



中華人民共和國香港特別行政區政府總部教育局
Education Bureau

Government Secretariat, The Government of the Hong Kong Special Administrative Region
The People's Republic of China

香港太古城太古灣道 14 號 3 樓學校行政第三組
School Administration 3 Section, 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

本局檔號 Our Ref.: (3) to EDB(SA3)/DSS/POL/23/6(IV)/C
來函檔號 Your Ref.:

電話 Telephone: 2863 4655
傳真 Fax Line: 3188 9865

31 August 2020

To: Supervisors of all Direct Subsidy Scheme (DSS) Schools

Dear Sir/Madam,

Refinements to the Operation of the Governance Review Sub-committee

Governance Review Sub-committee or functional committee of similar nature (collectively named as GRSC below) has been established in DSS schools to assist the School Management Committee (SMC) / Incorporated Management Committee (IMC) in reviewing their key management and financial control systems and procedures since the 2014/15 school year. With the support of the GRSC in the past two review cycles¹, most of the DSS schools have already made good attempt by putting in place the required school-based policies and procedures as appropriate.

According to the EDB Circular No. 7/2012 on *Improvement Measures to Strengthen the Governance and Internal Control of Direct Subsidy Scheme (DSS) Schools*, in principle, the GRSC is required to complete a review of all the school-based policies and procedures under the three domains (namely human resources management, financial and resources management, and school fee remission and scholarship schemes) within a 3-year cycle as specified at **Annex 1**. As the culture of continuous self-improvement has already taken root in DSS schools based on the experience gained, the following refinements to the operation of the GRSC will be made starting from the third review cycle:

- (a) The review cycle will be extended from 3 years to 6 years with effect from the 2020/21 school year. Therefore, the third review cycle will cover the period from the 2020/21 to 2025/26 school years.
- (b) The prevailing requirement of reviewing all the key areas specified in the EDB

¹ The first and second GRSC 3-year review cycles cover the periods from the 2014/2015 to 2016/17 school years and from the 2017/18 to 2019/2020 school years respectively.

Circular No. 7/2012 in a review cycle will be cancelled starting from the 2020/21 school year. The GRSC will be required to submit the proposed review schedule as well as review areas to the SMC / IMC for deliberation and endorsement at the beginning of each review cycle. Flexibility will be given to the SMC / IMC to decide the review schedule and areas to be reviewed according to the GRSC's recommendations and the school's needs.

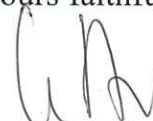
To facilitate DSS schools in making their review schedule and deciding their review areas, a template is devised for schools' use at **Annex 2** together with a sample at **Annex 3** for reference. Schools may adapt the template to suit their own needs. The template has been posted onto the EDB website at the following address:

<http://www.edb.gov.hk> > Education System and Policy > Primary and Secondary School Education > Applicable to Primary and Secondary School > Direct Subsidy Scheme > **GRSC Corner**

As affected by the epidemic, some GRSCs may not be able to complete reviewing all the required areas in the second review cycle by the end of the 2019/20 school year. They may include those outstanding areas in the review schedule of the third review cycle. DSS schools are required to provide a copy of the review schedule to the EDB by end-December of the first year of each review cycle for record purpose, and if necessary, the EDB will provide advice on the review schedule to individual schools. For instance, the review schedule of the third review cycle covering the period from the 2020/21 to 2025/26 school years should be submitted to the EDB **by 31 December 2020**. If there are any changes to the review schedule, schools are required to submit a revised review schedule to the EDB within a month.

If you have any enquiries on the above, please feel free to contact Ms Joyce HO on 2863 4720 or Mr Steve LUI on 2863 4709.

Yours faithfully,



(YL HO)

for Secretary for Education

c.c. GRSC Chairpersons of DSS Schools

**Key Domains to be Reviewed
by the Governance Review Sub-committee**

Domain A: Human Resources Management

- Areas: (1) Staff Recruitment and Remuneration Policy
- (2) Staff Performance Management System including Promotion/Demotion
- (3) Complaints Mechanism (Staff and Public)
- (4) Others

Domain B: Financial and Resources Management

- Areas: (1) Fees and Collections Policy
- (2) Budgeting and Accounting Practices
- (3) Tendering and Procurement Policy
- (4) Trading Operation
- (5) Investment Policy
- (6) Acceptance of Advantages and Donations
- (7) Fund Raising Activity
- (8) Others

Domain C: School Fee Remission / Scholarship Scheme

- Areas: (1) Criteria for Awarding Fee Remission / Scholarship
- (2) Application Procedures, Approving and Appeal Mechanisms
- (3) Publicity of Fee Remission / Scholarship Scheme
- (4) Others

Review Schedule for the 20XX/XX to 20XX/XX Cycle

To : Senior Education Officer (School Administration)3
 School Administration 3 Section, Education Bureau
 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

Fax No. : 3188 9865

Areas to be reviewed	School Year					
	20XX/XX	20XX/XX	20XX/XX	20XX/XX	20XX/XX	20XX/XX
Domain A: Human Resources Management						
(1)						
(2)						
(3)						
Domain B: Financial and Resources Management						
(1)						
(2)						
(3)						
Domain C: School Fee Remission / Scholarship Scheme						
(1)						
(2)						
(3)						

Signature of Supervisor : _____

Name of Supervisor : _____

Name of School : _____

Date : _____

Sample of Review Schedule for the 2020/21 to 2025/26 Cycle
[For schools' reference]

To : Senior Education Officer (School Administration)3
 School Administration 3 Section, Education Bureau
 3/F, 14 Taikoo Wan Road, Taikoo Shing, Hong Kong.

Fax No. : 3188 9865

Areas to be reviewed	School Year					
	2020/21	2021/22	2022/23	2023/24	2024/25	2025/26
Domain A: Human Resources Management						
(1) Staff complaint mechanism	✓					✓
(2) Staff remuneration policy			✓			
Domain B: Financial and Resources Management						
(1) Investment policy		✓				
(2) Trading operation				✓		
Domain C: School Fee Remission / Scholarship Scheme						
(1) Criteria for awarding fee remission					✓	

Signature of Supervisor : (signature)

Name of Supervisor : XXXXXXXX

Name of School : A B C College

Date : XXXXXXXX