

ADMINISTRATIVE PLANNING COMMITTEE

I. AIMS

1. To advise on school policies to increase operational efficiency and effectiveness
2. To collaborate with other subject panels and committees for the betterment of the school
3. To manage crises effectively

II. SITUATIONAL ANALYSIS

A. Strengths

1. Many staff members are familiar with the culture and practices of the school. Under a collaborative culture, democratic decision-making is a common practice.
2. Most staff members are experienced in teaching and in handling administrative affairs. They are committed, self-initiative, dynamic, adaptive, willing to learn and to meet new challenges and have quality expectation on task accomplishment.

B. Weaknesses

Due to the heavy workload and time constraint, committee members are less likely to be able to discuss and advise on all aspects.

III. OBJECTIVES

A. Year 2006-09

1. To improve the efficiency and effectiveness of each individual, group and the school as a whole in achieving the organizational goals and objectives
2. To maximize the potentials and the contribution of each member to the welfare of the whole school and the community

B. Year 2008-09

1. To reshape the culture of the whole school especially in new principal leadership
2. To invite head of Joint Consultation Committee to participate APC meeting
3. To review constantly the management based on the performance criteria and the self-evaluation framework and to improve the efficiency and effectiveness of the school

IV. OPERATIONAL STRATEGIES

Item	Description	Expected Outcomes	Success Criteria	Resources Required	9	10	11	12	1	2	3	4	5	6	7	8	In-charge
Emergency Cases	Manage crises effectively and efficiently and keep the School Management Committee informed	Transform crises into learning opportunities	High CQ of administrators, adequate and necessary information gathering and prompt data based decision making	Adequate training and experience of middle managers or administrators	*	*	*	*	*	*	*	*	*	*	*	*	KKM
School Policies	Assist the principal in monitoring the implementation	Efficient and effective implementation	Quantity, quality, efficiency, effectiveness and appropriateness of policies implemented	Human, financial, space, time	*		*		*		*		*		*		KKM
Relationship with Joint Consultation Committee	Collect opinions from the committee and advise the school management committee if necessary	Exchange ideas with the representatives thrice a year	Opinions exchanged thoroughly between members and JCC representatives	Adequate time for discussion			*				*			*			KKM

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Regular meetings	Review the operational procedures	Evaluation meeting once a month	More efficient accomplishment of tasks or policies	Time	*	*	*	*	*	*	*	*	*	*	*	*	KKM

V. EVALUATION

Collect feedback from other staff members or committees

VI. TEAM MEMBERS

1. Mr. Kwok Kai Ming (KKM) [Head]
2. Miss Pang Yiu Choi (PYC)
3. Mr. Wong Wai Ming (WWM)
4. Miss Chan Suet Fun (CSF)
5. Ms. Jim Kei Yee (JKY)
6. Mrs. Leung Chan Sau Man (CSM) (JCC)
7. Miss Sze Chuen Ming (SCM) (Secretary)