



Hong Kong Subsidized Secondary Schools Council

General Meeting (2006-2007)

29 May 2007

Programme:

9:00 a.m. **General Meeting**

Chairman's Report

Sharing Session

1. Follow up action on Teachers' Work Committee Report
2. Teachers' training & recruitment
3. Inclusive Education
4. Others

10:30 a.m. **Tea Break**

11:00 a.m. **Open Forum**

Speakers: **Mrs. Betty IP**, DS, EMB

Dr. K.K. CHAN, PAS (CD), EMB

Theme: "Implementation of 334"

12:30 p.m. **Lunch Buffet**

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1. Executive Committee Meetings

Seeking members' understanding:

- Not attending ceremony / writing congratulation message for individual school in the name of an EC member
- Releasing information on behalf of the Council only, NOT for individual area / school / person
- Serving as supporting or co-organizing party for educational activities open to all schools with endorsement of EC
- Not to handle any anonymous request

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1. Executive Committee Meetings (cont.)

Annual Budget

- Expenses include honorarium for clerical assistants, rental for EC meeting venue, organization of HKSSSC AGM / GM / EGM, souvenirs, stationery & printing, postage, homepage rental, refreshment & social events and miscellaneous
- Refreshment & social events should not exceed 10% of Membership Fees
- Setting up a fixed deposit account of HK\$300,000.00

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Budget (06-07)

Income	HK\$	Expenditure	HK\$	Surplus / (Deficit)
Membership Fee (355 schools @\$500)	177,500	Refreshment & Social Events (10% of Membership Fee)	17,750	
		Honorarium for clerical assistants	57,400	
		Rental for conference room (16 meetings @\$200)	3,200	
		AGM	25,000	
		GM	20,000	
		Souvenir	4,000	
		Stationery & Printing	8,000	
		Postage	3,000	
		Homepage Rental (@\$200/m)	2,400	
		Miscellaneous	10,000	
Total for 2006/07:	177,500		150,750	26,750
		35 th Anniversary Souvenir Magazine	100,000	
Balance B/F from year 05/06 as at 30.9.2006	471,191.46			
Carried forward to 07/08				397,941.46

Fixed Deposit : \$300,000

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2. Documents released:

- Newsletter No. 2 (2006-07)
- Letter to member schools on the delay in the submission of EMB Questionnaire for Principals on Planning and Implementation of the NSS Curriculum
- Report of SBA Survey
- Views on Copyright Protection in the Digital Environment
- HKSSSC Pamphlet (2006-2008)
- Members List (2006-2007)

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3. Meetings with EMB / HKEAA

22.11.2006 Courtesy meeting of EC with Professor Arthur Li (SEM) and Mr Raymond H.C. Wong (the new PSEM)

8.1.2007 Meeting (together with other Councils / Associations) with HKEAA to discuss the Revised Proposal on SBA.

23.1.2007 Meeting of EC with Mrs. Betty IP

14.2.2007 Meeting with EMB to discuss the difficulties faced by schools when responding to the EMB Questionnaire

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3. Meetings with EMB / HKEAA (cont.)

15.3.2007 Meeting with HKEAA to share views on the Revised Proposal on SBA

3.4.2007 Meeting of EC with Mr. Raymond Wong, PSEM, EMB

25.4.2007 Meeting with EMB to share views on the manning scale for Laboratory Technicians (LT) under NSS.

18.5.2007 Meeting with EMB to discuss issues related to "5 years of toleration under NSS".

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4. Requests from member schools

> Clarification of whether the first aid training requirement for teachers in the "Guidelines on the Outdoor Activities" is mandatory.

> Clarification of the 5- year toleration period under 334

> Request for concessionary rate on electricity tariff for schools on HK Island

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4. Requests from member schools (cont.)

> Clarification on the inclusion of a matching element in the application of QEF projects

> Clarification on the criteria and mechanism in handling the applications for continuing to operate a school with insufficient student intake

> Others

-- sabbatical leave for TPD

-- installation of water filter for drinking machines

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5. As supporting organization

6. Representative to attend working/review committees and activities

7. Work of Task Groups and Representatives

End of Report

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Sharing Session

Topics:

- Follow up action on TWC Report 62
- Teachers training and recruitment 55
- Inclusive Education 13
- Reduction in class number 1
- MOI 1
- 5 years toleration 1

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Follow up action on TWC Report :

R.1 There must be enhanced communication within the school and among different stakeholders, in particular between EMB and teachers.

Action:

REO will meet teachers during their regular school-based liaison visits to collect feedback. Theme-based seminars and forums on major education initiatives for key stakeholders including teachers will continue.

Feedback:

These are existing practices, but can be more effective if REO officers can be better informed of new policies and initiatives under the judiciary of various EMB branches.

Follow up action on TWC Report :

R.2 Where piloting of policy initiatives is required, pilots should best be conducted across a range of schools differing in student intake and school ability.

Action:

Subject to schools' consent, pilots will be conducted across a range of schools with different student intake and school ability.

Feedback:

Be more open in selecting pilot schools with explicit criteria made known to schools. If possible, allow school to apply to take part in pilot schemes.

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Follow up action on TWC Report :

R.4 EMB should look into the various accountability mechanisms and streamline procedures where necessary.

Action:

To reduce teachers' administrative work, EMB is exploring the feasibility of standardizing the reporting and evaluation process for the use of grants by schools, eliminating duplicated reporting, and replacing detailed reporting by disclosure in Annual School Reports and targeted evaluations where needed

Feedback:

Need consultation with school sector and allow sufficient time for discussion before introduction of any new measures.

Follow up action on TWC Report :

R.5 The School Development and Accountability (SDA) framework could serve as the common accountability framework, subject to on-going review.

Action:

EMB is reviewing the SDA framework in preparation for the second cycle of ESR in the 2008/09 school year. The review will take account of teachers' concern for undue workload in School Self Evaluation (SSE)/ESR, examine mode and procedure.

Feedback:

Is it decided that the 2nd cycle of ESR will start in 2008/09 school year? Need consultation with school sector and allow sufficient time for discussion before making new decision.¹⁷

Follow up action on TWC Report :

R.6 Schools should exercise professional autonomy to flexibly deploy manpower in ways best suited to individual needs, e.g. the adoption of "reduced teaching load" and / or "smaller class size". EMB should also consider creating more permanent teaching posts and further increasing the teacher-to-student ratio.

Action:

EMB will continue to provide additional permanent teaching posts as committed under the 9 relief measures, EMB will also closely monitor the provision of teachers to schools and consider creating more permanent teaching posts to improve the teacher-to-student ratio subject to operational needs and availability of funds.

Feedback:

There should be more specific plan for creating more permanent teaching posts. .

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Follow up action on TWC Report :

R.7 Schools should put in place a school-based mechanism to regularly review non-teaching tasks and the support system available.

Action:

Where appropriate, e.g. through circulars and the web, EMB will remind schools of the need for school-based review of non-teaching tasks and support schools through promulgation of best practices.

Feedback:

Provide training for non-teaching staff to cater for the needs of school nowadays, e.g. property management, office management, etc.

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Follow up action on TWC Report :

R.8 On a need basis, schools could conduct an independent review of their administrative work to identify the best improvement methods. In cases where improvements of demonstrated needs entail additional resources, EMB should consider rendering the necessary support to schools.

Action:

Schools can bid for funds from QEF to conduct a school-based review on administrative work. Where implementation of improvement measures arising from demonstrated needs requires additional funding at the initial stage, schools can also make use of QEF.

Feedback:

Provision of Standard package for schools to apply.

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Follow up action on TWC Report :

R.9 One-off funding could be made available, on application from schools, to top up their IT provisions for administrative purposes.

Action:

Schools can bid for one-off fund from QEF to top up their IT provisions for administrative purpose.

Feedback:

*Provision of Standard package for schools to apply.
Assistance for needy students in paying administrative cost when applying Autopus payment*

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Follow up action on TWC Report :

R.10 The capacity of school leaders (including SMC, principal, senior and middle managers) could be further enhanced through networks and professional development.

Action:

A series of 3-day School Leaders Workshops was conducted in the past 2 years for school leaders of all secondary schools and another series of 1-day workshops is being organized for middle managers. EMB will continue to consult SMC, principal, senior and middle managers on their professional development needs in managing the school. Where necessary, relevant professional development programmes will be funded by EDF.

Feedback:

What types of training programmes are relevant?

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Follow up action on TWC Report :

R.11 EMB should continue its review of Integrated Education and work closely with schools, teacher education institutions and outside bodies in the formulation of support measures which help tackle special educational needs and student diversity.

Action:

EMB conducting on-going review of IE and gauging the views of stakeholders through regular meetings. Additional resources to schools w.e.f. 2006/07: additional teachers at JS levels of schools with Band 3 and bottom 10% students, enhanced speech therapy service for pri. schools through the Enhanced Speech Therapy Grant, and allocation of a Sp Ed Support Officer to each primary school as a resource person. A 5-year teacher training framework will also take effect from the 2007/08 school year to further help teachers take care of students with SEN in ordinary schools.

Feedback:

*More support is needed for successful implementation of Integrated Education.
It is doubtful if the training can prepare teachers adequately.
Is the training counted as paid study leave ?*

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Follow up action on TWC Report :

R.13 Relevant parties could collaborate to refine current understanding of teacher stress. The Hong Kong Teachers' Centre could take up a more prominent role in providing pertinent practical and empathic support to teachers

Action:

EMB will liaise closely with the HKTC, which is managed by teacher representatives and education organizations, to strengthen support that pertains to healthy life skills and better work-life balance.

Feedback:

What kinds of support are needed by teachers?

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Follow up action on TWC Report :

R.14 In the promotion of a healthy school, schools could take a proactive stance, with the support of EMB, in fostering partnership with outside experts and community services within the district.

Action:

EMB will encourage schools to develop the culture of a healthy school and establish collaborative partnerships with various sources of expertise. EMB will provide assistance where necessary.

Feedback:

Are there any actual proposals?

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Follow up action on TWC Report :

R.15 EMB could continue to make available funding under the Quality Education Fund to promote a whole-school approach to teacher wellness.

Action:

QEF will continue to extend funding that facilitates schools to adopt a whole-school approach to teacher wellness.

Feedback:

What is teacher wellness?

Provision of Standard package for schools to apply.

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Follow up action on TWC Report :

R.16 EMB should explore various options to allow teachers to reap the full benefits of professional development activities, e.g. by providing paid study leave.

Action:

EMB will explore various options for allowing teachers time and space to pursue professional development activities.

Feedback:

Need consultation with school sector and allow sufficient time for discussion.

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Follow up action on TWC Report :

R.17 Teachers should exercise discretion to prioritize activities pertinent to their own and their schools' developmental needs.

Action:

EMB will promulgate relevant ideas through school visits and experience sharing sessions. Increased emphasis will be paid to supporting school-based professional development programmes. Professional development courses for school leaders and teachers will include components on manpower planning and time management.

Feedback:

What kind of support ? Better coordination is needed in the provision of various PD programmes by various EMB Branches.

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Follow up action on TWC Report :

R.18 In raising the public profile and standing of the profession, the government and outside bodies could explore different ways of acknowledging teachers' achievements.

Action:

EMB will continue the activities that raise public awareness and appreciation of teaching as a profession. Where appropriate, outstanding teachers will be nominated for various awards. Opportunities of collaborating with outside bodies will also be explored.

Feedback:

Any plan on how to deploy outstanding teachers in sharing their good practices?

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Teachers training and recruitment:

•Teacher training by HKIED?

•Recruitment

- additional CEG ?
- effects of raise in salary by CSB ?
- difficulties in recruitment ?
 - NETs / English Teachers / TSS / TA?

•CM /GM ratio under NSS ?

•Lab. Tech / Workshop Teachers Manning Scale ?

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Inclusive Education

- Existing support
- 5-year teacher training framework ?
- Funding following students ?
- Identification of students with SEN ?
- Schools specialized on one or two SEN ?

Others

- Reduction in class number
- MOI
- 5 years toleration

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End of General Meeting



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Open Forum
“Implementation of 334”

Speakers:
Mrs. Betty IP, DS, EMB
Dr. K.K. CHAN, PAS (CD), EMB