

**Li Po Chun United World College of Hong Kong**  
**Development Plan [2017-18](#)**

**(A) Leadership and Management (Principal - Arnett)**

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
A1)	To arrange a number of significant events for 25th anniversary of LPCUWC	AE	11/17  03/18  05/18	Development Budget	<ul style="list-style-type: none"> <li>▪ Celebration Event at LPCUWC - 25 November 2017</li> <li>▪ Education Event - 8 February 2018</li> <li>▪ Fundraising Dinner May/June 2018</li> </ul> (See details on Development Section F)	
A2)	Implementation of new Leadership structure within the college	Extended Focus Team			<ul style="list-style-type: none"> <li>▪ Implementation of new leadership structure with 3 HOD/4 HOH and other leadership positions</li> <li>▪ Assess through appraisal the leadership training needs</li> <li>▪ Plan a leadership training programme to commence in August 2018</li> </ul>	

A3)	Implementation of new Day and weekly structure and finalisation of Year	Focus Team	08/17  12/17  05/18		<ul style="list-style-type: none"> <li>▪ Implementation of new day and weekly structure</li> <li>▪ Consultation on structure of year to include: <ul style="list-style-type: none"> <li>➤ End of Year and beginning of year arrangements</li> <li>➤ Number of college days to be assigned each year</li> <li>➤ Plan on the coverage of IB Diploma hours following review</li> <li>➤ Number of Professional Development Days</li> </ul> </li> <li>▪ Implementation of end of year and beginning of new year</li> </ul>	
A4)	Development of new LPCUWC Strategic Plan	AE	01/18		<ul style="list-style-type: none"> <li>▪ Extensive consultation on new strategic plan from 2018 and beyond. Consultation to include; Board; staff; students; alumni and parents</li> <li>▪ Strategic Plan to be aligned to the UWC Strategic Plan.</li> <li>▪ Strategic Plan to build on previous Strategic Plan; data collected from surveys conducted; and IB 5 Year Review.</li> </ul>	

A5)	Continue to develop a suite of questionnaires for different stakeholders	AE/PH	10/17 3/18 4/18		<ul style="list-style-type: none"> <li>▪ Planning group established to develop teacher questionnaire</li> <li>▪ Administration of Questionnaire</li> <li>▪ Review of Data from Questionnaire</li> <li>▪ Other questionnaires to be developed 2018 onwards including other staff and parents in subsequent years.</li> </ul>	
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**(B) Academic Development (Director of Studies – Beta)**

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
B1)	IB 5 Year review - matters to be addressed	BC / HoDs	12/17 06/18		<ul style="list-style-type: none"> <li>▪ Recommended hours for SL and HL subjects and TOK</li> <li>▪ Further development of language policy</li> <li>▪ Further development of SEN policy</li> <li>▪ Further development of assessment policy</li> <li>▪ Collaborative meeting time</li> </ul>	
B2)	Follow up from the QEF bid re English & IT Support	BC / Jenny / Willie	09/17		<ul style="list-style-type: none"> <li>▪ Completion of budget</li> <li>▪ Submission of proposal</li> </ul>	

B3)	Library	BC / Librarian	06/18		<ul style="list-style-type: none"> <li>Revamp of Library</li> <li>Conversion into an Information/Resource Centre</li> </ul>	
B4)	IT Development	BC / Committee	06/18		<ul style="list-style-type: none"> <li>Selection of Student Information System including admission and attendance functionalities;</li> <li>Enhancement and reorganization of existing eLearning platforms.</li> </ul>	

**(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)	Monitoring of the new Day/Week - process	MM	All year		<ul style="list-style-type: none"> <li>Students have less absences from classes (sick/emotional or unexcused)</li> </ul>	
C2)	New Focus for Healthy lifestyle-	MM, HoH,	All year		<ul style="list-style-type: none"> <li>Students experience at LPC is enhance with better sleep, diet and exercise.</li> </ul>	
C3)	Promoting a positive campus	MM	All year		<ul style="list-style-type: none"> <li>Peer Supporters organize activities promoting positivity</li> </ul>	
C4)	New full-time Universities Guidance Counsellor in place to develop more one-one-support for students	MM/AE		Use made of Careers and Life Planning Grant	<ul style="list-style-type: none"> <li>Students have greater access to Counsellor (adjustment of hours to include 2 evenings).</li> <li>Support teachers in producing College student testimonials.</li> <li>Support the UWCGO mentorship scheme for students.</li> </ul>	

**(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)	Support the integration of the newly appointed UWC Mission and Values Programme coordinator to the EOTC team.	SR	One year		<ul style="list-style-type: none"> <li>Regular meetings including the EOTC Committee to monitor and support the development of the UWC Mission post.</li> </ul>	
D2)	To make an audit of ‘peace’ and ‘sustainability’ initiatives on campus.	WT	September 17		<ul style="list-style-type: none"> <li>WT will carry out the audit as a first step in identifying how the College delivers the UWC mission and how peace and sustainability can be developed further.</li> </ul>	
D3)	To further develop the orientation week programme: building upon feedback from this year, and according to the new year calendar.	WT	Term 1		<ul style="list-style-type: none"> <li>Orientation Week 17 will be evaluated via College feedback. This will be combined with decisions on the shape of the calendar for 18-19 to review and develop Orientation Week. This may include consultation with the EOTC Committee.</li> </ul>	
D4)	Formalisation of carbon pay back into College trips proposal and implementation	PH	April 18		<ul style="list-style-type: none"> <li>Though there is the provision for carbon pay back to help environment awareness / protection as part of trip proposals, this is not widely used. PH (with the Trips Committee) will explore how the process can be developed effectively.</li> </ul>	

D5)	Revision of 'roles & responsibilities' and 'risk assessment' pro forma	PH	April 18		<ul style="list-style-type: none"> <li>Documentation for roles and responsibilities of staff on trips and risk assessment documentation will be reviewed and revised by PH in consultation with the Trips Committee.</li> </ul>	
D6)	Monitor and review of the EOTC programme (particularly the Quan Cai programme) in the light of the new day/week/year schedule.	SR	April 18		<ul style="list-style-type: none"> <li>Monitoring and evaluation of the programme (particularly QC) with consideration of timetabling, student allocation &amp; feedback from College stakeholders with a view to considering the impact of the new College schedule on EOTC.</li> </ul>	
D7)	Development of planning and reflection in the EOTC programme.	SR	April 18		<ul style="list-style-type: none"> <li>A staff PD day took place in August 17. Focus will be placed on planning and reflection in Student Leadership workshops and the Year 1 ManageBac training session with particular reference to the CAS Stages and creative reflection.</li> </ul>	

**(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	08/17-05/19	\$3.7M	<ul style="list-style-type: none"> <li>Follow up with the consultants, contractors and govt depts on progress of the project development.</li> </ul>	

E2) Development Appraisal for Support Staff	To ensure every English speaking Support Staff follow the agreed appraisal structure.	Line Managers of Support Staff	09/17-08/18	\$20,000	<ul style="list-style-type: none"> <li>▪ Communication and regular review on progress between the line managers and the support staff members.</li> </ul>	
E3) Building/ Facility Conversion Progress	To provide additional space for College community e.g. space for new Student Councillors; guest or intern facilities.	FH	08/17-08/18	\$400,000-\$800,000	<ul style="list-style-type: none"> <li>▪ Follow up with different staff members re: organisation of storage/removal of items to facilitate the conversion programmes, as well as regular contacts with consultants/contractors on the issue.</li> </ul>	
E4) 25th Anniversary	To provide support to the running and organisation of the 25th Anniversary.	FH	08/17-08/18	--	<ul style="list-style-type: none"> <li>▪ Effective communication with the Development Office to ensure the success of the 25th Anniversary.</li> </ul>	

**(F) Admission (Admissions Director - Kate)**

<b>College Focus</b>	<b>SMART Target</b>	<b>Responsibility</b>	<b>Time Frame</b>	<b>Budgeted Cost</b>	<b>Monitoring and Evaluation</b>	<b>Review &amp; Progress Against Targets</b>
F1)	To further implement the recruitment and outreach plan with working closing with UWCHK Committee.	KK	All Year	HK\$105,000 (open day budget)	<ul style="list-style-type: none"><li>▪ continue the momentum developed from before with different parties</li><li>▪ incorporate with celebration events of 25<sup>th</sup> anniversary on outreach and strengthening network</li><li>▪ explore opportunities to build partnership with different NGOs</li></ul>	
F2)	To develop practice for a smooth transition to the college for new students.	KK	May – August 2018	NIL	<ul style="list-style-type: none"><li>▪ effectively share student info with concerned parties</li><li>▪ develop a comprehensive platform or way to communicate with students and parents on preparation of joining the college</li><li>▪ evaluate the current practice and timeline</li></ul>	



**(G) Group 3 and 6 - Humanities and the Arts**

<b>College Focus</b>	<b>SMART Target</b>	<b>Responsibility</b>	<b>Time Frame</b>	<b>Budgeted Cost</b>	<b>Monitoring and Evaluation</b>	<b>Review &amp; Progress Against Targets</b>
G1)	Implement the new management structure in the department and explore how the structure would improve integration of different subject groups	All staff	June 18		<ul style="list-style-type: none"><li>▪ Have an agenda item on the department meetings to discuss this and to share good teaching practices that can be used across subjects</li></ul>	
G2)	Identify the MSG earlier and provide support to them	All staff	June 18		<ul style="list-style-type: none"><li>▪ Monitor the progress of this group of students by department head</li></ul>	
G3)	Better placement of students at appropriate subjects	All staff	Oct 17		<ul style="list-style-type: none"><li>▪ Less change of subjects after the deadline of add/drop of year 1 students</li></ul>	
G4)	Implement the new timetable and to plan lessons accordingly	All staff	June 18		<ul style="list-style-type: none"><li>▪ Monitor the progress to see if there are enough time to cover the course</li></ul>	

**(H) Groups 1 and 2 - Languages**

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
H1)	Managing the new day/week/year schedule and its impact on contact time and course coverage	All	June 18		<ul style="list-style-type: none"> <li>Discussions and updates in departmental meetings, as appropriate</li> </ul>	
H2)	Familiarisation with the changes in Group 2 (Language B and Language Ab Initio) in preparation for 2018.	Group 2 teachers	June 18	Workshops	<ul style="list-style-type: none"> <li>All Group 2 teachers should receive or undergo upskilling through workshops. Budget has been requested</li> </ul>	
H3)	Review of the Language Policy and its connection with the LPC Language Charter	All (including other departments)	June 18		<ul style="list-style-type: none"> <li>Completion of a comprehensive Language Policy in line with IB Review recommendation</li> </ul>	

**(I) Science and Mathematics Department**

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
I1)	Implementing the new timetable and year structure with a clear focus on planning to ensure complete delivery of syllabus content.	Group 4 and 5 teachers	June 18		<ul style="list-style-type: none"> <li>Regular discussion in meetings to evaluate progress and highlight challenges.</li> </ul>	
I2)	Implementation of a number of strategies to ensure better student placement in subjects and better support	Group 4 and 5 teachers.	June 18		<ul style="list-style-type: none"> <li>Review of student progress will be on-going and a way to evaluate success of placement</li> </ul>	

	structures for students finding difficulty meeting the aims and objectives of their courses.				process. Students of concern will be a regular agenda item in departmental meetings.	
I3)	Development of the Group 4 and 5 teaching team formed as a result of the new management structure. This will include looking for synergies in the teaching programs and a common set of resources on Haiku.	Group 4 and 5 teachers.	June 18		<ul style="list-style-type: none"> <li>▪ Regular discussion in meetings to evaluate progress and highlight challenges. Clearly established policies for IA and assessment across both groups.</li> </ul>	
I4)	The development of a new model for the practical component of the IA in group. PD for staff on ICT skills that might be employed to reduce emphasis on lab use.	Group 4 teachers	June 18	Cost of workshop on ICT applications to group 4.	<ul style="list-style-type: none"> <li>▪ Discussion and consultation within department, followed by implementation in next academic year.</li> </ul>	

**(J) TOK Team**

College Focus	SMART Target	Responsibility	Time Frame	Budgeted Cost	Monitoring and Evaluation	Review & Progress Against Targets
J1)	PD training for new team members	KBS	June 18		<ul style="list-style-type: none"><li>▪ In house workshops for TOK team members</li></ul>	
J2)	Implementing the new time table with the aim of providing further support to students for their learning and assessments in TOK	TOK Team	June 18		<ul style="list-style-type: none"><li>▪ Schedule times for meetings to evaluate the progress and highlight the challenges of the internal assessment component-TOK presentations.</li></ul>	
J3)	Developing strategies for concurrency of learning for first and second years in TOK as recommended in the IB five Year Evaluation report.		June 18		<ul style="list-style-type: none"><li>▪ Helping teachers to integrate TOK in their subject areas by TOK team leader offering to teach a lesson in their class on a specific TOK topic related to their subject.</li></ul>	
J4)	Developing strategies to integrate TOK with the UWC mission values of “Peace and Sustainability”	KBS-BC	June 18		<ul style="list-style-type: none"><li>▪ Cross disciplinary lecture / conference sessions.</li><li>▪ GIF sessions framed using a structured knowledge question from TOK to enable students to see the links between TOK and Peace -conflict discussions.</li><li>▪ Develop strategies to Invite local and perhaps overseas schools to conferences/discussions using the TOK approach to peace.</li></ul>	

**(K) Accounting Office**

<b>College Focus</b>	<b>SMART Target</b>	<b>Responsibility</b>	<b>Time Frame</b>	<b>Budgeted Cost</b>	<b>Monitoring and Evaluation</b>	<b>Review &amp; Progress Against Targets</b>
K1)	Complete the report of the fixed asset account performed during the summer of 2017	Staff in the Accounts office	Oct 2017	N/A	<ul style="list-style-type: none"><li>▪ Report to be reviewed by the Principal or the Audit committee if needed.</li></ul>	
K2)	Review the basis for the Boarding/ tuition split of the expenses	Senior Accountant /Accountant	Jan 2018	N/A	<ul style="list-style-type: none"><li>▪ Results to be included in the Audited financial statements 2016/17 to be submitted to be EDB in March 2018</li></ul>	
K3)	Manage cash flow of the College	Senior Accountant	year round	N/A	<ul style="list-style-type: none"><li>▪ To better the cash flow planning by liaising with the different departments in view of the increase in the repair and maintenance expenses</li></ul>	