Plan on Use of School-based Management Top-up Grant Plan 2026/27

School: St. Joseph's Primary School

Means by which teachers have been consulted: Administrative Committee Meeting

Task Area	Major Area(s) of Concern	Strategies/Tasks	Benefits anticipated	Time Scale	Resources Required	Success Criteria	Method(s) of Evaluation	People Responsible
Deployment of advisory services on financial management	To enhance the administration of school finance and budget.	To employ an auditor to check incomes and expenditures for the daily operation of the school and give directions to the Financial Budget Team in Financial Forecasting	-To relieve the workload of the administrative clerk who works as a bursar -To enable the IMC Managers to scrutinize the school finance in both micro and macro perspectives.	From Sept, 26 to Aug, 27	Around $38000 per annum	-Administrative clerk who works as a bursar can have more time for other administrative work in the School office -Financial Budget Team will have more professional advice on financial forecasting	- Evaluation Report of the Bursar, Financial Budget Team, Principal & Supervisor	-Administrative clerk (Bursar) -Financial Budget Team of the school

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Organizing training activities for IMC Managers	To strengthen school management and facilitate their role in school governance	To organize talks from legal advisory bodies to equip the IMC Managers with the skills of handling complaints and the updates of the Education Ordinance.	To enhance their knowledge about school management	From Sept, 26 to Aug, 27	Around $5000	IMC Managers know how to handle complaints more effectively with reference to the ordinances and administrative guides	-Questionnaire -Evaluation meeting of IMC	-Principal -Supervisor