

Appendix VI: Report on Strengthening School Administration Management Grant

Year : 2016/17 and 2017/2018

Teacher-in-charge: Mr. Chan HL

Area	Work down	Evaluation	Expenditure
A. Information Management and Communications	<p>The SSB employs a consultant to help devise an Intranet System and select a software company to finish the project via tendering.</p> <p>Other Modules:</p> <ol style="list-style-type: none"> 1. Data Collecting and Analyzing Module 2. Central Recruitment Module 3. Data Management Module 	<ol style="list-style-type: none"> 1. An Intranet System – Diocesan Schools Intranet (DSI) System has been successfully established which serves the various needs of 76 diocesan schools. 2. 86.2% (over 70%) of the administrative staff of the diocesan schools agree that their daily workload related to CEO and other diocesan schools has been alleviated. 3. 78.7% of the administrative staff are satisfied by the performance of Data Collecting and Analyzing Module. 4. 69.0% of the administrative staff are satisfied by the performance of Central Recruitment Module. 5. 87.9% of the administrative staff are satisfied by the performance of Data Management Module. 	DSI Platform= \$50,000
B. Teaching-related administrative work	<ol style="list-style-type: none"> 1. Establish an e-platform which staff can follow the longitudinal academic development of students the system should provide information of students in <ul style="list-style-type: none"> • TSA • Internal examinations • HKDSE 	<ol style="list-style-type: none"> 1. Student Data Analysis System (SDAS) was purchased and installed in our eClass system to facilitate the tracing of student performance across academic years for internal and external examination. 2. Most of the teachers were satisfied with the longitudinal academic analysis report generated by the system. 	Student Data Analysis System= \$49,990
C. School security	<ol style="list-style-type: none"> 1. Install digital access system in school office and some important rooms 	<ol style="list-style-type: none"> 1. Seven electric door locks were installed at the following venues: <ul style="list-style-type: none"> - Staff room front entrance - Staff room rear entrance - General office main entrance - Store room in general office - TA room - Printing room - Control room 	Digital Access System=\$24,750

		2. Security on the ground floor was enhanced.	
D. Information and communication with parents and the public	<ol style="list-style-type: none"> 1. Rewrite the school homepage with Content Management functions 2. Obtain website hosting service 	<ol style="list-style-type: none"> 1. School web page was revamped and launched on 1/9/2017. 2. The web site was supported by a content management system called “Drupal” in which web pages can be edited easily through the web interface. 3. Update of web pages can be done by dedicated staff which ease the burden of the former teachers who were responsible to maintain the web site. 	School web revamp service = \$40,000
E. School Document Management	<ol style="list-style-type: none"> 1. Enhancing the efficiency in the issue student career-related documents 2. Alleviating the workload of clerical staff 	<ol style="list-style-type: none"> 1. A document management system was installed in our school server to store student past records. This system supports multi-typed documents and document indexing which can help teachers to find student information more quickly. 2. Document scanning service was purchased for digitizing graduate records from 1982 to 1992. 	Scanning service = \$49,920 Document management system = \$49,800
F. School Activities information and premises management	<ol style="list-style-type: none"> 1. Alleviating the workload of staff 2. Facilitating the arrangement of activities 	The difficulties of arranging activities information and premises management has been solved by using original web booking system and google calendar. Thus, we do not need to set up a new system and digital school calendar.	No expenditure
			Total:264,460 *

* The deficit of \$14,460 was covered by EOEBG.