

Name of School: Tak Sun Secondary School (District: Shatin, Ma On Shan)

Work Plan on the Use of Strengthening School Administration Management Grant

(To be uploaded on the school's homepage before end-October 2016)

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 effectiveness in financial management, information management and communications, and school asset management.

Area ¹	Expected Results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Financial management	<ul style="list-style-type: none"> ■ To enhance the administrative effectiveness and reduce administrative workload in students' fee collection and financial reporting through the use of electronic payment and management system. ■ Reduce the communication efforts with parents for fee chasing by using the electronic communication system. 	<ul style="list-style-type: none"> ■ To adopt the secure and well-established PPS payment system for students' fee collection. ■ To adopt an electronic financial management system that can work with the PPS payment system together to do all automatic accounting work. ■ To adopt an ePOS system for handling small amount purchasing by students. ■ Employ part-time helper for workshops to help parents to adopt the new PPS payment system. 	<ul style="list-style-type: none"> ■ All students' fee payment are paid electronically and handled by automatic accounting system. ■ 80% of class tutors opine that they do not need to handle cash collecting or handle and chasing student cheque payment during class. 	<p>\$3,000 PPS (IEPS+CBP) application fee</p> <p>\$12,000 PPS initial annual charge (2 years covered by the SAM grant)</p> <p>\$35,200 Electronic financial management / communication system working with PPS system.</p> <p>\$15,000 ePOS system for handling small amount purchasing by</p>	<ul style="list-style-type: none"> ■ The electronic-system will continue to be utilized to handle students' fee collection and item purchasing. ■ The workload of the supporting staff will be lower in handling cheque and cash. Their working time can be shifted to handle the e-system management related stuff. ■ All extra system annual administration fees will be covered by school self-funding.

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

				students \$5,000 Salary for part-time helper	
Information management and communication	<ul style="list-style-type: none"> ■ To enhance the administrative effectiveness in student and staff attendance taking by integrating the current attendance taking system to the current information management and communication system. ■ Reduce the communication efforts with parents of students' attendance. ■ To enhance the effectiveness of handling and communicating staff appraisal data. (17-18) 	<ul style="list-style-type: none"> ■ To adopt an electronic student and staff attendance taking system that can work well will mobile tablet / smart phone / desktop computer with easy to use interface. The system could be integrated easily to our existing information management and communication system. ■ To design and adopt an electronic staff appraisal system. The system could be integrated easily to our existing information management and communication system. (17-18) 	<ul style="list-style-type: none"> ■ All students' daily attendance taking could be done easily by mobile devices. ■ By using integrated data and communication system, the administration time of staff is reduced. ■ 80% of class tutors opine that they the newly adopted e-attendance system is easier to access. ■ 80% of appraiser opine that the newly adopted e-appraisal system helps in archiving and managing staff appraisal data. (17-18) 	\$62,700 Integrated E-attendance system for students \$12,000 Smart card readers & cabling. \$10,000 Cabling of smart card reader \$13,000 Tablet computers to facilitate attendance taking process. \$5,000 Smart card for staff \$80,000 Integrated E-appraisal system. (yr 17-18)	<ul style="list-style-type: none"> ■ The electronic-system will continue to be utilized to handle students' fee collection and item purchasing. ■ The workload of the supporting staff will be lower in handling different data and communication system. ■ All extra system annual administration fees will be covered by school self-funding.
School asset management	<ul style="list-style-type: none"> ■ To enhance the administrative effectiveness in school inventory management. (17-18) 	<ul style="list-style-type: none"> ■ To adopt an electronic inventory management system that could be integrated easily to our existing information management and communication system. (17-18) ■ Employ part-time helper for data entry and inventory related work. (17-18) 	<ul style="list-style-type: none"> ■ IT staff and related teachers do not need to handle and maintain the existing self-developed inventory system. (17-18) 	\$27,500 Inventory system (yr 17-18) \$5,000 Hardware reader / label (yr 17-18) \$15,000 Salary for part-time helper (yr 17-18)	<ul style="list-style-type: none"> ■ The electronic-system will continue to be utilized to handle students' fee collection and item purchasing. ■ All extra system annual administration fees will be covered by school self-funding.

Signature of Supervisor : _____

Name of Supervisor : _____

Date : _____