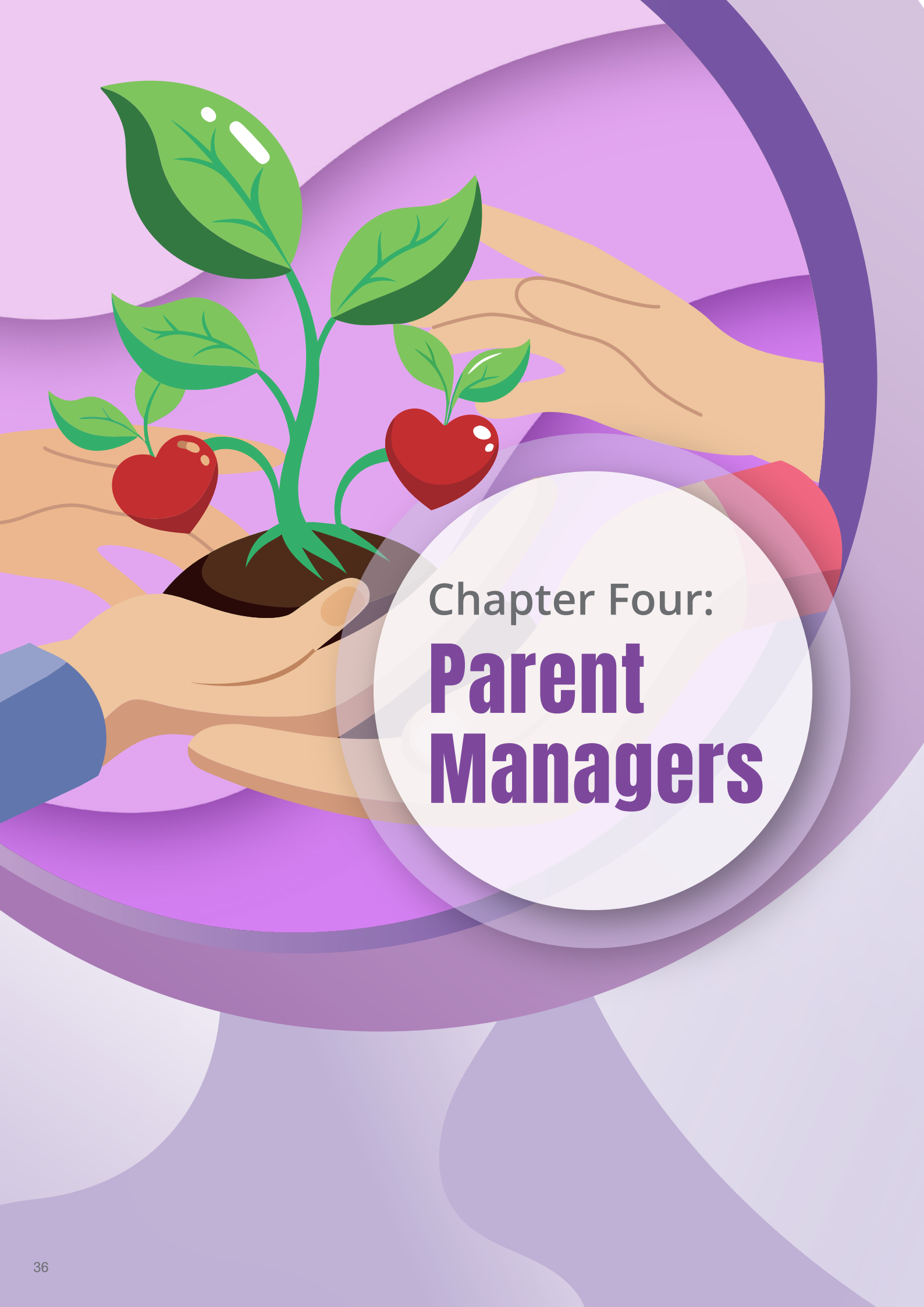


An illustration featuring three hands of different skin tones (light, medium, and dark) gently holding a small green plant with three leaves. The plant has two red heart-shaped fruits hanging from its stems. The background consists of large, overlapping circles in shades of purple and pink. A white circular overlay on the right side contains the chapter title.

## Chapter Four: **Parent Managers**

## 4.1 School-Based Management and Incorporated Management Committee (IMC)

- School-based management seeks to enhance transparency and accountability of the schools by providing a participatory decision-making mechanism where all key stakeholders are involved.
- School-based management provides schools with enhanced flexibility and autonomy in their daily operation and resources management according to the needs of their students.
- According to the Education Ordinance, all aided schools shall establish an IMC in order to put in place a governance framework with participatory decision-making of school policies by the key stakeholders.
- DSS schools or specified schools in Schedule 3 of the Education Ordinance may choose to establish an IMC. The IMC is not applicable to government and private schools.
- The IMC shall manage the school in accordance with the relevant provisions of the Education Ordinance and the Education Regulations, as well as the IMC constitution.
- The IMC is responsible for determining the direction of school development, managing the school's finance and manpower resources, supervising the school in pursuing self-improvement, facilitating the development of students, and ensuring that the mission of the school set by the SSB is carried out. The IMC is also accountable for the performance of the school.

### Composition of IMCs (Six categories of school managers):

| Composition             | Method of Formation | Number                                                                                       | Alternate Manager                                                                       |
|-------------------------|---------------------|----------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------|
| Sponsoring Body Manager | By nomination       | Maximum of 60% of the total number of managers (all alternate managers shall not be counted) | Not more than one                                                                       |
| School Principal        | By virtue of status | Ex-officio manager                                                                           | Not applicable                                                                          |
| Teacher Manager         | By election         | Not less than one                                                                            | One (where the constitution allows the nomination of not more than one teacher manager) |
| Parent Manager          | By election         | Not less than one                                                                            | One (where the constitution allows the nomination of not more than one parent manager)  |
| Alumni Manager          | By election         | One or more (where manager(s) is/are nominated)                                              | Not applicable                                                                          |
| Independent Manager     | By nomination       | Not less than one                                                                            | Not applicable                                                                          |

## 4.2 Parent Managers of IMCs

### A) Recognised Parent-Teacher Association (RPTA)

- The IMC may recognise one body of persons (however described) as an RPTA.
- The constitution of the PTA shall stipulate that only parents of current students or serving teachers\* of the school may elect or become executive committee members of the PTA, otherwise it will not be recognised by the IMC of the school as an RPTA.
- The RPTA may nominate such number of persons for registration as parent manager or alternate parent manager of the school as may be provided for in the constitution of the IMC of the school.

\* *“Teachers” do not include “specialist staff” of the school.*

### B) Parent Managers and Alternate Parent Managers

- There shall be at least one parent manager in IMC schools. The IMC constitution of the school shall stipulate the number and tenure of office of parent managers.
- If there is only one parent manager, an alternate parent manager shall be provided. The rights and obligations of alternate parent managers are as follows:
  - Except for the right to vote, an alternate parent manager shall have the same rights and obligations of other school managers.
  - The alternate parent manager may vote on any matter to be resolved by the IMC only when no parent manager is present or the school has no parent manager for the time being.
  - An alternate parent manager shall be registered as a school manager and attend meetings of the IMC. Except in specific circumstances, he/she shall not be counted when establishing a quorum of the meeting. For details, please refer to section 40AS of the Education Ordinance.

### C) Nomination, Election and Vacation of Office of Parent Managers

- The election of parent manager and alternate parent manager shall be conducted by the RPTA of the school.
- The RPTA should adapt the Guide for Parent Manager Election issued by EDB to suit its own needs and set out details of parent manager election.
- The RPTA should consult parents to ensure that the parent manager election system is fair and transparent. Detailed arrangements of the election system should be made known to all parents before conducting the election. Any subsequent amendments to the election system shall be properly documented.
- Elected executive committee members of the RPTA (including the chairman) shall not serve as parent managers automatically.
- The RPTA should not require its elected parent manager to serve as the chairman of the RPTA automatically.
- Eligibility of parent manager candidates:
  - All parents of current students of the school are eligible to become candidates.
  - Not a serving teacher of the school.
  - All eligible candidates shall have equal right of candidature.

- Candidates should also note the registration requirements of managers set out in section 30 of the Education Ordinance.
- Eligibility of electors:
  - All parents of current students of the school, including the guardians of the students and the persons who are not the parent or guardian of the student but have the actual custody of the student, are eligible to vote.

### Tips



According to section 40AB of the Education Ordinance, parent includes:

- parent of the current student;
- a guardian of the student; and
- a person who is not the parent or guardian of the student but has the actual custody of the student.

### Tips



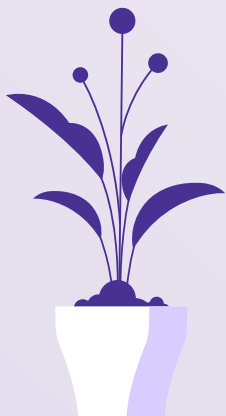
For the sake of administrative arrangements, the RPTA may give students two ballot papers each for their parents to vote. A ballot paper may be given to the guardian of the student or the person who has the actual custody of the student if such a request is received and school's verification is obtained.

- A serving teacher of the school who is the parent of a current student of the school also has the voting right.
- All eligible electors have equal voting right.
- Each parent should vote individually and should have only one vote irrespective of the number of children the parent has at the school (e.g. for parents who have three children currently studying at the school, each of the parents will have one vote.)

- Election arrangements:
  - The election shall be conducted by the RPTA of the school and in accordance with the principle of "fairness and transparency".
  - Both candidates and electors should observe the ethical conduct requirements (for the ethical conduct required in the election, please refer to the [Ethical Conduct Required in the Parent Manager Election in Annex V](#) of EDB's Guide for Parent Manager Election.)
  - The RPTA should assign a person, who may be elected amongst the executive committee members of the RPTA or a teacher appointed by the school, to serve as the Returning Officer. The Returning Officer should oversee the different aspects of work including nominations, issuance of ballot papers and counting of votes, as well as informing all parents in writing of the relevant information of the parent manager election, but he/she must not be a candidate for the parent manager election.
  - There should be an interval of at least two weeks between the date of voting and the deadline for nomination for parent manager election.
  - The RPTA shall distribute ballot papers according to the number of parents instead of the number of families.
  - The election shall be conducted by secret ballot.

- The chairman of the RPTA, the Returning Officer and/or the principal shall be present to witness the counting of votes. The Returning Officer should also invite all parents, candidates, and/or the principal to witness the counting.
  - The election of executive committee members of the RPTA should be conducted separately from the election of parent managers. If the respective elections for parent managers and executive committee members of the RPTA are conducted concurrently, the RPTA shall pay heed to the electors' eligibility in the two elections and make appropriate arrangements in the voting procedures to prevent electors from confusing the candidates for the two elections.
- Nomination for parent managers:
    - The RPTA shall nominate the parent(s) elected as the parent manager(s) or alternate parent manager(s) of the school in accordance with section 40AO(4) of the Education Ordinance, and notify the IMC of the result of the parent manager election.
    - The elected parent(s) shall apply to the Permanent Secretary for Education for registration as manager of the school.
- Filling of vacancies:
    - If a parent manager's child leaves the school (no longer a current student of the school) during his/her term of office as a manager, his/her term of office shall continue until its expiry or to the end of the school year, whichever is the earlier.
    - If a parent manager vacancy arises out of either the expiry of term of office or resignation tendered by the manager during the term of office, the RPTA shall conduct an election and make nomination of parent manager to fill the vacancy within three months.

For the requirements and detailed guidelines of parent manager election, please refer to the [Guide for Parent Manager Election](#) issued by EDB.



EDB  
"Guide for Parent Manager  
Election"

- Vacation of office of managers:
  - If the RPTA deems a parent manager not suitable to continue to hold office, it may pass a resolution and make a written request to the IMC for issuing a notice in writing to the Permanent Secretary for Education as regards the cancellation of the registration of the said parent manager or alternate parent manager.
  - The resolution shall be passed in a manner which is, as far as reasonably practicable, similar to the manner in which the manager concerned is elected for nomination. For details, please refer to section 40AX of the Education Ordinance.

For the legislative requirements pertaining to the operation of IMCs and manager election, please refer to the [Legislative Requirements Related to the Operation of Incorporated Management Committees - Key Reminders](#) on EDB's webpage and [Part IIIB of the Education Ordinance](#).



EDB webpage  
"Legislative Requirements Related  
to the Operation of IMCs - Key  
Reminders"



Part IIIB of the Education  
Ordinance

