

Li Po Chun United World College of Hong Kong
Report on Development Plan 2016-17

(A) Leadership and Management (Principal - Arnett)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
A1)	To review of the Day/Week/Year for introduction for academic year 2017-2018.	AE	09/16 12/16 03/17		<ul style="list-style-type: none"> • Framework for Review Consultation with all stakeholders (Staff and Students) established. • Decision on the length of year. • Finalisation of the structure of the day and week. 	<ul style="list-style-type: none"> • Framework for consultation agreed which included consideration regarding sleep and increased hours for IBDP. • A new day/week to be implemented in 2017-2018 with an 08.30am start (previously 07.30am) and a later finish (8 June 2018) • Review of the end of the college year and beginning of college year to occur in September - December 2017.

A2)	To review the Middle leadership requirements of the College including remuneration.	AE	09/16 10/16 12/16		<ul style="list-style-type: none"> • Framework for Review consultation with all staff. • Consultation with all staff. • Report and finalisation of structure. 	<ul style="list-style-type: none"> • Framework agreed. • External consultant appointed to conduct the review. • New structure agreed by Staffing Sub-Committee/Board. Three Heads of Departments overseeing 3 Groups of subjects. New allowance structure to be implemented from August 2017 for HOD and Heads of House and lower allowance for other positions.
A3)	To review the IT Development focusing on systems to support student information and student learning.	AE/BC	10/16 12/16 02/17		<ul style="list-style-type: none"> • Setting up of IT Development Committee. • Review undertaken with options considered. • Recommendation of way forward. 	<ul style="list-style-type: none"> • The committee was successfully established but there was not enough time to proceed further due to the concurrent reviews. It will start to operate in 2017-2018.

A4)	To continue to further develop the use of data in decision-making processes in the college.	AE	05/17		<ul style="list-style-type: none"> • Questionnaires established for students, parents and staff. • Working group established of staff and students to look at this. 	<ul style="list-style-type: none"> • Questionnaire produced for students and completed in May 2017. • Results to be fed into Strategic Plan. • Parents and staff questionnaire to be developed in 2017-2018.
A5)	To continue develop leadership capacity within the College through leadership development	AE	12/16 05/17		<ul style="list-style-type: none"> • Review of Leadership (A2) will examine the leadership capacity of the College • Continue to find other avenues to develop leadership at the College 	<ul style="list-style-type: none"> • Work to be continued in this area, particularly with a new middle leadership structure in place for 2017-2018.
A6)	Updating of Policies: 1) Accommodation Allocation 2) Complaints Procedures	AE	11/16 04/17		<ul style="list-style-type: none"> • Update Accommodation Policy • Update Complaints Procedures 	<ul style="list-style-type: none"> • Policy updated and approved 8 Dec 2016. • Complaints Procedure to go to Management Committee Meeting in September 2017.

(B) Academic Development (Director of Studies – Beta)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
B1)	To undertake a positive 5 Year IB Diploma review	BC	05/17		<ul style="list-style-type: none">• Successful completion of Action Plan on IB MySchool portal;• Effective and efficient collation of all Questionnaires;• Compilation and documentation of all relevant evidences;• Proper organization of School Visit.	<ul style="list-style-type: none">• All targets were achieved according to plan and the Evaluation Visit successfully took place from April 24 – 26. The IB Reports were received by e-mail on May 24, with matters to be addressed (due Dec 1, 2017).

B2)	Library	BC / Librarian	05/17		<ul style="list-style-type: none"> • Support offered to teachers and students in terms of information literacy, research and referencing skills; • Promotion and development of cross curricular use of Library. 	<ul style="list-style-type: none"> • The Librarian became part of the EE Team, responsible for introducing college research facilities during the Orientation Week and referencing skills in the EE Introduction Briefing Session. • New Library opening hours, allowing follow-up sessions for small groups of students, will be implemented for 2017-2018.
B3)	IT Development	BC / IT Steering Committee	05/17		<ul style="list-style-type: none"> • Selection of Student Information System including admission and attendance functionalities; • Enhancement and reorganization of existing eLearning platforms. 	<ul style="list-style-type: none"> • The IT Developments Committee was established but not in full operation due to the reviews on IB and Day / Week / Year. • This will be one of the academic foci for 2017-2018.
B4)	SEN Policy	BC / HODs	03/17		<ul style="list-style-type: none"> • Research on existing SEN policies from different sources; • Development of our own policy catering for our students' specific needs. 	<ul style="list-style-type: none"> • A draft policy was developed and submitted as supporting evidence for the IB Review; a complete draft will be shared with all staff and finalized in 2017-2018, according to the IB Review Action Plan.

(C) Student Welfare Development (Director of Student Welfare – Michele)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
C1)	To develop a clear strategy with respect to Positive Education within the College	MM	08/16 - 05/17		<ul style="list-style-type: none"> • All teachers to participate to a workshop on Positive Education. • Learnings of Positive Education to be implemented during the academic year. 	<ul style="list-style-type: none"> • Workshop took place in August 16. • Ideas were implemented in Life skills sessions and in some Tutor group activities. • Peer Supporters (and others) had several initiatives to spread positivity on campus (random canteen tables, compliment messages campaigns) • A systematic approach of use of circle times was not adopted: more appropriate with younger students.
C2)	Policy on Substance Abuse to be updated	MM and HoHs	03/17		<ul style="list-style-type: none"> • Update Policy on Substance Abuse 	<ul style="list-style-type: none"> • Policy updated By HoHs. Draft new version needs to go to the Focus Team

C3) University	To further our relations meet with College board (IACAC or other forums) and other testing organisations to help students.	KB	08/16 - 05/17	2016-2017	<ul style="list-style-type: none"> • Meet with college board officials to discuss issues rising with student registrations, increase capacity to intake UWC-Changshu students for SAT testing for the next international sessions. 	<ul style="list-style-type: none"> • College board has assigned a specific, direct contact person who can be contacted for LPC SAT testing related issues. • Increased capaTool partially developed and discussed with the succeeding Universities Guidance counselor.
	To develop systemic use of google drive options and develop google forms for university choice recordings.		08/16 - 04/17	2016-2017	<ul style="list-style-type: none"> • Working with other staff member to develop a google form which will give each student's university list overview and also make it electronic and hence easily accessible by all. 	
	Launch of next year's UWCGO mentorship programme		08/16 - 04/17	2016-2017	<ul style="list-style-type: none"> • Continue to work with UWCGO to launch next year's mentorship programme 	<ul style="list-style-type: none"> • Mentorship programme 2017-2018 launched successfully. More than a 100 alumni recruited to join the programme not just from LPC but other UWC alumni currently working in Hong Kong and overseas as well.

(D) Education Outside of the Classroom Development (Director of Education Outside of the Classroom – Steve)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
D1)	To consider how reflection can be more embedded in all EOTC activities	SR	08/16 – 04/17		<ul style="list-style-type: none"> Exploring & reflecting on resources & strategies with staff & students monitored & evaluated by SR & EOTC Committee 	<ul style="list-style-type: none"> There was a focus on this in one of the Student Leadership workshops. This will also be a focus of the 17-18 staff PD.
D2)	To consider risk assessment processes for all EOTC activities?	SR	08/16 – 04/17		<ul style="list-style-type: none"> Exploring & reflecting on process monitored & evaluated by SR & Trips Committee 	<ul style="list-style-type: none"> Risk assessment was discussed in the Trips Committee, though no other initiatives here. In practice, the risk assessment process seems to work effectively.
D3)	To introduce new attendance recording system for QC's	SR	08/16 – 04/17		<ul style="list-style-type: none"> Explore & trial Google Drive attendance templates with QC staff & Student Leaders 	<ul style="list-style-type: none"> Google sheets on a drive has been implemented with the addition of term and annual summaries produced. The ideal is still for an integrated whole school attendance/data system.
D4)	To complete the development of outdoor activities	SR	08/16 – 04/17		<ul style="list-style-type: none"> Focus on introduction of Climbing & possibly Sea Kayaking activities - implementation reviewed at end of year. 	<ul style="list-style-type: none"> Climbing and Sea Kayaking were introduced and the outdoor programme might now be considered complete.

D5)	To update all EOTC materials to reflect the new CAS Guide	SR	06/16 – 09/16		<ul style="list-style-type: none"> All documents updated and ready for use at the start of the EOTC programme 16-17 	<ul style="list-style-type: none"> Completed.
D6)	To explore greater integration of ATL's & Learner profile into EOTC (therefore creating more links/commonalities with academics & Student Welfare.	SR	06/16 – 04/17		<ul style="list-style-type: none"> Analysis of documents & ideas for integration generated through the EOTC Committee 	<ul style="list-style-type: none"> Not done. Will consider for 2017-2018.
D7)	To contribute to the development of the physical and mental/emotional well being of the LPC community	SR	09/16 – 04/17		<ul style="list-style-type: none"> Continuation of Psychodrama psychotherapy group. To train as NASM Personal Trainer in order to enhance exercise support for QC programmes offered. 	<ul style="list-style-type: none"> Both in progress.

(E) Administration (Director of Administration - Flora)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
E1) Major Repair Grant Follow-up	To improve facility conditions on campus by government funding.	FH	08/16 – 05/17	\$3.69M	<ul style="list-style-type: none"> Follow up with the appointed consultants, contractors and govt depts on progress of the project development. 	<ul style="list-style-type: none"> The appointed contractor completed 80% of the task in December 2016. The rest of the project was completed in summer 2017.
E2) New Catering Contract	To ensure quality output in the new catering contract	FH	08/16 – 05/17	\$4.8M	<ul style="list-style-type: none"> Communication with Food Committee and the Caterer to make sure good quality output. 	<ul style="list-style-type: none"> Sodexo (HK) Limited was appointed as the College caterer for 3 years from 15 August 2016. Ongoing communication taking place between Sodexo and the College's Food Committee to ensure quality output.
E3) Appraisal	To develop an appraisal structure for non-teaching staff	FH	08/16 – 05/17	Nil	<ul style="list-style-type: none"> Meetings to be arranged with non-teaching staff representatives. 	<ul style="list-style-type: none"> A 2-year cycle Development Appraisal process was established in May 2017 for all English speaking non-teaching staff. Everyone should submit their proposal to the Principal in September 2017. The appraisal structure for the Chinese speaking non-teaching will be considered at a later stage.

E4) Ad Hoc Safety Committee	To improve safety on campus and to resolve safety concerns.	FH / Ad Hoc Committee	08/16 – 05/17	Nil	Ad Hoc Safety Committee meeting(s) to be held to consider safety concerns from staff and students.	The Ad Hoc Safety Committee meeting(s) is/are now incorporated as part of the Student Consultative Committee Meeting(s) when the Director of Administration and Senior Security & Safety Officer attend to consider/discuss safety concerns if/when necessary..
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(F) Admission (Admissions Director - Kate)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
F1)	To develop systematic online application platform for admissions.	KK	All year	NIL	<ul style="list-style-type: none"> Online platform to be launched in October 2016. The whole application process should be able to complete online and move away from papers. 	<ul style="list-style-type: none"> The online application platform launched in October 2016 and applicants can submit all the required documents online. Application review had done online as well. Reviewer login the system and will be able to see the applications assigned to them.
F2)	To diversify the application pool, both HK and overseas applicants.	KK	All year	NIL	<ul style="list-style-type: none"> Strengthen connections and work with different NGOs in terms of admissions and promoting UWC. Proactively visit schools and build up relationship with 	<ul style="list-style-type: none"> The college and UWC movement got more exposure in the general public by participating different events, e.g. school fairs. More people is aware of this opportunity and will be able to diversify the application pool.

					<p>schools.</p> <ul style="list-style-type: none"> • Develop regional recruitment strategy with other UWCs in the region. 	<ul style="list-style-type: none"> • Positive relationship is established with some NGOs. There are more interactions between organizations. • With the 2 newest colleges in Asia, there is big room for collaboration and will continue working with other colleges.
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(G) Humanities Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
G1) DP Review	To work with different departments to complete the review	All G3 staff	04/17		<ul style="list-style-type: none"> • Compilation of documents needed for the review 	<ul style="list-style-type: none"> • Completed at end of March and made available for the IB evaluation
G2) DP planner	Each subject to use DP planner (incorporating the ATL) for curriculum documentation	All G3 staff	05/17		<ul style="list-style-type: none"> • Each staff will work on one topic/unit in their subject syllabus using the DP planner and share within department 	<ul style="list-style-type: none"> • Shared units of History, GP and Economics within the department before end of term.
G3) Support to new staff	Timely support is provided to Alfred and Amy to enable them to settle in the department	Esther	12/16		<ul style="list-style-type: none"> • Review with the new staff regarding the support provided by HOD 	<ul style="list-style-type: none"> • Reviews were conducted at the end of term 1 and both staff were satisfied with the support provided by HOD

G4) Class visits	Staff will continue to visit each other's class if timetable permits	All G3 staff	05/17		<ul style="list-style-type: none"> • Class visit record and debriefing notes available after each class visit 	<ul style="list-style-type: none"> • Class visits were done by EC to B & M, Geography, Economics (will continue to encourage staff to visit each other's class in coming year)
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(H) Languages Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
H1)	To positively contribute to the IB 5-year review	All	Until the time of the visit		<ul style="list-style-type: none"> • The department will have its part to play in the completion of review documents. This task will be carried out collaboratively. 	<ul style="list-style-type: none"> • Completed. The Department's contributions were taken as the model for the other departments.
H2)	To make optimal use of the one on one time provided in the HL courses, provided the 'new' schedule is implemented	All	05/17		<ul style="list-style-type: none"> • The additional teaching time will be used optimally in a variety of ways, depending on the needs of the students 	<ul style="list-style-type: none"> • There has been no additional teaching time. One-on-one meetings have continued to take place in the afternoons, and evidence of these meetings has been gathered
H3)	To coordinate the many oral exams as much as possible in order to provide the students with the best possible preparation and schedule	All	01/17-03/17		<ul style="list-style-type: none"> • Orals schedules reflect the students' needs and offer enough preparation time 	<ul style="list-style-type: none"> • Oral exam schedules have been optimal within the constraints and challenges of the busy life at the college

(I) Theatre

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
I1)	Restructuring of Theatre calendar to enable effective delivery of new Guide.	SR	08/16 – 04/17		<ul style="list-style-type: none"> • New calendar proposed & to be monitored & tested with Theatre students. Evaluation via analysis of student marks on draft work & student feedback. 	<ul style="list-style-type: none"> • Completed and programme revised accordingly.
I2)	Explore possibility of introducing iPads for all Theatre students - very appropriate for new Guide	SR	08/16 – 04/17		<ul style="list-style-type: none"> • Explore possible schemes & sponsorships for acquisition of iPads by the end of academic year or in 17-18. 	<ul style="list-style-type: none"> • Funding from scheme applied for.

(J) Mathematics Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
J1) DP Review	To undertake a positive 5 Year IB Diploma review	All G5 staff	05/17		<ul style="list-style-type: none"> • Compilation and completion of curriculum documentation for Maths HL, SL and Studies. 	<ul style="list-style-type: none"> • Completed – all necessary and relevant documents and materials were first uploaded under the designated folder on the college network and then transferred to the IB Review Site, as supporting evidence for Standard C.

J2) Department Restructuring	To establish an effective subject co-ordination system bypassing a Head of Department	All G5 staff	12/16		Selection of individual department member as a Subject Co-ordinator, in charge of the overall delivery of that particular subject.	3 Maths Teachers were invited to be individually in charge of the co-ordination of: - Maths HL - Maths SL - Mathematical Studies SL
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(K) Science Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
K1)	To review and consolidate the process for carrying out the new IA in group 4 subjects, including student feedback.	G4 staff	12/16	nil	<ul style="list-style-type: none"> Student feedback will be gathered via survey. Discussions will take place in department meetings. 	<ul style="list-style-type: none"> This target has been met with the exception of gathering student feedback. This will be part of the development for the next academic year.
K2)	To develop more resources and materials for students to work independently outside the classroom, to compensate for limited teaching time	G4 staff	05/16	nil	<ul style="list-style-type: none"> Sharing and discussion of developed resources will occur informally and within department meetings. 	<ul style="list-style-type: none"> This is ongoing work. In some subjects instructional videos have been prepared, extensive notes and self study questions and solutions are available through Haiku.

K3)	To continue and complete the process of unit planning in anticipation of the upcoming IB review.	G4 staff	03/16	nil	<ul style="list-style-type: none"> Teachers will be responsible for development of unit plans within their own teaching subject. Collaboration in department meetings will also support completion of other documentation. 	<ul style="list-style-type: none"> Unit planning was completed and uploaded with teaching schedules for successful completion of the IB 5 year review process. Positive meeting held with the IB reviewers.
K4)	To integrate more strategies for formative assessment into the teaching of science	G4 staff	05/16	nil	<ul style="list-style-type: none"> Sharing and discussion of developed resources will occur informally and within department meetings. 	<ul style="list-style-type: none"> Variable progress in this area. Some colleagues report that there is insufficient class time whilst other have implemented a variety of strategies such as the use of whiteboards and questioning strategies to promote this.

(L) TOK Team

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
L1) DP Unit Planner and ATLs in TOK	To collaborate and work with the team to plan on further development of the DP Unit Planner for TOK incorporating ATLs	KB	08/16 – 04/17		<ul style="list-style-type: none">• To schedule times for the development and incorporation of ATLs in the current DP Unit Planner.	<ul style="list-style-type: none">• Time scheduled for the upcoming year 2017-2018. DP UNit planner developed and submitted for the Five year review.
L2)	Assessment PD through assessments for TOK presentations and sharing resources for assessments	KB	08/16 – 04/17		<ul style="list-style-type: none">• Integrate more teachers to across all subjects to help with assessments such as for TOK presentations.	<ul style="list-style-type: none">• PD time of two hours allocated for TOK teachers before May 2018 session presentations for resource sharing and standardisation.
L3)	Invite outside guests	KB			<ul style="list-style-type: none">• A more equitable distribution of the blocks has allowed for more opportunities to invite outside guests.	<ul style="list-style-type: none">• Guests were invited but this could not be done always during TOK lecture sessions. Achieved outside of lesson times.
L4)	Continue to develop and contribute to the resources for teaching and assessment on Haiku	KB	08/16 - 04/17		<ul style="list-style-type: none">• Continue to share more teaching and learning resources.	<ul style="list-style-type: none">• Achieved to a great extent. Resources continuously shared with team and on school's e-learning platform Haiku.

(N) Visual Arts

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
M1)	Continue integration of ICT into VA Planning Acquisition of tablets and stylus, digital camera and tripod for camera / iPads.	WT/ ICT Support	8/16-8/17		<ul style="list-style-type: none">• Continue monitoring student use of ICT resources in Visual Arts, as reflected in their artworks and portfolios.	<ul style="list-style-type: none">• Students given basic training on using ICT as part of their artmaking process. Results reflected in their Portfolios and Exhibition. Acquisition of iPads done. Tablets, stylus, digital camera still in progress.
M2)	Further restructuring of Visual Arts calendar for effective delivery of VA Guide: First Exams 2016	WT	8/16-8/17		<ul style="list-style-type: none">• To gauge effectiveness: continue receiving feedback from students through informal discussion at the end of each project, and a formal survey at the end of the Academic year.• Analysis of IB results.	<ul style="list-style-type: none">• Done. Assessment calendar clearly set in Visual Arts, which is communicated to Art students at the beginning of the academic year.• Waiting for IB results.
M3)	Addressing Health and Safety in the Art Rooms (eg: installing dehumidifiers and exhaust fans for better air circulation; acquiring spraybooth; acquiring metal cabinet for storage of flammables)	WT	8/16-8/17		<ul style="list-style-type: none">• Evaluation of whether there is a healthier work environment for students within the Art Rooms.	<ul style="list-style-type: none">• Dehumidifier acquired & timer set on air conditioners. System in place for using oil paints. In discussion with technician regarding storage of flammables and creating spraybooth.

(N) Accounting Office

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
N1) To improve internal control measures	To implement suggestions put forward by the EDB auditors	CT	08/16 – 06/17	NIL	<ul style="list-style-type: none">• By the upcoming EDB audit	<ul style="list-style-type: none">• Cash receipts register has been modified and the fixed asset count was done during the summer of 2017
N2) To implement the cash advance system for Quan Cai	Cash is ready before the activity rolls out	Accounting Staff	08/16 – 06/17	NIL	<ul style="list-style-type: none">• Timely return of the advance or the receipts from the respective teachers	<ul style="list-style-type: none">• Expenses and receipts were returned within the specified time frame by the respective teaching staff.
N3) To finetune the preparation of the statutory audit accounts	Handling the Mark to Market adjustment	Accounting Staff	08/16 – 06/17	NIL	<ul style="list-style-type: none">• To liaise with KPMG auditors	<ul style="list-style-type: none">• Workings for the MTM was done starting from 2016 financial audit and will continue in the future years.