

Name of School: St. Francis Xavier's College (District: YTM)

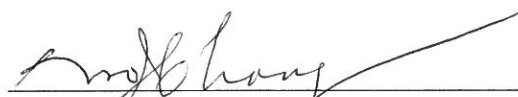
Work Plan on the Use of Strengthening School Administration Management Grant

We (St. Francis Xavier's College) have read and understood 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 consulting teachers and getting the endorsement of the IMC:

Objective

After reviewing the operation of the school, the measures below will be devised to enhance the overall administrative effectiveness in lessening the administrative load of the school Admin Panel, taking students' attendance and enhancing communication with parents.

AREA ¹	Expected results	Item	Evaluation Criteria (Indicator)	Budget	Sustainable Development Plan
Administrative work and enhance Home-school communication	To enhance the administrative effectiveness and reduce administrative workload of the Admin Panel	To procure a service of providing an electronic administration system for: a. disseminating important messages to parents, and b. taking students' attendance	80% of form teachers find the e-admin system effective	\$30,000 Purchasing fee	The e-admin system will continue to be utilized to disseminate messages to parents and to take students' attendance.
		To employ an Executive Officer to lighten the administrative load of the Admin Panel: a. to handle paper work for the Admin Panel b. to compile important documents e.g. Teacher Manuel	Members of the Admin Panel find the Executive Offices helpful in lessening their paper work and the Teacher Manuel is successfully compiled.	\$ 220,000 Salary for Executive Officer for 12 months (MPF included)	Use other school-based funding to employ the Executive Officer Other staff in the school will continue to assist the enhancement of documents and paper work for the Admin Panel

Signature of Supervisor : 
 Name of Supervisor : BRO. JOSEPH CHANG
 Date : 18 / 11 / 2016

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