

Name of School: CCC Heep Woh College (District: Wong Tai Sin)

Report on the Use of Strengthening School Administration Management Grant

(To be updated on the school's homepage after IMC Meeting)

Objective

After reviewing the operation of the school, the measures below will be implemented to enhance the overall effectiveness of school administration.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan	Progress and Actual Expenditure
Student Support	Those students who have high risk of behavioural problem can be identified.	Installing CCTV systems to enhance surveillance of students	The system is successfully installed and functioning. 60% of teachers agree that they are satisfied with the functionality of the system.	\$60,000	Additional function and service will be further explored, e.g. using iPad for mobile monitoring	System installed Expenditure including facilities, license and labour: \$85224 (2 iPads purchased.)
Student Support	Those students who have high body temperature can be identified.	Installing Body Temperature Monitoring System at school entrance to monitor students' body temperature	The system is successfully installed and functioning. 60% of teachers agree that they are satisfied with the functionality of the system.	\$50,000	Additional function and service will be further explored.	System installed Expenditure including facilities, license and labour: \$49000
Administrative work	Meeting can be conducted without any hindrance.	Installing Infra-red amplifier and microphone system to facilitate discussion in meeting	The system is successfully installed and functioning. 60% of teachers agree that they are satisfied with the functionality of the system.	\$16,000	Additional function and service will be further explored.	System installed Expenditure including facilities, license and labour: \$15380
Administrative work	Teachers are ready to use apps.	Buying Teacher App Services to enhance teachers' efficiency in administrative work	60% of teachers agree that they are satisfied with the App service.	\$4,000	Additional function and service will be further explored.	Subscribed Teachers' App service for 3 years: \$3750
Information Management and Communication	Staff can search students' information with ease.	<ul style="list-style-type: none"> Designing a school based programme for storing and searching students' information, 	<ul style="list-style-type: none"> 60% of teachers agree that they are satisfied with the functionality of the 	\$ 70,000	<ul style="list-style-type: none"> Further advanced searching functions will be developed. 	Most of the former students' information were scanned, stored and categorized. A school

¹ Examples: Administrative procedure and framework/mechanism, financial management, student support/teaching-related administrative work, information management and communications, and school premises management.

		including academic and non-academic performance • Employing part time helpers for scanning all former students' information to pdf to enhance storage and retrieval	platform for searching students' information. • The scanning job can be finished in 2017-18.		• All students' information will be stored in pdf and retrieved with convenience and security.	based programme for storing, searching and retrieving students' information has been developed Helpers' salary: \$48260
			School Total	\$200,000		\$201614
Collaboration Project among schools operated by Hong Kong Council of the Church of Christ in China, the SSB			Details can be referred to appendices	\$50000		\$46638.37 \$3361.63 transferred to school
			All Total	\$250000		\$248252.37 \$1747.63 clawed back to EDB

Signature of Supervisor : _____
Name of Supervisor : Prof. Shum Kwok Yan Daisy
Date : 14th November, 2018

辦學團體統籌的協作項目計劃書

總結報告

辦學團體名稱: 中華基督教會香港區會

參與協作的學校數目: 38 所

收入: \$50,000 x 38 (參與學校數目) = \$1,900,000.00

範疇	預期成效	推行項目	達標程度	支出	證據或指標
1. 聘請人員, 提供專業支援服務	優化程序可減輕相關員工的行政工作	(a) 統籌、協辦及支援辦學團體與屬學的大型活動及屬校之聯校活動	100%	薪金(12 個月包括強積金):\$151,246.65 招聘廣告: \$672 購買軟件/伺服器: \$103,610	-協助推行百年會慶工作 -協助統整學校與區會間的行政工作 -協助統籌中、小學資訊日
2. 聘請人員, 協助學校行政電子化	以電子形式進行各項相關資料整理, 簡化程序, 減少重覆的資料輸入	(a) 校友資料庫存 (b) 教職員考績電子化 (c) 辦學團體與學校的電溝通平台	100%	薪金(12 個月包括強積金):\$163,117.50 招聘廣告: \$1,632 1. 校友資料庫存 (\$79,000) 2. 教職員考績電子化(\$400,000) 3. 辦學團體與學校的電子溝通平台 (\$196,000)	-舉辦一次軟件使用簡介會, 並免費供區會學校使用 -已完成, 仍在測試中。 -「校長考績電子化」已完成。 -「辦學團體與學校」電子溝通平台已在 2017 年使用, 並逐步優化中。
3. 校舍維修及管理	讓教職員提高對校舍保養及維修的認識	到每間學校提供校本服務, 協助處理大型維修項目及日常工程。	100%	顧問費每所學校 \$6,000X38 (參與學校數目) = \$228,000	-協助處理 38 所參與學校大型維修項目及日常工程 -舉辦一次「學校維修注意」講座
4. 專業發展及培訓	(a) 由中央統辦, 較易成班, 亦減省行政工作。	採購服務, 提供下列培訓: (a) 職業安全指引及培訓 (c) 學校財務管理課程 (d) IMC 校董培訓	100%	課程費用\$448,980: 1. 教職員職安訓練 (\$51,480)	-舉辦了兩場由職安局負責的職業安全講座 -1 場由區會舉辦學校「校舍及

範 疇	預期成效	推行項目	達標程度	支出	證據或指標
	(b) 由中央統辦,可組成溝通平台,讓學校間分享學習,互相協作。	(e) 校長及中層老師專業培訓		2. 學校財務管理課程(\$98,500) 3. IMC 校董培訓(\$149,000) 4. 校長及中層老師專業培訓(\$150,000)	斜坡安全」講座 -舉辦了 3 場財務管理課程 -舉辦了 3 場校董培訓課程 -舉辦了 4 場中層培訓課程 -舉辦了 2 場中、小學校長培訓課程 -1 場由私隱專員主講講座「私隱注意事項」
				\$1,772,258.15	
			結餘	\$127,741,85	

備註:

1. 招標及審標小組成員—朱啟榮校長、黃偉耀校長、羅紹明校長、梁淑儀校長、簡燕玲校長、何寶鈴校長
2. 助理文員黃嘉慧小姐及資訊科技統籌員蔡振鋒先生一年合約。
3. 29 間學校退回到\$3361.63，9 間學校退回\$3361.62，共\$127,741,85。

加強學校行政管理津貼計劃
1/9/2016-31/8/2018收支報告

	項目收支 (HKD)	實際收支 (HKD)	項目預算 (HKD)	總預算 (HKD)	預算結餘 (HKD)
收入:					
區會屬下38間中小學校 (每間參與學校繳款 \$50,000)		1,900,000.00		1,900,000.00	-
收入合計:		<u>1,900,000.00</u>		<u>1,900,000.00</u>	
支出:					
1 專業支援服務					
(i) 薪金(包括強積金)	151,246.65		180,000.00		28,081.35
招聘廣告	672.00		-		
(ii) 購買軟件/伺服器	<u>103,610.00</u>	255,528.65	120,000.00	300,000.00	16,390.00
2 學校行政電子化					
(i) 薪金(包括強積金)	163,117.50		240,000.00		75,250.50
招聘廣告	1,632.00				
(ii) 校友資料庫存	79,000.00		80,000.00		1,000.00
(iii) 教職員考績電子化	400,000.00		400,000.00		-
(iv) 辦學團體與學校的電子溝通平台	<u>196,000.00</u>	839,749.50	200,000.00	920,000.00	4,000.00
3 校舍維修及管理					
顧問費: \$6,000(每所學校) x38 (參與學校數目)	228,000.00	228,000.00	228,000.00	228,000.00	-
4 專業發展及培訓					
(i) 教職員職安訓練	51,480.00		52,000.00		520.00
(ii) 學校財務管理課程	98,500.00		100,000.00		1,500.00
(iii) 學校法團校董培訓	149,000.00		150,000.00		1,000.00
(iv) 校長及中層老師專業培訓	<u>150,000.00</u>	448,980.00	<u>150,000.00</u>	452,000.00	-
支出合計:		<u>1,772,258.15</u>		<u>1,900,000.00</u>	<u>127,741.85</u>
截至 31/8/2018 餘款		<u>127,741.85</u>			
餘款退回各校 (註):		127,741.85			

註: 餘款合共 \$127,741.85, 需退回38間學校: \$3,361.63 x 29間, \$3,361.62 x 9間

中華基督教會香港區會
加強學校行政管理計劃 2016 - 2018
辦學團體統籌協作項目費用結餘退款

同意調撥有關津貼的屬校名稱		所屬地區	調撥津貼額	結餘退款
PS004	元朗真光小學	元朗	50,000	3,361.63
PS005	拔臣小學	屯門	50,000	3,361.63
PS006	大澳小學	離島	50,000	3,361.63
PS008	協和小學	油尖旺	50,000	3,361.63
PS009	全完第二小學	葵青	50,000	3,361.63
PS010	基真小學	葵青	50,000	3,361.63
PS011	基華小學	黃大仙	50,000	3,361.63
PS012	基華小學(九龍塘)	九龍城	50,000	3,361.63
PS013	基法小學(油塘)	觀塘	50,000	3,361.63
PS014	基法小學	觀塘	50,000	3,361.63
PS015	基慈小學	黃大仙	50,000	3,361.63
PS016	基灣小學(愛蝶灣)	東區	50,000	3,361.63
PS017	基灣小學	東區	50,000	3,361.63
PS018	基全小學	油尖旺	50,000	3,361.63
PS019	何福堂小學	屯門	50,000	3,361.63
PS020	基順學校	觀塘	50,000	3,361.63
PS021	基慧小學	荃灣	50,000	3,361.63
PS022	基慧小學(馬灣)	荃灣	50,000	3,361.63
PS023	蒙黃花沃紀念小學	屯門	50,000	3,361.63
PS024	方潤華小學	元朗	50,000	3,361.63
SS003	培英中學	南區	50,000	3,361.63
SS007	何福堂書院	屯門	50,000	3,361.63
SS008	基協中學	黃大仙	50,000	3,361.63
SS009	銘賢書院	油尖旺	50,000	3,361.63
SS010	基智中學	觀塘	50,000	3,361.63
SS012	公理高中書院	灣仔	50,000	3,361.63
SS013	全完中學	葵青	50,000	3,361.63
SS014	基新中學	北區	50,000	3,361.63
SS015	協和書院	黃大仙	50,000	3,361.63
SS016	扶輪中學	黃大仙	50,000	3,361.62
SS017	蒙民偉書院	觀塘	50,000	3,361.62
SS018	燕京書院	葵青	50,000	3,361.62
SS019	桂華山中學	東區	50,000	3,361.62
SS021	基元中學	元朗	50,000	3,361.62
SS022	基朗中學	元朗	50,000	3,361.62
SS023	馮梁結紀念中學	大埔	50,000	3,361.62
SS024	譚李麗芬紀念中學	屯門	50,000	3,361.62
SS026	基道中學	九龍城	50,000	3,361.62
		總計	1,900,000	127,741.85

總收入	\$1,900,000.00
總支出	\$1,772,258.15
餘款	<u>\$127,741.85</u>