

Po Leung Kuk Lee Shing Pik College
Plan on the Use of Fractional Post Cash Grant (2016-2017)

Total Grant for 2016-2017 : HK\$340,128

<i>Subject of Concern</i>	<i>Objectives</i>	<i>Implementation Plan</i>	<i>Resources Required</i>	<i>Performance Indicators</i>	<i>Assessment Mechanism</i>	<i>Committee in Charge</i>
Biology and Integrated Science (IS)	To solve the problem of inadequate manpower in teaching Biology and IS, and handling other non-teaching duties related to Science.	Employ a full time GM teacher to teach Biology and IS.	One GM teacher (\$480,000)	Over 85% of both panel members are satisfied with teacher's performance in a. teaching the subjects; b. preparing the teaching plans and teaching materials for the subjects c. being in-charge of science club, academic corner and other science-related activities	a. Lesson observation, inspection of teacher's marking on students' assignments and discussion among panel members on the performance of teacher. b. Scrutiny of the teaching plans and teaching materials and discussion among panel members on the performance of teacher. c. Scrutiny of the works and activities organized in science club and academic corner and discussion among panel members on the performance of teacher.	Mr. Tang Y.M. (Subject head of Biology) and Mr. Chin C.W. (Subject Head of IS)
Guidance Committee, Discipline Committee and Academic Board	To perform daily / routine operation on activities organized by Guidance Committee, Discipline Committee and Academic Board.	Employ one administrative assistant.	One Administrative Assistant (6 months: \$85,000)	Over 85% of the teachers from the related Boards and Committees are satisfied with the performance and support given by the Administrative Assistant.	Collection of feedback from teachers and the related colleagues.	Mr. Lee S. L. (Head of Guidance Committee), Mr Cheng W. M. (Head of Discipline Committee) and Ms Lo P. S. (Head of Academic Board)

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Liberal Studies (LS)	<ul style="list-style-type: none"> a. To work on the development of curriculum materials and filing for LS. b. To help organize exchange programs for LS. c. To support subject and school administration such as taking meeting minutes. 	Employ one teacher assistant so that s/he can release the present teaching workloads of the LS teachers	One Teacher Assistant (\$170,000)	<p>Over 85% of the subject teachers are satisfied with teacher assistant's performance:</p> <ul style="list-style-type: none"> a. Teaching materials are well prepared, filed and organized for future use. b. The teacher assistant's positive contribution in teaching the subject and panel's development. c. Study tours are well organized with effective planning and efficient administration. d. Satisfactory meeting minutes are completed within a week (without too many grammatical mistakes and errors) and administration support offered is reliable. 	<ul style="list-style-type: none"> a. Daily observation to collect qualitative data of his / her performance. b. Lesson observation and book inspection. c. Feedback through questionnaire or discussion from students and teachers who join the exchange program. d. Punctuality and quality of minutes prepared; and questionnaire survey of his/her performance 	Mr. Cheung Y. F. (Subject Panel of Liberal Studies)
Mathematics and Science	<ul style="list-style-type: none"> d. To provide assistance to members of the Mathematics and Science Departments in day-to-day teaching and learning. b. To provide administrative support in running 	<ul style="list-style-type: none"> a. Employ an assistant teacher to support the Mathematics and Science Departments b. Support the administrative work and curriculum development 	One Assistant Teacher (\$178,000)	<p>Over 80% of the members in the respective subject panels are satisfied with assistant teacher's performance in</p> <ul style="list-style-type: none"> a. Developing relevant materials and resources for the subjects; b. supporting the subject panels and organizing related extra-curricular activities 	<ul style="list-style-type: none"> a. Scrutiny of the teaching materials and learning resources; and discussion among respective panel members on the performance of assistant teacher; b. Collection of feedback from teachers and students on the performance in extra-curricular activities; 	Mr. Cheng W. M. (Subject Panel of Mathematics) and Mr. Chan T. T. (Head of Science Department)

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	extra-curricular activities and subject-related programmes in school.	of the Mathematics and Science Departments				

The total grant of FPCG for 2016-2017 is HK\$340,128. The total budget for FPCG in 2016-2017 amounts to HK\$913,000 with a deficit budget of \$572,872 anticipated with the above plan. It will be covered by the rolled-over of surplus Expanded Operating Expenses Block Grant (about HK\$3,500,000 by the end of the academic year 2015-16).