**Sample Annual Report of the Governance Review Sub-committee (GRSC)**

**20XX/XX School Year (20XX/XX to 20XX/XX Cycle)**

**Part I – Review Schedule for the 20XX/XX to 20XX/XX Cycle**

**(Put a “**✓**” against the selected items for review in the corresponding boxes below. All items should be covered in the 3-year cycle.)**

|  | School Year | | |
| --- | --- | --- | --- |
| Planned Areas to be Reviewed | 20XX/XX | 20XX/XX | 20XX/XX |
| Domain A: Human Resources Management | | | |
| 1. Staff Recruitment and Remuneration Policy |  |  |  |
| 1. Staff Performance Management System including Promotion/Demotion |  |  |  |
| 1. Complaints Mechanism (Staff and Public) |  |  |  |
| 1. Others: (if any, please specify) |  |  |  |
| Domain B: Financial and Resources Management | | | |
| 1. Fees and Collections Policy |  |  |  |
| 1. Budgeting and Accounting Practices |  |  |  |
| 1. Tendering and Procurement Policy |  |  |  |
| 1. Trading Operation |  |  |  |
| 1. Investment Policy |  |  |  |
| 1. Acceptance of Advantages and Donations |  |  |  |
| 1. Fund Raising Activity |  |  |  |
| 1. Others: (if any, please specify) |  |  |  |
| Domain C: School Fee Remission/Scholarship Scheme | | | |
| 1. Criteria for Awarding Fee Remission/Scholarship |  |  |  |
| 1. Application Procedures, Approving and Appeal Mechanisms |  |  |  |
| 1. Publicity of Fee Remission/Scholarship Scheme |  |  |  |
| 1. Others: (if any, please specify) |  |  |  |

**Part II – Reviewing Self-evaluation Checklist for the 20XX/XX School Year**

1. **Findings**
2. In going over the self-evaluation checklist of the 20XX/XX school year, the following items are marked with “No” with reasons for non-compliance/non-completion checked.

|  |  |  |
| --- | --- | --- |
| Domains/Items | Non-compliance/non-completion items checked and found justified  (Yes/No) | Remarks, if any |
|  |  |  |
|  |  |  |
|  |  |  |

1. The “N.A.” items checked and found: -

🞏 genuinely not applicable to the school.

🞏 not completely inapplicable to the school, reason(s) is/are:

(i)

(ii)

1. **Comments/Recommendations**

**Part III – Review Other School-based Policies and Procedures under the Areas of Review in the 20XX/XX s.y.**

The following items have been reviewed with separate review reports on individual items attached:

*[Sample report template at Appendix]*

**Part IV – Others (if any)**

1. **Management Letters and Relevant Response on Audit Inspections**
2. **Internal/External Audit Reports**

Copies of all relevant documents reviewed are attached for record/reference.

Signature: \_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Chairperson of Governance Review Sub-committee)

Date: \_\_\_\_\_\_\_\_\_\_­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Appendix**

**Governance Review Sub-committee**

**Review Report on (Please specify area studied)**

**Period/Date:** (Please specify the period/date of review)

**Area Reviewed**: (Please specify the area reviewed)

**Findings:**

(A) Good Practices

1. (Please specify the good practices of the school)

2.

(B) Areas for improvement

1. Please specify areas for improvement of the school)

2.

**Recommendations:**

1. (Please specify the relevant recommendations)

2.