347.22	3.84	Ho
Influence	282(95%)	148(50%)					Not accepted

values in parentheses are percentage ($X^2=347.22$, $df=1$, $p=0.05>0.00$)

Table 6 showed that the descriptive statistics of percentages and the inferential statistics of chi – square were used to test the influence of school records keeping on staff discipline in secondary schools. The results showed that 95% of the respondents agreed that school records keeping has influence on staff discipline in secondary schools as against 5% respondents who disagreed. Chi-square calculated value of 347.22 was greater than the chi- square table value of 3.84 checked at 0.05 level of significance and at the degree of freedom. The null hypothesis was therefore not accepted. This implies that school record keeping has influence on staff discipline in secondary schools in Zone ‘A’ Senatorial District of Benue State-Nigeria.

Discussion of Findings

Based on the analysis of research questions and testing the hypotheses, the following findings were organized and discussed here for ease of understanding.

The first finding of this study revealed that school records keeping has significant influence on school financial Management in secondary schools in Zone ‘A’ Senatorial District of Benue State-Nigeria. This finding is in line with the views of Udofia and Ikpe (2012) there was a significant impact of school records keeping on school financial management in secondary schools because they give details of all financial transaction and expenditure as such there is transparency in schools management, facilities, resources, materials, equipment among others Udofia and Ikpe further stated that record keeping by principals and other heads is one of the most crucial aspect of school financial management as such a cash book that is well kept will prevent the school administrator from getting into difficulties that may rise through carelessness.

The second finding of this study revealed that school records keeping have significant influence on school facilities in secondary schools. This finding is in line with the views of Enamiroro (2013) study who found out that school records keeping on school facilities are inadequately and shabbily kept in secondary schools. Enamiroro further maintained that when records are properly kept they supply adequate information at all time. It is therefore a

necessity for an accurate account of whatever happens in school to be documented. Proper keeping of school records enhance planning process, serve as historical records for school facilities.

The third finding revealed that school records keeping have significant influence on management of staff discipline in secondary schools. Amusan and Olaniyi (2014) whose study revealed that school records keeping have significance influence on the management of staff discipline in secondary schools. Amusan and Olaniyi further maintained that when members of staff are aware that records are being kept about them, they tend to be more careful in their general behaviour and that school records are meant to enhance the performance of secondary school administrators. When records are kept and utilized appropriately, execution of management functions is likely to be easy and effective.

Conclusion

Based on the findings of this study, it was concluded that school records keeping on financial management facilities management and staff discipline has significant influence school records keeping on the management of secondary schools in Zone 'A' Senatorial District of Benue State-Nigeria.

Recommendations

Based on the findings of the study, the following recommendations were made:

1. The issue of financial management cannot be overlooked for it influenced by factors such as the preparation of school budget and maintenance of financial records keeping among others. Therefore educational administrators and principals should ensure that financial records are kept so as to enhance effective and efficient management of funds in secondary schools.
2. Principals should ensure that adequate faculties management are maintained thus will assist educational administrators to know when facilities are obsolete and need replacement with modern ones, also identify damaged facilities and to effect repairs in schools.
3. Staff discipline is the ability of a staff to respect constituted authority and reestablished rules and regulations therefore Educational administrators should ensure that principals effective and efficient staff record keeping are kept in schools because when people aware that records are being kept about them they tend to be more careful in their general behavior and the school records are meant to enhance the performance of secondary school administration.

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