

Name of School: CCC Kei Yuen College

(District: Yuen Long)

Work Plan on the Use of Strengthening School Administration Management Grant

We (the School) have read and understand the stipulations stated in the EDB Circular Memorandum No.21/2016 on Strengthening School Administration Management (SAM) Grant. The following work plan on the use of the SAM Grant is drawn up after consultation with the teachers:

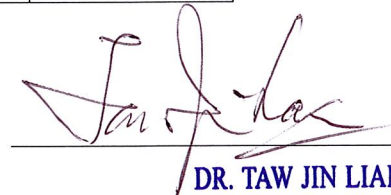
Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall efficiency and efficacy of school administration.

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Information Management and Communications	<ul style="list-style-type: none"> To improve overall system stability To improve data security and backup efficacy To streamline system administration workflow 	<ul style="list-style-type: none"> Develop server virtualization infrastructure Develop a comprehensive backup scheme for both data and virtual machines 	<ul style="list-style-type: none"> A virtual infrastructure can be created to streamline system administration workflow, improve data security and backup efficacy Existing servers with services can be virtualized to the virtual infrastructure 	\$190,000	<ul style="list-style-type: none"> The virtual infrastructure will be used to provide main server services for learning and teaching continuously In case new service is needed in the future, it can be achieved by only creating a new virtual machine in the virtual infrastructure
Information Management and Communications	<ul style="list-style-type: none"> To improve overall efficiency in communication amongst school, parents, students and teachers To lessen the burden on teachers in handling parent letters To provide e-calendars of school events for parents, students and teachers 	<ul style="list-style-type: none"> Purchase of Parent App Purchase of Teacher App 	<ul style="list-style-type: none"> A mobile communication can be developed to facilitate communication amongst school, parents, students and teachers. More than 70% of the teachers opine that the communication platform can lessen their burden in handling parent letters 	\$21,750	<ul style="list-style-type: none"> The communication platform will be used to strengthen communications amongst different stakeholders in school continuously

Area	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Student Support/ Teaching-related Administrative Work	<ul style="list-style-type: none"> To upgrade the library system To facilitate reading by recommending feature books through the enhanced user interface To provide user friendly circulation record To facilitate the promotion of e-reading scheme 	<ul style="list-style-type: none"> Purchase of a new library system 	<ul style="list-style-type: none"> Most of the data of the existing library system can be transferred to the new library system Feature books recommendation can be tailor-made for students in different levels 	\$23,100	<ul style="list-style-type: none"> The new library system will be used to promote reading continuously
Collaboration Items coordinated by School Sponsoring Body	Refer to appendix			\$50,000	
Total:				\$284,850	

Signature of Supervisor :



Name of Supervisor :

DR. TAW JIN LIAM

Date :

29 OCT 2016

教育局「加強學校行政管理津貼」之辦學團體(HKCCCC)統籌的協作項目計劃書

範疇	預期成效	推行項目	持續發展方案
1. 專業支援服務	1. 優化程序可減輕相關員工的行政工作 2. 向屬校提供行政手冊及標書等範本，減輕員工撰寫的工作量	a) 新聘行政助理黃嘉慧負責統籌、協辦及支援辦學團體與屬校的大型活動及屬校之聯校活動 (i) 區會中學聯校資訊日：2016年12月9至10日 (ii) 區會百周年會慶舉辦的各項學校活動 b) 統籌現有及發展更多中央集體招標項目並優化程序 c) 建立中央標書資料庫，集合中小學的各類招標範本及收集各校行政手冊，方便各校查閱及共用	建立有關籌備工作系統和檔案，往後可依從
2. 學校行政電子化	1. 以電子形式進行各項相關資料整理，簡化程序，減少重複的資料輸入	a) 建立校友資料庫，區會先向各校了解需要後，看現有軟件能否配合需要，而區會亦會提供相關培訓 b) 將設立區會行政電子化小組，收集各中小學校意見和需要。召集人為蔡世鴻校長，預計成員為：歐陽家強校長、譚劍虹校長、梁文祺校長、翁美恩校長、陳章華校長 c) 計劃建立辦學團體與學校的電子溝通平台及電子化教職員考績程序，該平台可適用於行動及桌面裝置，程式推出後區會將提供培訓	按研發的電子軟件經驗，探討協助其他有需要的屬校推行相關項目的可行性
3. 校舍維修及管理	1. 提高教職員對校舍保養及維修的認識	a) 透過專業顧問服務，初步檢查各校舍的維修需要 b) 區會將印刷簡易校舍檢測手冊，方便維修及管理校舍	按檢查手冊，探討協助其他有需要的屬校推行相關項目的可行性
4. 專業發展及培訓	1. 由中央統辦，可減省行政工作，亦可組成溝通平台，方便分享及協作。 1. 採購服務，提供下列培訓： →職業安全指引及培訓 →學校財務管理課程 →IMC 校董培訓 →校長及中層老師專業培訓	a) 收集各校意見及需要，聘請講師或機構提供職工安全訓練 b) 區會可協助提供學校財務管理課程及 IMC 校董培訓 c) 在區會中、小校長會收集各校長對校長及中層老師專業培訓的需要，盼能提供適切的培訓	不斷更新，讓新的屬校持份者接受培訓，提供優質行政管理