

Name of School: Hong Kong Baptist University Affiliated School Wong Kam Fai Secondary and Primary School (District: Shatin)

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 operations of the School, the measures below will be devised to enhance the overall effectiveness of student support by optimizing the existing electronic system for student information management, and the efficiency and effectiveness of fixed assets management by implementing a new system module for recording and analysis of fixed assets.

Area	Expected Result	Item	Evaluation Criteria (indicator)	Budget	Sustainable Development Plan
Student support (for both primary and secondary schools)	To enhance the administrative effectiveness and reduce administrative workload in collecting, recording, analyzing and distributing students' academic and non-academic information through an electronic system	Acquire additional modules to the existing student information management system with access rights granted as appropriate to store/retrieve student information systematically.	<ul style="list-style-type: none"> • Student data, including academic and non-academic performance and achievements, daily attendance, and conduct, can be digitalized and a framework with index system can be created to facilitate the collection, storage, analysis, retrieval and distribution of the information; and related procedural guidelines can be established. • A majority of the staff concerned opine that the electronic system can enhance the efficiency of the 	<ul style="list-style-type: none"> • \$300,000 for acquisition of the system modules 	<ul style="list-style-type: none"> • The electronic system will continue to be utilized to manage student information. • Other support staff in the school will continue to assist in the operation and enhancement of the system; they will also continue to update related guidelines.

			administrative work of student information.		
School premises management (for both primary and secondary schools)	To enhance the administrative effectiveness and reduce administrative workload in recording and analyzing related data, which can thus facilitate custody and utilization of fixed assets	<ul style="list-style-type: none"> • Acquire an additional module for fixed assets management to the existing accounting system. • Employ an Administrative Assistant to handle the migration of legacy data to the new system. 	<ul style="list-style-type: none"> • Data such as categories, dates of acquisition, useful lives, asset holders, and location conditions are properly kept in the system, and can be managed and retrieved efficiently for various reporting purposes, such as assets counting, utilization, depreciation and replacement analyses. • School Management opines that the electronic system can enhance the effectiveness of fixed assets management. 	<ul style="list-style-type: none"> • \$100,000 for acquisition of the system module • \$100,000 for salaries of the Administrative Assistant for 7 – 8 months (MPF contributions included) 	The electronic system will continue to be utilized to manage the fixed assets data.