

St. Mary's Canossian College
School Management and Administration Structure 2024-2025

Incorporated Management Committee (IMC)
Supervisor Principal Vice Principal
Senior Administration Team
Middle Management Committee
Working Group of National Security Education
Working Group of Values Education

Student Quality Development Section	Learning and Teaching Section	School Management and Administration Section
Student Quality Development Committee	Learning and Teaching Committee	Financial Management Committee
Careers and Life Planning	Assessments Monitoring Team	<ul style="list-style-type: none"> ▪ School Budget & Control Team ▪ School Tender Opening & Vetting Team ▪ School Tender Approving Committee ▪ Inventory Inspection ▪ Trading Operation Team
Other Learning Experiences	Academic Assessment & Advancement Team	General Administration
<ul style="list-style-type: none"> ▪ Extended & Experiential Learning ▪ Co-curricular Activities ▪ Aesthetic Development ▪ School Annual Production ▪ Community Service Union ▪ Cultural Enrichment 	'Feeder-to-Through-train' Steering Committee	Information Technology Committee
Religious, Moral & Civic Education	Form 1 Bridging Programme	<ul style="list-style-type: none"> ▪ WebSAMS ▪ eClass Administration ▪ AVIT Provision Team
<ul style="list-style-type: none"> ▪ Religious Activities & Formation Team ▪ Civic Education ▪ Health & Sex Education ▪ Environmental Education 	Form 4 Subject Allocation	School Administration
Student Guidance & Discipline	IT in Education Team	<ul style="list-style-type: none"> ▪ School Calendar Design ▪ School Time-tabling Team ▪ External Examination Administration ▪ School Reports Team ▪ Central Information Archive Team
<ul style="list-style-type: none"> ▪ Guidance Team ▪ Discipline Team 	Internal Examination and Administration	School Development
Leadership Development	Language Environment Support Team	<ul style="list-style-type: none"> ▪ School Improvement Committee ▪ Staff Professional Development ▪ Staff Appraisal
<ul style="list-style-type: none"> ▪ Student Council ▪ Prefects' Board ▪ Ambassadors ▪ Houses ▪ Student Publications Team 	Reading & Thinking Enhancement Team	School Documents & Publications
Student Affairs	School Library	<ul style="list-style-type: none"> ▪ School Reports ▪ School Web Page ▪ School Circulars ▪ Records of School Meetings
<ul style="list-style-type: none"> ▪ Graduation Affairs Advisory ▪ Scholarships & Awards Coordination ▪ Student Welfare 	STEAM Education Team	School Emergency & Crisis Management Team
External Relations	Student Support Team	School Premises
<ul style="list-style-type: none"> ▪ Parent-Teacher Association ▪ Past Students Association ▪ Public/Community Relations 	<ul style="list-style-type: none"> ▪ Core Team ▪ Gifted Education ▪ Learning Support ▪ Enhancement Programmes ▪ Educational Psychology Service ▪ Speech Therapy Service 	<ul style="list-style-type: none"> ▪ School Maintenance & Safety Team ▪ Furniture & Equipment
		Staff Welfare Team
		Student Admission
		<ul style="list-style-type: none"> ▪ Admission Team