

教育評議會

Structured Manager Training Programmes (2023/24)

School Supervisor Programme

有系統校董培訓課程 (2023/24)

校監課程 - 為現任或擬任校監舉辦

Introduction 前言

The role of a school supervisor is significant and demanding; its meaningfulness rests on leading the school Incorporated Management Committees (IMCs) strategically and proactively in coping with the rapidly changing environment for the ultimate benefit of students. School supervisors are also responsible for fostering communication and collaboration among various school managers in the IMC to ensure the team work collectively and productively in providing appropriate and feasible advice to the school management for achieving its vision and mission. The School Supervisor Programme aims to introduce to school supervisors (both serving and potential) the essential knowledge and skills for discharging this role under the School-based Management (SBM) governance framework.

校監的工作任重道遠，帶領校董團隊推動學校持續發展，為學生學習尋求最大福祉，正是校監工作的重大意義所在。作為法團校董會的領航者，校監肩負維繫校董團隊士氣的重任，領導法團校董會有效管理學校，並與校長建立緊密而有效的夥伴合作關係。因此，校監應透過培訓和相互分享，掌握所需知識和技能，務求在共同參與的管治架構下，發揮有效的領導角色。

Programme Objectives 課程目標

The aims of the programme are four-folded: (i) to develop school supervisors into effective leaders who understand the essence of participatory governance, as well as their roles and responsibilities as stipulated in the Education Ordinance for maintaining quality IMC operation; (ii) to enable school supervisors to be more confident of leading the various managers with diverse backgrounds; (iii) to enable school supervisors to help the schools to develop and improve strategically, as well as to ensure the school's compliance with the rules and regulations governing school operation, and (iv) to equip school supervisors with essential knowledge and skills related to risk management and complaint handling.

本課程旨在：(i) 加深校監對共同參與的管治架構的了解，使他們掌握在《教育條例》規定下校監的角色和須承擔的責任，協助他們成為具效能的領導，以維持法團校董會的良好運作；(ii) 增強校監的信心，使他們能有效地領導來自六個不同界別、背景各異的校董團隊；(iii) 使校監能為學校確立策略性發展和改進的方向，同時確保遵照學校管治方面相關的條例與規例；及 (iv) 為校監裝備處理投訴及管理風險的基本知識和技能。

Target Participants 課程對象

The following training programmes are specifically for IMCs. Some content is also suitable for School Management Committees Chairpersons and Members of Government Schools. The target participants of the programme are serving or potential school supervisors of primary, secondary, and special schools; priority will be given to the new supervisors (with less than two years' service) and supervisors whose schools belong to single-school SSBs or SSBs operating only a few schools.

以下課程是為法團校董會的培訓活動，部份內容也適合官立學校學校管理委員會主席及成員。各成員可按需要選擇參加。課程對象為中、小學或特殊學校現任或擬任校監；新任校監（少於兩年經驗）及所屬辦學團體只營辦一所或數所學校的校監，將會獲考慮優先取錄。

Medium of Instruction 教學語言

Cantonese will be the major medium of instruction, supplemented by English. The training materials will be in Chinese (supplemented by English, if applicable).

教學語言以粵語為主，輔以英語。課程資料以中文為主（或輔以英文，如適用）。

Teaching Team 教學團隊

Programme Co-ordinators 課程主任

Professor KWAN Yu Kwong Paula	關譽綱教授
Dr CHEUNG Wing Ming Francis	張永明博士
Mr NG Yau Keung Benjamin	吳友強校長

Teaching Staff 教學人員

Dr CHEUNG Wing Ming Francis	張永明博士
Mr KUNG Kwong Pui Joseph	龔廣培先生
Mr TONG Sau Chai Henry, MH, JP	湯修齊先生
Ms WOO Wai See Alice	吳慧思律師

Programme Content 課程內容

The School Supervisor programme (SV) comprises three parts with each containing two 3-hour sessions.
校監課程提供三個部分的班別，各班包含 2 個課節，共 6 小時。

SV – Part 1

校監課程 - 第一部分

Date & Time 日期及時間	Session 課節	Topic 主題	Speaker(s) 講師	Venue 地點
24 April 2024 Wednesday 2024 年 4 月 24 日 星期三 下午 6:30 - 9:30	一	Strategic leadership for school development (including resources management and personnel management) and coordination among different views to reach agreement 校監對學校發展的策略性領導（包括資源及人事管理）及如何協調不同意見以達成共識	Mr KUNG Kwong Pui Joseph 龔廣培先生	Heep Woh Primary School (Cheung Sha Wan) (Cheung Sha Wan MTR Station Exit A2) 中華基督教會協和小學（長沙灣） 港鐵長沙灣站 A2 出口
8 May 2024 Wednesday 2024 年 5 月 8 日 星期三 下午 6:30 - 9:30	二	Code of ethics for school supervisors (with case sharing) 校監的道德操守及個案分享	Dr CHEUNG Wing Ming Francis 張永明博士	

SV – Part 2

校監課程 - 第二部分

Date & Time 日期及時間	Session 課節	Topic 主題	Speaker(s) 講師	Venue 地點
18 May 2024 Saturday 2024 年 5 月 18 日 星期六 上午 9:30 - 下午 12:30	一	Working with the school principal, self-reflection of the school supervisor and appraisal for the school principal 校監與校長的有效協作、校監自評及校長考績	Mr TONG Sau Chai Henry, MH, JP 湯修齊先生	Heep Woh Primary School (Cheung Sha Wan) (Cheung Sha Wan MTR Station Exit A2)
1 June 2024 Saturday 2024 年 6 月 1 日 星期六 上午 9:30 - 下午 12:30	二	Compliance with rules and regulations (including legal issues relating to school operation) 法理法規（包括與學校運作相關的法理依據及規則）	Dr CHEUNG Wing Ming Francis Ms WOO Wai See Alice 張永明博士 吳慧思律師	中華基督教會協和小學（長沙灣） 港鐵長沙灣站 A2 出口

SV – Part 3**校監課程 - 第三部分**

Date & Time 日期及時間	Session 課節	Topic 主題	Speaker(s) 講師	Venue 地點
18 June 2024 Tuesday 2024年6月18日 星期二 下午 6:30 – 9:30	一	Strategic leadership for complaint handling, crisis management and media handling 校監領導學校處理投訴、危機及應對傳媒的策略	Mr KUNG Kwong Pui Josphe 龔廣培先生	Heep Woh Primary School (Cheung Sha Wan) (Cheung Sha Wan MTR Station Exit A2)
25 June 2024 Tuesday 2024年6月25日 星期二 下午 6:30 – 9:30	二	Supervising for effective school governance (including IMC meeting protocols) 監督學校高效管治（包括有效組織法團校董會會議）	Dr CHEUNG Wing Ming Francis 張永明博士	中華基督教會協和小學（長沙灣） 港鐵長沙灣站 A2 出口

Attendance / Completion Certificates 出席 / 完成證明

Participants who have attained 100% attendance in any one of the courses will be awarded a Certificate of Completion by Education Convergence. An e-certificate of attendance will be sent to participants who have attended only one session of the course within two weeks of its completion.

學員在每個班別的出席率達 100%，將獲教育評議會頒發完成證書。只出席其中一課節者，將獲教育評議會在該班別完結後兩星期內發出的電子出席證明。

Teaching Timetable and Closing Date for Application 上課時間表及截止報名日期

A total of 3 courses will be offered from April to June 2024. Participants may choose to enrol in the following course(s) that suit(s) their needs.

全學年共提供三個班別。學員可選擇報讀多於一個班別：

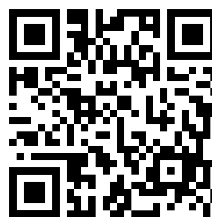
Course 班別	Date 日期	Day 星期	Time 時間	Application Deadline 截止報名日期
SV – Part 1 校監課程- 第一部分	24 April and 8 May 2024 2024年4月24日 及5月8日	Wed 三	6:30–9:30 p.m. 下午6:30 – 9:30	12 April 2024 2024年4月12日
SV – Part 2 校監課程- 第二部分	18 May and 1 June 2024 2024年5月18日 及6月1日	Sat 六	9:30 a.m.–12:30 p.m. 上午9:30 – 下午12:30	8 May 2024 2024年5月8日
SV – Part 3 校監課程- 第三部分	18 June and 25 June 2024 2024年6月18日 及6月25日	Tue 二	6:30–9:30 p.m. 下午6:30 – 9:30	7 June 2024 2024年6月7日

Application Procedures 申請手續

Applications can be made via the following means

參加者可循以下途徑申請：

- (1) Click this [link](#) to apply online
請點擊此[連結](#)進行網上登記
- (2) Scan the QR code and file in an online application
掃描 QR 碼進行網上登記
- (3) Fill in the attached application form and fax it to Education Convergence
(fax number: 21119826).
填妥附上之報名表格並傳真至教育評議會 (傳真號碼：2111 9826)



Programme details are available at:

另外，課程資料亦可見於：

- The EDB website [School Administration and Management > School-based Management > Training Courses for School Managers]:
教育局網頁 [學校行政及管理 > 校本管理 > 校董培訓課程]:
<https://www.edb.gov.hk/en/sch-admin/sbm/about-sbm/corner-manager-courses.html>
- Training Calendar of the EDB:
教育局培訓行事曆：
<https://tcs.edb.gov.hk/tcs/publicCalendar/start.htm>

Admission notices will be sent to the email addresses of the applicants provided in the application forms within one week of application. **Priority will be given to applicants who are serving school managers.**

獲取錄者將於報名後一星期內收到取錄通知書，該通知書會發送至填報於申請表格內之電郵地址。現任校董將獲考慮優先取錄。

Enquiries 查詢

Education Convergence 教育評議會

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