

St. Mary's Canossian College
School Management and Administration Structure 2023-2024

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

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