

IMC Meetings

Introduction

The Incorporated Management Committee (IMC) of a school should meet at least three times in a school year to discuss and decide on school matters, such as:

- setting the direction of the school and formulation of school policies;
- approval of the School Development Plan, Annual School Plan and School Report;
- monitoring and evaluation of school performance;
- provision of a broad and balanced school-based curriculum;
- setting up accountability mechanisms for financial management;
- setting out criteria and procedures for handling personnel matters;
- promotion of home-school-community relationship.

Fundamental Principles

- The IMC is responsible for developing school policies while the school principal and staff are responsible for the implementation of school policies and the daily school operation.
- The IMC should operate in accordance with its constitution which has set out, among others, the proceedings of IMC meetings.
- Each manager should have a copy of the IMC constitution for reference and get acquainted with the meeting procedures.
- The IMC may appropriately delegate some of its authority to committees to enhance transparency and ownership of stakeholders.
- For what managers should and should not do, including at IMC meetings, please refer to “Guidance Notes on Drafting Code of Conduct for School Managers”.
- Before an IMC meeting, all managers should receive the following documents:
 - an agenda
 - minutes of the last meeting
 - documents relating to specific agenda items

A typical agenda

- ✧ Confirmation of minutes of last meeting
- ✧ Matters arising
- ✧ Formal approvals of less controversial matters
- ✧ Principal’s report
- ✧ Financial items (e.g. report regularly on the financial situation, discuss and approve the annual budget, etc)
- ✧ Operational policy issues (e.g. discuss and endorse the Annual School Plan and School Report, personnel matters like staff promotion and development)
- ✧ Strategic issues
- ✧ Any other business
- ✧ Date and time of next meeting

References:

- § Sections 40AD, 40AE(2), 40AF, 40AS, 40BF, 40BG, 40BI of the Education Ordinance
- § School-based Management Documents: Tips for School Managers; School Managers' Handbook; Incorporated Management Committee – Establishment and Operation

Professional Development and Training Division

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