



The Chinese University of Hong Kong
Faculty of Education Hong Kong Institute of Educational Research
Hong Kong Centre for the Development of Educational Leadership
香港中文大學
教育學院 香港教育研究所 香港教育領導發展中心

Structured Manager Training Programme (2018/19)

Programme SV: For School Supervisors

校董培訓課程 (2018/19)

課程 SV：為學校校監舉辦

Preamble 前言

Serving as a school supervisor is a significant and demanding responsibility; yet the meaningfulness of leading a team of school managers to take forward the school's continuous development for the ultimate goal of maximizing students' learning benefits makes such service an immensely worthy course. Being a leader of the Incorporated Management Committee (IMC), the school supervisor shoulders additional responsibility of fostering team spirit of the IMC, which is responsible for managing the school, and developing a close and productive working relationship with the school principal. Therefore, supervisors should be equipped with essential knowledge and skills through training, particularly sharing among themselves, so as to become effective leaders of the IMC under the participatory governance framework.

校監的工作是任重道遠；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 three-folded: (i) to develop the school supervisors into effective leaders who understand more about the spirit and essence of participatory governance, as well as their roles and responsibilities as stated in the Education Ordinance, for maintaining quality IMC operation; (ii) to enable school supervisors to be more confident of leading the team of school managers, who are of six different categories and have diverse background; and (iii) to empower school supervisors to play the leadership role in the key aspects of school development; school management in compliance with the rules and regulations, as well as crisis management.

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；及 (iii) 強化校監領導學校發展的能力，確保他們能遵照相關條例和規定管理學校，並展現處理危機的能力。

Target Participants 課程對象

The target participants of the programme are [serving or potential school supervisors of aided IMC 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.

課程對象為[設有法團校董會的資助中、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，將獲優先考慮。

Medium of Instruction 教學語言

Cantonese will be the major medium of instruction, with English as a supplement. 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（或輔以英語）。

Teaching Team 教學團隊

Programme Co-ordinators 課程主任

Professor Kwan Yu Kwong 關譽綱教授

Research Associate Professor, Department of Educational Administration and Policy

The Chinese University of Hong Kong 香港中文大學教育行政與政策學系研究副教授

Professor Pang Sun Keung 彭新強教授

Adjunct Professor & Former Chairperson, Department of Educational Administration and Policy, The

Chinese University of Hong Kong 香港中文大學教育行政與政策學系客座教授及前系主任

Dr. Tam Wai Ming 譚偉明博士

Honorary Professional Consultant, Department of Educational Administration and Policy

The Chinese University of Hong Kong

香港中文大學教育行政與政策學系名譽專業顧問

Teaching Staff 教學人員

Mr. Cheng Chun Fat

鄭振發先生

Mr. Lo Sai Kwong

羅世光先生

Dr. Tam Wai Ming

譚偉明博士

Ms. Tsang Enian

曾綺年女士

Mr. Wong Kwok Kong

王國江先生

Dr. Wong May May

黃美美博士

Ms. Wong She Lai

黃詩麗女士

Ms. Wong Shui Hung

黃瑞紅女士

Ms. Yau Oi Yuen

丘藹源女士

Programme Content 課程內容

The programme lasts for 15 hours in total and comprises the following 5 modules. An online manager learning programme comprising 3 parts (i) Essence of school-based management, (ii) legal issues of school governance, and (iii) professional development of schools is provided as fundamental learning activity.

整個課程共 15 小時，包括 5 個單元，另有一套校董網上學習課程作基礎學習之用，包含三部分：(i) 校本管理的要旨，(ii) 學校管治的法律議題，及 (iii) 學校的專業發展。

Course 班別		Session 課節	Module Title 單元題目	Teaching Staff 教學人員	
SV1	SV2				
KLN 九龍	HK 香港				
STPS 聖公會 聖多馬小學	CCC 中華基督教會 公理堂				
Fri (五) 6:30-9:30	Wed (三) 6:30-9:30				
30 Nov 2018	6 Mar 2019	1	Module 1: Strategic leadership for school development and case study 單元一：校監對學校發展的策略性領導及專題個案討論	Dr. Wong May May 黃美美博士	Ms. Yau Oi Yuen 邱藹源女士
11 Jan 2019	13 Mar 2019	2	Module 2: Effective governance and code of ethics for school supervisor 單元二：高效能管治及校監的道德操守	Ms. Wong She Lai 黃詩麗女士	Ms. Tsang Enian 曾綺年女士
18 Jan 2019	20 Mar 2019	3	Module 3: Compliance with rules and regulations; formulate school policies to support non-Chinese speaking students and relevant Ordinances 單元三：與學校運作相關的法理依據及規則；制訂支援非華語學童的學校政策及相關條例	Ms. Wong Shui Hung 黃瑞紅女士	Dr. Tam Wai Ming 譚偉明博士
25 Jan 2019	10 Apr 2019	4	Module 4: Effective collaboration between supervisor and principal, self-evaluation of supervisor and appraisal of principal 單元四：校監與校長的有效協作、校監自評及校長考績	Mr. Wong Kwok Kong 王國江先生	Mr. Lo Sai Kwong 羅世光先生
15 Feb 2019	17 Apr 2019	5	Module 5: Enhancement of complaint handling mechanism in schools and crisis management 單元五：優化學校處理投訴機制及危機處理	Dr. Wong May May 黃美美博士	Mr. Cheng Chun Fat 鄭振發先生

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

A total of 2 courses will be offered from November 2018 to April 2019. Participants may choose to enrol in any one of the following courses:

課程將於 2018 年 11 月至 2019 年 4 月期間開辦，合共 2 班。學員可選擇報讀以下任何一班：

Course 班別	Date 日期	Day 星期	Time 時間	Venue 地點	Application Deadline 截止報名日期
SV1	30 November 2018 to 15 February 2019 2018年11月30日至 2019年2月15日	Fri 五	6:30–9:30 p.m. 下午6:30–9:30	S.K.H. St. Thomas’ Primary School (STPS) 聖公會聖多馬小學 KLN九龍	27 November 2018 2018年 11月27日
SV2	6 March to 17 April 2019 2019年3月6日至4月17日	Wed 三	6:30–9:30 p.m. 下午6:30–9:30	China Congregational Church (CCC) 中華基督教會公理堂 HK香港	30 January 2019 2019年 1月30日

STPS = S.K.H. St. Thomas’ Primary School 聖公會聖多馬小學 (Address 地址：145 Pratas Street, Sham Shui Po, Kowloon, Exit A2 of MTR Cheung Sha Wan Station 九龍深水埗東沙島街 145 號，港鐵長沙灣站 A2 出口)

CCC = China Congregational Church 中華基督教會公理堂 (Address 地址：119 Leighton Road, Causeway Bay, Hong Kong, Exit F1 of MTR Causeway Bay Station 香港銅鑼灣禮頓道 119 號，港鐵銅鑼灣站 F1 出口)

Attendance/Completion Certificates 出席／完成證明

Participants who have attained at least 80% attendance rate will be awarded a Certificate of Attendance by The Chinese University of Hong Kong. Upon request, a certifying letter of attendance will be issued to participants who have got an attendance less than 80% of the course.

出席率達百分之八十或以上的學員，將獲香港中文大學頒發出席證明。出席率少於百分之八十的學員可申請出席證明信。

Participants who have satisfactorily completed the online manager learning programme will be awarded a Completion Certificate by The Chinese University of Hong Kong.

學員完成校董網上學習課程，且獲滿意成績，將獲香港中文大學頒發完成證明。

Application Procedures 申請手續

Applications can be made via the following means 可循以下途徑申請：

- Apply online at the Programme Website 於網上遞交申請。
<https://www.hkier.cuhk.edu.hk/schoolmanager/>
- Send the completed application form to Hong Kong Institute of Educational Research by fax (2603 6850). Application forms can also be downloaded at the above Programme Website.
填妥申請表格後傳真至香港教育研究所（傳真號碼：2603 6850）。申請表格亦可於以上課程網頁下載。

Admission notices, together with the information relating to the online manager learning programme, will be sent to the email addresses of successful applicants stated in the application forms within one to two weeks before the course commences.

獲取錄者將於上課前一至兩星期內收到取錄通知書（連同校董網上學習課程的資訊），該通知書會發送至填報於申請表格內之電郵地址。

Enquiries 查詢

Telephone 電話	3943 6999; 3943 4490
Fax 傳真	2603 6850
Programme Website 課程網址	https://www.hkier.cuhk.edu.hk/schoolmanager/