

Po Leung Kuk Lee Shing Pik College

Report on the Use of Fractional Post Cash Grant (FPCG) 2016-2017

Evaluations have been done in the relevant committee meetings and presented in the Resource Coordination Committee meeting and the General Staff Meeting.

Subject Concerned / (Teacher-in-charge)	Resources required (Expense)	Performance Indicators	Assessment Mechanism	Report and Evaluation
Biology and Integrated Science (IS)  (Mr. Tang Y. M. and Mr. Chin C. W.)	One GM teacher  Budget: \$480,000  Actual Expenditure: \$468,840	Over 85% of both panel members are satisfied with teacher's performance in <ol style="list-style-type: none"> <li>a. teaching the subjects</li> <li>b. preparing the teaching plans and teaching materials for the subjects</li> <li>c. being in-charge of science club, academic corner and other science-related activities</li> </ol>	<ol style="list-style-type: none"> <li>a. Lesson observation, inspection of teacher's marking on students' assignments and discussion among panel members on the performance of teacher.</li> <li>b. Scrutiny of the teaching plans and teaching materials and discussion among panel members on the performance of teacher.</li> <li>c. Scrutiny of the works and activities organized in science club and academic corner and discussion among panel members on the performance of teacher.</li> </ol>	All panel members of IS and Biology are satisfied with his performance and work. <ol style="list-style-type: none"> <li>a. His teaching in class and the marking on students' assignments are satisfactory in both IS and Biology. He is a responsible and energetic teacher. Clear instruction has been given during lessons and the amount and level of homework are suitable for his classes. Comments are always provided in the assessment.</li> <li>b. He can stick to the teaching plan and schedule of IS and Biology. Teaching materials are well designed to suit the level of his classes. All panel members of IS and Biology are satisfied with his performance in preparing the teaching plans and teaching materials for the subjects.</li> <li>c. He has attended various workshops and seminars related to STEM education. The experience earned from these greatly helps in the promotion of science learning atmosphere in school. All panel members of IS and Biology are satisfied with his performance in providing help and support to the science-related activities.</li> </ol> <p>The post is strongly recommended to be continued next year.</p>
Guidance Committee, Discipline Committee and	One Administrative assistant	Over 85% of the teachers from the related Boards and Committees are satisfied with the performance and support	Collection of feedback from teachers and related colleagues.	<ol style="list-style-type: none"> <li>a. Over 85% of the teachers from Guidance, Discipline and Academic Committees are satisfied with his performance and support given by him.</li> <li>b. He is a responsible administrative assistant. He is always</li> </ol>

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Academic Board  (Mr. Lee S. L., Mr Cheng W. M. and Ms Lo. P. S.)	Budget: (6 months: \$85,000)  Actual Expenditure: \$84,934	given by the Administrative Assistant.		<p>punctual. He is out going and good at communication. He is polite and always takes others in consideration. He always hands in the meeting minutes before the deadline. The quality of his work is good. He is also good at caring the students. Some students love to talk to him. He spares time after school to help those students who have difficulties in doing homework assignments and report regularly to responsible teachers about the students' performance.</p> <p>c. He is assigned to take over the academic administrative work throughout the year. These include data entry and processing for SSPA and administrative work related to both internal and external examination. Also, he is assigned to take care of the students in the after-school homework detention class. His performance is outstanding and all the tasks given could always be completed on time.</p> <p>The post is strongly recommended to be continued for another school year.</p>
Liberal Studies (LS)  (Mr. Cheung Y. F.)	One teacher assistant  Budget: \$170,000  Actual Expenditure: \$164,934	Over 85% of the subject teachers are satisfied with teacher assistant's performance in <ul style="list-style-type: none"> <li>a. Teaching materials are well prepared, filed and organized for future use.</li> <li>b. The teacher assistant's positive contribution in teaching the subject and panel's development.</li> </ul>	<ul style="list-style-type: none"> <li>a. Daily observation to collect qualitative data of his / her performance.</li> <li>b. Lesson observation and book inspection.</li> <li>c. Feedback through questionnaire or discussion from students and teachers who join the exchange program.</li> <li>d. Punctuality and</li> </ul>	All panel members give positive comments on his performance and they are all very satisfied with his work. <ul style="list-style-type: none"> <li>a. He is responsible for curriculum development, teaching material preparation, leading and organizing study tours and other LS learning activities, etc. He can follow the curriculum development well and ease the burden of LS teachers by sharing administrative work, preparing school-based teaching materials, connecting external organizations as well as guiding students on learning and careers planning.</li> <li>b. In the 2<sup>nd</sup> term, he conducted Independent Enquiry Study (IES) progress conference with all F.5 students. He has very good relationship with students. He actively contacted F.5 students for their IES progress. He is also well-liked by</li> </ul>

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		<ul style="list-style-type: none"> <li>c. Study tours are well organized with effective planning and efficient administration.</li> <li>d. Satisfactory meeting minutes are completed within a week (without too many grammatical mistakes and errors) and administration support offered is reliable.</li> </ul>	<p>quality of minutes prepared; and questionnaire survey of his/her performance</p>	<p>students.</p> <ul style="list-style-type: none"> <li>c. He is responsible for organizing 2 study tours, Taiwan Study tour in April and the joint school Singapore Study Tour in July 2016. He also took part in the China Tour and Taiwan Tour as a guiding teacher. The learning outcome of these tours is excellent.</li> <li>d. He is the secretary of the Subject Panel and the Academic and Curriculum Committee. All committee documentation is well-organized and tasks are completed on time.</li> </ul> <p>The post is strongly recommended to be continued next year.</p>
<p>Mathematics and Science</p> <p>(Mr. Cheng W. M. and Mr. Chan T. T.)</p>	<p>One teacher assistant</p> <p>Budget: \$178,000</p> <p>Actual Expenditure: \$144,497.50</p>	<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"> <li>a. Developing relevant materials and resources for the subjects;</li> <li>b. supporting the subject panels and organizing related extra-curricular activities</li> </ul>	<ul style="list-style-type: none"> <li>a. Scrutiny of the teaching materials and learning resources; and discussion among respective panel members on the performance of assistant teacher;</li> <li>b. Collection of feedback from teachers and students on the performance on the performance in extra-curricular activities;</li> </ul>	<p>All teachers from Mathematics and Science Departments are satisfied with the performance and support given by the teacher assistant.</p> <ul style="list-style-type: none"> <li>a. He helps to print teaching notes and set basic skill tests for F. 1 to F. 3 students. All Mathematics panel members are satisfied with his performance. He manages to translate a lot of Physics notes into bilingual versions and he has done it with good efforts. He is a responsible teacher and punctual in handling tasks. Teachers are all satisfied with his work.</li> <li>b. He is the helper of after-school Mathematics enhancement classes. He is the teacher-in-charge of junior Mathematics Olympic Team. He helps to train F. 1 and F. 2 team members and encourage them to take part in some open competitions. His relationship with students is good. 80% of the students showed that they could follow his training and appreciated his help after school. For Science Department, he gives good support to Physics teachers in conducting physics Olympics classes. Physics panel appreciates his efforts in helping to lead and teach the students.</li> </ul>

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The total budget for FPCG in 2016-2017 amounts to HK\$913,000. We used HK\$863,205.5 only.

Name of Principal: FUNG NGA SZE Agnes

Signature: 

Date: 11/10/17