

Refinements to the Operation of the Governance Review Sub-committee (GRSC)



**School Administration 3 Section
16 October 2020**

The GRSC

Purpose

- ✓ To assist their SMC/IMC in reviewing various key management and financial control systems and procedures

Refinements

- ✓ As the culture of continuous self-improvement has already taken root in DSS schools based on the experience gained, the following refinements to the operation of the GRSC will be made starting from the third review cycle:
 - Review cycle
 - Review schedule and areas



Review cycle to be optimized:

- The third review cycle will be extended from 3 years to 6 years with effect from the 2020/21 school year
- The third review cycle will cover the period from the 2020/21 to 2025/26 school years

Review schedule and areas to be optimized:

- The prevailing requirement of reviewing all the key areas ⓘ will be cancelled
- The school will be required to submit the proposed review schedule as well as review areas to the SMC/IMC for deliberation and endorsement at the beginning of the third review cycle ⓘ
- Flexibility will be given to the SMC/IMC to decide the review schedule and areas to be reviewed according to the GRSC's recommendation and the school's needs ⓘ



Review schedule and areas to be optimized:

- As affected by the epidemic, some GRSCs may not be able to review all the required areas in the second review cycle by the end of the 2019/20 school year. They may include those outstanding areas in the review schedule of the third review cycle
- DSS schools are required to provide a copy of the review schedule to the EDB by end-December of the first year of each review cycle for record purpose, and if necessary, advice will be given to individual schools as appropriate
- The review schedule of the third review cycle should be submitted to the EDB by **31 December 2020**
- If there are any changes to the review schedule, schools are required to submit a revised review schedule to the EDB within a month

**Key Domains to be Reviewed
by the Governance Review Sub-committee**

Domain A: Human Resources Management

- Areas:
- (1) Staff Recruitment and Remuneration Policy
 - (2) Staff Performance Management System including Promotion/Demotion
 - (3) Complaints Mechanism (Staff and Public)
 - (4) Others

Domain B: Financial and Resources Management

- Areas:
- (1) Fees and Collections Policy
 - (2) Budgeting and Accounting Practices
 - (3) Tendering and Procurement Policy
 - (4) Trading Operation
 - (5) Investment Policy
 - (6) Acceptance of Advantages and Donations
 - (7) Fund Raising Activity
 - (8) Others

Domain C: School Fee Remission / Scholarship Scheme

- Areas:
- (1) Criteria for Awarding Fee Remission / Scholarship
 - (2) Application Procedures, Approving and Appeal Mechanisms
 - (3) Publicity of Fee Remission / Scholarship Scheme
 - (4) Others



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Areas to be reviewed	School Year					
	20XX/XX	20XX/XX	20XX/XX	20XX/XX	20XX/XX	20XX/XX
Domain A: Human Resources Management						
(1)						
(2)						
(3)						
Domain B: Financial and Resources Management						
(1)						
(2)						
(3)						
Domain C: School Fee Remission / Scholarship Scheme						
(1)						
(2)						
(3)						



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Areas to be reviewed	School Year					
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Domain A: Human Resources Management						
(1) Staff complaint mechanism	✓					✓
(2) Staff remuneration policy			✓			
Domain B: Financial and Resources Management						
(1) Investment policy		✓				
(2) Trading operation				✓		
Domain C: School Fee Remission / Scholarship Scheme						
(1) Criteria for awarding fee remission					✓	



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