

Roles and Functions of Incorporated Management Committees

Roles of Incorporated Management Committees (IMCs)

The Education Ordinance stipulates that a school with an IMC shall be managed by the IMC. The IMC is responsible for determining the direction of school development, managing the school's finance and manpower resources, supervising the school in pursuing self-improvement, facilitating the development of students, and ensuring that the mission of the school set by the school sponsoring body (SSB) is carried out. The IMC is also accountable for the performance of the school. Besides, the IMC should ensure the school's compliance with the Education Ordinance and other relevant ordinances and guidelines so as to establish a sound management system for providing students with quality education.

Functions of IMCs

Planning strategies

IMCs should formulate short-term and long-term school development strategies and determine the direction of school development based on the vision and mission set by SSBs, taking into account the overall educational goals of Hong Kong, school contexts and students' learning needs,.

Formulating school policies

IMCs should formulate school policies, set priorities for development projects, and undertake the planning and management of finance and manpower resources according to the needs of students and the direction of school development.

Personnel management

- Developing criteria and procedures for personnel management (including appointment, promotion and succession), informing school staff of the relevant mechanisms and conducting reviews on a regular basis.
- Establishing an appraisal system for school staff (including the principal) to facilitate school development and the professional development of schools and teachers.
- Establishing effective communication channels and a fair and reasonable mechanism for handling complaints.
- Formulating policies on the acceptance of advantages and donations, and providing staff with clear guidelines.

Financial management

- Managing government and non-government funds to ensure that resources are deployed properly in compliance with relevant regulations to cater for educational needs.
- Developing criteria and procedures for financial management, and establishing an effective internal control and accountability mechanism to prevent malpractices for selfish ends.

Curriculum policies

- Setting the direction for school-based curriculum development in light of the overall educational goals of Hong Kong and the objectives of school curriculum.
- Reviewing school policies to ensure that they are in line with school curriculum development and conducive to creating a favourable learning environment for students.

Examining and approving school matters/documents

- Staff appointment, promotion and dismissal.
- School budgets.
- School development plans, annual school plans and school reports, proposals on Capacity Enhancement Grant, and principal's continuing professional development plans/reports.
- Procurement or tender under which the number of suppliers invited is fewer than the minimum requirement.
- Trading operations.
- Acceptance of donations.

Details on relevant administrative arrangements and the reference materials are available on the EDB website:

<http://www.edb.gov.hk/index.aspx?nodeID=7937&langno=1> (Path: www.edb.gov.hk > School Administration and Management > Regulations > Checklist on Common Administrative Issues in Aided Schools).

Making regular assessment and review

- Reviewing school plans and budgets, and making appropriate adjustments when necessary.
- Reviewing school income and expenditure regularly to ensure that resource deployment is in line with school development.
- Establishing a self-evaluation mechanism and monitoring its implementation to examine schools' current situation and students' learning effectiveness.

Supporting school development

- Actively participating in school activities to learn about the school community.
- Establishing a good relationship with stakeholders and working together as a strong team to create an environment and atmosphere conducive to learning.
- Strengthening ties among families, schools and the community so as to pool their efforts in enhancing teaching effectiveness.
- Supporting the professional development of teachers to enhance their leadership in teaching.

References:

- § Sections 40AD, 40AE and 40AF of the Education Ordinance
- § School-based Management Documents: What is School-based Management; School Managers' Handbook; and Tips for School Managers

Professional Development and Training Division

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