

## **Essential Items to be Discussed at SMC/IMC Meetings**

DSS schools have to put up the following essential matters, where applicable, to their SMC/IMC for discussion and approval as from the 2012/13 school year to forestall any inadvertent oversight of important administrative and management matters:

1. The human resources policies for senior teaching and administrative posts such as the recruitment, appointment, promotion and remuneration packages;
2. Annual school budgets and financial report/audited account including acceptance of donations and fund raising activities;
3. Large-scale capital works (including the SMC/IMC's determination of what constitutes "large-scale" works);
4. Procurement of services or goods through tendering with significant financial implications (including the SMC/IMC's determination of the thresholds for different modes of procurement);
5. Operation of the fee remission/scholarship scheme including an annual operational summary and criteria for the schemes;
6. Fee revision proposals;
7. Investment policy and update;
8. Advisory letter(s) specifying for the attention of the SMC/IMC and/or any warning letter(s) (e.g. the management letter from EDB's School Audit Section); and
9. Self-evaluation on schools' academic as well as non-academic performance under the School Development and Accountability Framework, including the endorsement of School Development Plan, Annual School Plan and School Report.