

SKH Bishop Mok Sau Tseng Secondary School
Plan on Use of Capacity Enhancement Grant 2007-08

Means by which teachers have been consulted : staff meeting

No. of operating classes : 31

1.

Task Area	Major area of Concern	Strategies/Tasks	Benefits Anticipated	Time Scale	Resources Required	Success Criteria	Methods of Evaluation	People Responsible
Releasing teachers of their non-teaching duties	To perform non-teaching duties and help English teachers to develop the Language Arts curriculum	To employ one Administrative Assistant	More capacity for teachers to attend to the needs of the students and teaching work	9/07-8/08	Salary for the Administrative Assistant:\$25,250 x1.05x12 =\$318,150	<ul style="list-style-type: none"> • Amount of non-teaching duties relieved from teachers • Teaching plans of language arts (S1 –S3) drawn • Language arts activities organized and well run 	<ul style="list-style-type: none"> • Performance appraisal • Collection pf teachers' views on work effectiveness • Students' feedback 	LF Lam, H. Lam, Daisy Tong

2.

Task Area	Strategies/Tasks	Benefits Anticipated	Time scale	Resources required	Success criteria	Method of evaluation	People Responsible
To enhance students' spiritual development	To employ 1 chaplain assistant to assist Christian teachers in enhancing students' spiritual development.	1.Students will know more about Christian faith and be nurtured 2.More students participate in the fellowship, groups and other activities 3.Teachers concerned will be relieved of some of their workload in preparing religious activities.	9/07 –8/08	Salary of the Chaplain Assistant: \$12,660x 1.05x12 =\$159,516	<ul style="list-style-type: none"> • Students know more about Christian faith • Cell groups, Bible study groups, prayer groups and a worship team are formed • 30% of concerned teachers whose workload has been relieved 	<ul style="list-style-type: none"> • Performance appraisal on the Chaplain Assistant • Number of students participating in various religious activities 	Kwong Siu Kuen

Proposed budget for CEG (2007-08)

Income	HK \$
CEG for 07-08	436,476.00
Expenditure	
Salaries for 1 Administrative Assistant and 1 Chaplain Assistant (including MPF)	477,666.00
Deficit	41,190.00