

Li Po Chun United World College of Hong Kong
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. 	
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. 	
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. 	

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. 	
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 	
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 	

(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. 	

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. 	
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. 	
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. 	

(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		All teachers to participate to a workshop on Positive Education. Learnings of Positive Education to be implemented during the academic year.	
C2)	Policy on Substance Abuse to be updated	MM and HoHs	03/17		Update Policy on Substance Abuse	

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. 	
	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 	

(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		Exploring & reflecting on resources & strategies with staff & students monitored & evaluated by SR & EOTC Committee	
D2)	To consider risk assessment processes for all EOTC activities?	SR	08/16 – 04/17		Exploring & reflecting on process monitored & evaluated by SR & Trips Committee	

D3)	To introduce new attendance recording system for QC's	SR	08/16 – 04/17		Explore & trial Google Drive attendance templates with QC staff & Student Leaders	
D4)	To complete the development of outdoor activities	SR	08/16 – 04/17		Focus on introduction of Climbing & possibly Sea Kayaking activities - implementation reviewed at end of year.	
D5)	To update all EOTC materials to reflect the new CAS Guide	SR	06/16 – 09/16		All documents updated and ready for use at the start of the EOTC programme 16-17	
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		Analysis of documents & ideas for integration generated through the EOTC Committee	
D7)	To contribute to the development of the physical and mental/emotional well being of the LPC community	SR	09/16 – 04/17		a) Continuation of Psychodrama psychotherapy group. b) To train as NASM Personal Trainer in order to enhance exercise support for QC programmes offered.	

(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	Follow up with the appointed consultants, contractors and govt depts on progress of the project development.	

E2) New Catering Contract	To ensure quality output in the new catering contract	FH	08/16 – 05/17	\$4.8M	Communication with Food Committee and the Caterer to make sure good quality output.	
E3) Appraisal	To develop an appraisal structure for non-teaching staff	FH	08/16 – 05/17	Nil	Meetings to be arranged with non-teaching staff representatives.	
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.	

(F) Development - Scholarship Fundraising, Community Engagement & Marketing Communications (Development Director - Willie)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
F1)	Scholarship Fundraising	WH	06/17		<p>Develop and implement scholarship fundraising plan to reach 2016/17 Fundraising Target: HK\$4.8 M.</p> <p>Further leverage the US\$1M matched funding through Davis-UWC IMPACT for the College.</p> <ul style="list-style-type: none"> Actively engage Consulates General & Honorary Consuls for potential financial support from their Chamber of Commerce or business partners for specific countries. 	

					<ul style="list-style-type: none"> • Liaise with charitable organisations to identify deprived but talented students with scholarship support from notable foundations. • Continue to engage notable foundations for scholarship donations. • Build on scholarship fundraising success from last 10-year & 20-year reunions for 2017 reunions. • Identify potential leads from our community for more sizable scholarship donations. 	
F2)	Community Engagement	WH	06/16 05/16 10/16		<ul style="list-style-type: none"> • Identify active and less active Classes through target communications to support and even participate in College and scholarship fundraising activities. • Cultivate a culture of giving back for young alumni including new alumni (Class 2016) and 2017 graduating class. • Support IO on testing and launching UWC Hub for LPCUWC. 	
F3)	Marketing Communications	WH	06/17		<ul style="list-style-type: none"> • More emphasis and coverage on UWC's transformational education experience through diversity, boarding and scholarships for current communication platform and media opportunities. 	

			10/16 – 6/17		<ul style="list-style-type: none"> • Actively explore free or paid media opportunities to communicate about UWC movement and LPCUWC (e.g. advertorial, interviews, etc). • Collaboration with GO and Alumni Connect on Alumni Stories compilation. • Regular social media communications on College and student activities – At least two posts per week on Facebook. • Website revamp. • New College video. 	
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(G) Admission (Admissions Director - Kate)

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
G1)	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. 	

G2)	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 schools. • Develop regional recruitment strategy with other UWCs in the region. 	
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(H) Humanities Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
H1) DP Review	To work with different departments to complete the review	All G3 staff	04/17		Compilation of documents needed for the review	
H2) DP planner	Each subject to use DP planner (incorporating the ATL) for curriculum documentation	All G3 staff	05/17		Each staff will work on one topic/unit in their subject syllabus using the DP planner and share within department	
H3) Support to new staff	Timely support is provided to Alfred and Amy to enable them to settle in the department	Esther	12/16		Review with the new staff regarding the support provided by HOD	
H4) Class visits	Staff will continue to visit each other's class if timetable permits	All G3 staff	05/17		Class visit record and debriefing notes available after each class visit	

(I) Languages Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
I1)	To positively contribute to the IB 5-year review	All	Until the time of the visit		The department will have its part to play in the completion of review documents. This task will be carried out collaboratively.	
I2)	To make optimal use of the one on one time provided in the HL courses, provided the 'new' schedule is implemented	All	05/17		The additional teaching time will be used optimally in a variety of ways, depending on the needs of the students	
I3)	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		Orals schedules reflect the students' needs and offer enough preparation time	

(J) Theatre

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
J1)	Restructuring of Theatre calendar to enable effective delivery of new Guide.	SR	08/16 – 04/17		New calendar proposed & to be monitored & tested with Theatre students. Evaluation via analysis of student marks on draft work & student feedback.	
J2)	Explore possibility of introducing iPads for all Theatre students - very appropriate for new Guide	SR	08/16 – 04/17		Explore possible schemes & sponsorships for acquisition of iPads by the end of academic year or in 17-18.	

(K) Mathematics Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
K1) DP Review	To undertake a positive 5 Year IB Diploma review	All G5 staff	05/17		Compilation and completion of curriculum documentation for Maths HL, SL and Studies.	
K2) 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.	

(L) Science Department

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
L1)	To review and consolidate the process for carrying out the new IA in group 4 subjects, including student feedback.	G4 staff	12/16	nil	Student feedback will be gathered via survey. Discussions will take place in department meetings.	
L2)	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	Sharing and discussion of developed resources will occur informally and within department meetings.	
L3)	To continue and complete the process of unit planning in anticipation of the upcoming IB review.	G4 staff	03/16	nil	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.	

L4)	To integrate more strategies for formative assessment into the teaching of science	G4 staff	05/16	nil	Sharing and discussion of developed resources will occur informally and within department meetings.	
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(M) TOK Team

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
M1) 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		To schedule times for the development and incorporation of ATLS in the current DP Unit Planner.	
M2)	Assessment PD through assessments for TOK presentations and sharing resources for assessments	KB	08/16 – 04/17		Integrate more teachers to across all subjects to help with assessments such as for TOK presentations.	
M3)	Invite outside guests	KB			A more equitable distribution of the blocks has allows for more opportunities to invite outside guests.	
M4)	Continue to develop and contribute to the resources for teaching and assessment on Haiku	KB	08/16 - 04/17		Continue to share more teaching and learning resources.	

(N) Visual Arts

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
N1)	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		Continue monitoring student use of ICT resources in Visual Arts, as reflected in their artworks and portfolios.	
N2)	Further restructuring of Visual Arts calendar for effective delivery of VA Guide: First Exams 2016	WT	8/16- 8/17		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.	
N3)	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		Evaluation of whether there is a healthier work environment for students within the Art Rooms.	

(O) Accounting Office

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
O1)To improve internal control measures	To implement suggestions put forward by the EDB auditors	CT	08/16 – 06/17	NIL	By the upcoming EDB audit	

O2)To implement the cash advance system for Quan Cai	Cash is ready before the activity rolls out	Accounting Staff	08/16 – 06/17	NIL	Timely return of the advance or the receipts from the respective teachers	
O3)To finetune the preparation of the statutory audit accounts	Handling the Mark to Market adjustment	Accounting Staff	08/16 – 06/17	NIL	To liaise with KPMG auditors	