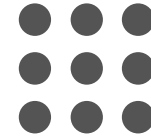


Programme for Leadership Enhancement for Serving Vice-Principals (2024/25)

PREPARED BY IVY MARTIN AND POON PING KWAN

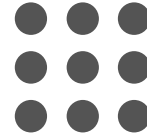
Background Information



- Tung Wah School
- Location:
Tuen Mun
- 40+ years of history
- CMI school
- 24 classes



About Me



MY ROLES IN SCHOOL

- Vice Principal (Administration)
- English Department Panel Chairperson

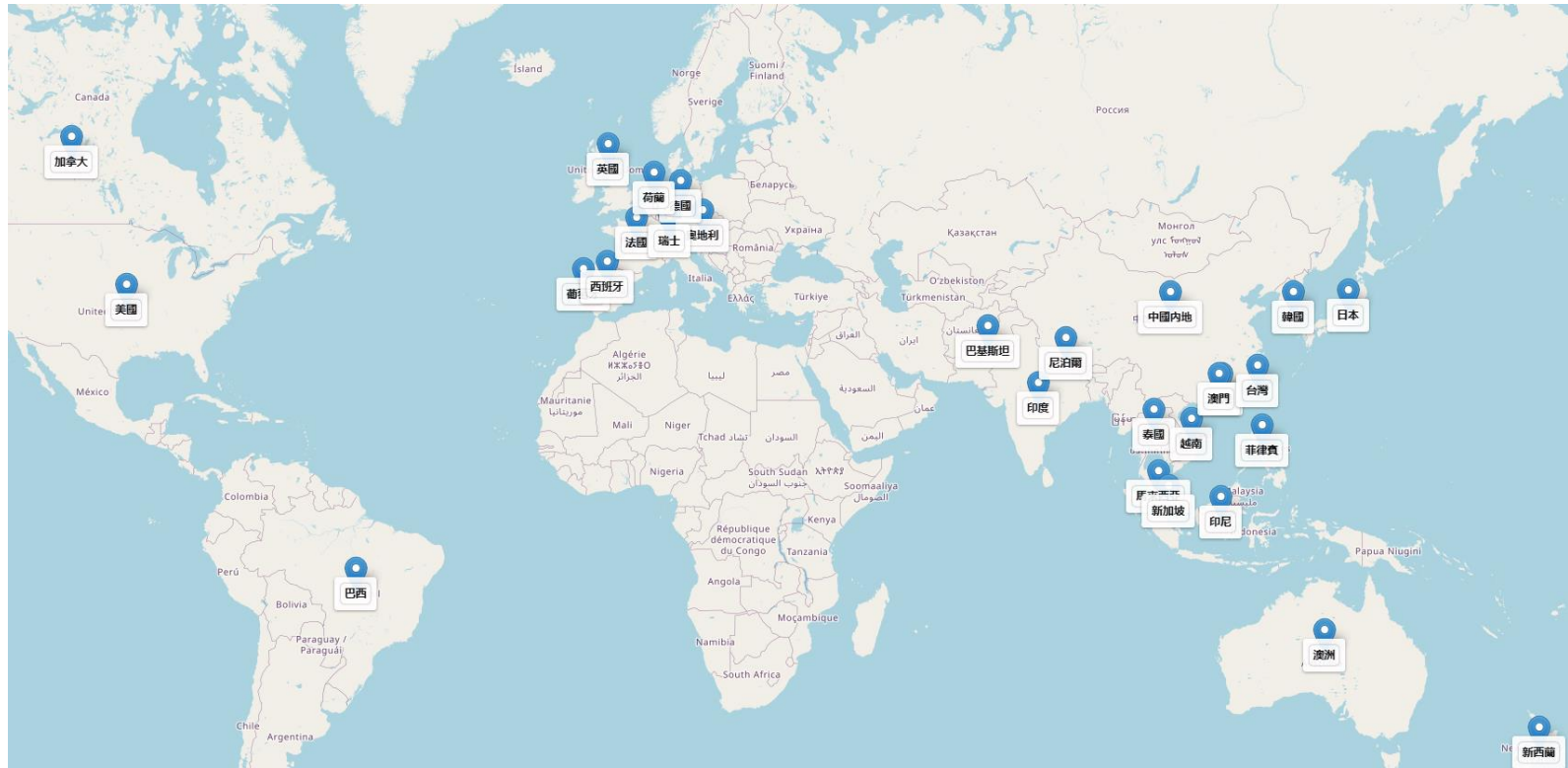
EXPECTATIONS

- developing leadership
- experiential learning through attachments to a business organization
- broadening leadership perspective
- forming professional learning community





The nationality of our students



Assistant
Principal
(Administration)

Accounting Department

Admission Team

Operation Team

Procurement

Promotion Team

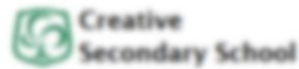
Data Analysis and Survey

Timetabling

System Development

All kinds of local examinations

System Development



[Home](#) [Site Map](#) [Time Table](#) [Student](#) [Attendance & Engagement](#) [Request](#) [Staff](#) [Resources](#) [CCA and EL](#) [HR](#) [Teacher Cover](#) [Coordinator](#) [Helpdesk Admin](#) [Access](#)

Staff Bulletin Board		
Create new post		
User Last Access		All User Freig. Access
Room Timetable	User Freig. Access	Student Lesson Attendance and Enrolment Taken (Teacher)
Teacher Timetable		Student Timetable
Report Summary		Teacher Timetable
Course Timetable		Miscellaneous Fee Update
Student Timetable		Student Lesson Attendance and Enrolment Taken (Official)

Upcoming Events											
Event ID	Activity	Date Start	Date End	Period Start	Period End	Time Start	Time End	Notes	Teacher/Staff	Status	Month
4001	Drama GCSE	2024-08-28 Thursday	2025-08-28 Thursday	GCSE	GCSE	15:40-00	17:00-00	Rehearsal - 2401	Archie Young/Tiffany Lee	Active	Details
4002	Economics BOP meeting	2024-08-30 Friday	2025-08-30 Monday	Period 5	Period 5	15:40-00	16:35-00	00:00 - 00:00	Msly	Active	Details
4003	Economics O&A meeting	2024-08-30 Friday	2025-08-30 Monday	Period 2	Period 2	08:40-00	10:00-00	40:00 - 40:00	Msly	Active	Details
4100	W11 - F2 Morning Assembly	2024-10-02 Monday	2025-08-25 Wednesday	Yr9 Yr10 / Reading / House Affairs	Yr9 Yr10 / Reading / House Affairs	8:00	8:40	School Hall - 1401	Msoully	Active	Details
4901	F2 Student Leader Network support club	2025-02-11 Tuesday	2025-08-24 Tuesday	Lunch Time	Lunch Time	12:40-00	13:40-00	20:04 and 20:05 Entrance - 00:04/05	Tan Yan Chan	Active	Details
4104	Make up assessment	2025-08-02 Monday	2025-08-10 Friday	Lunch Time	Lunch Time	12:40-00	13:40-00	10:01 - 10:01	Whitney McCreagh / Maria Waga	Active	Details
4101	Make up assessment	2025-08-08 Monday	2025-08-12 Thursday	Lunch Time	Lunch Time	13:00-00	13:40-00	20:00 - 20:00	Maria Waga	Active	Details
4102	F1, F2 Math Makeup Assessment	2025-08-11 Wednesday	2025-08-11 Wednesday	Lunch Time	Lunch Time	12:40-00	13:40-00	20:00 - 20:00	Msly Ly	Active	Details
4010	U.S China Chair Refresher	2025-08-11 Wednesday	2025-08-11 Wednesday	Period 5	GCSE	15:40-00	16:40-00	Rehearsal - 2401	David Rye, Agnes Guilford	Active	Details
4004	Art session	2025-08-11	2025-08-11	Lunch Time	Lunch Time	13:40-00	14:40-00	14:01 - 20:00	Msouly Archie	Active	Details

Subjects Taught

Mathematics

- M1
- M2

ICT

- Programming
- Database

Interested Areas



System Development



Personnel Management



Use of AI in Administration



CityLinkers

連城



Audit Services



Company Secretarial
Services



Cloud Accounting Services
and Outsource Accounting
Services



Tax Services



Advisory Services





First Visit to the headquarter of CityLinkers

6th March

First visit to CityLinkers

Tour around
their company

Given an
overview of
the company

Enjoy lunch
together

Take away

Recruit the right people

The new generation are different in attitude compare with us.

Branding of the company.



CityLinkers
連城

Second Visit - 10/4

PURPOSE: JOIN THE REGULAR MEETING

Regular Admin and Managers Meeting

Regular Admin and Managers Meeting

Date: 10 April 2025







Time: 16:00 pm to 18:00

Venue: 12/F, Meeting Room

Participants:

- Roy Kwok (Partner)
- TY Chan (Partner)
- Roni Au (Partner)
- Ringo Chan (Partner)
- Inez Lee (Partner)
- Eric Mak (Associate Director)
- Kayo Mok (Senior Manager)
- Andy Law (Manager)
- Dickson Tung (Manager)
- Ramsey Lam (Manager)
- Rosalyn Lau (Audit Administration Manager)
- Katy Chan (Senior Audit Administrator)
- Cherry Luo (Audit Administrator)
- Manna Fung (Personal Assistant)
- Isabella Leung (Personal Assistant)

Agenda Points

1. AR  Accounting Team
2. New potential client status (for all partners), budget 
3. Timesheet
4. Staff booking 
5. Job allocation
6. Resource, headcount, available seats at office
7. Clear desk policy, locker, workspace
8. CCH audit program update
9. Working paper template (such as ECL, DCF)
10. Website status & content, name card, letterhead  Promotion Team
11. Quality (file) Review timeline
12. Archiving and storage
13. AP
14. Attendance record  HR
15. Training  Professional Development
16. Laptop stock
17. MoF
18. AOB

Key take away

Should I ask
for AR report
regularly?

Modernize the
platform that
we developed.

Job
completion
report

Flexibility in
management



Third Visit – 23rd May

Session one - ESG

ESG

ESG (Environmental, Social, and Governance) measures how companies perform on key responsibility metrics that matter to investors.

Environmental scores show how well a company protects our environment.

Social scores reveal how a company treats its people - from workers to customers to local communities.

Governance looks at how well the company is run through its leadership, pay practices, audits, internal controls, and treatment of shareholders.

Repair the legs of the Table



Furniture restoration



Replace Photocopier with lesser carbon footprint and release less Ozone



Solar Panel on the roof top



Equivalent to Tree Planted



899.10 Nos.

Equivalent to CO2 Reduction



20,679.40 Kg

School Calendar for the next school year

Original

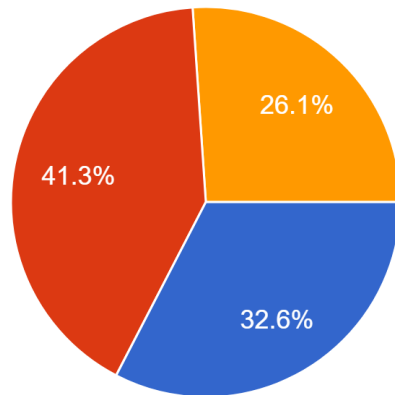
April					1	2	3	4
		5	6	7	8	9	10	11
		12	13	14	15	16	17	18
		19	20	21	22	31	24	25
		26	27	28	29	30		
May							1	2
		3	4	5	6	7	8	9
		10	11	12	13	14	15	16
		17	18	19	20	21	22	23
		24	25	26	27	28	29	30
		31						
June			1	2	3	4	5	6
		7	8	9	10	11	12	13
		14	15	16	17	18	19	20
		21	22	23	24	25	26	27
		28	29	30				
July					1	2	3	4

Your Choice *

- ☐ Option 1: Taken out 1-2/04/2026 from the draft Calendar
 - ☐ Option 2: Taken out 9-10/04/2026 from the draft calendar
 - ☐ Option 3: Keep the original
-

Your Choice

46 responses



- Option 1: Taken out 1-2/04/2026 from the draft Calendar
- Option 2: Taken out 9-10/04/2026 from the draft calendar
- Option 3: Keep the original

April					1	2	3	4
	16	5	6	7	8	9H	10A	11
		12	13B	14C	15D	16E	17F	18
	17	19	20G	21H	22A	23B	24C	25
		26	27D	28E	29F	30G		
May							1	2
	18	3	4H	5A	6B	7C	8D	9
	19	10	11E	12F	13G	14H	15A	16
		17	18B	19C	20D	21E	22F	23
	20	24	25	26G	27H	28A	29	30
		31						
June			1B	2C	3D	4E	5	6
	21	7	8F	9G	10H	11A	12B	13
		14	15C	16D	17E	18F	19	20
	22	21	22G	23H	24A	25B	26	27
		28	29	30				
July					1	2	3	4

Take away

ESG in our
Promotion

ESG in
Action



Third Visit – 23rd May

Session two – Sharing of Experience

Take away

Auditing involves much more than just number crunching.

Secondary school graduates lack adequate information to make informed career choices.



Partner:
Tze Yeung

Partner:
Roni

HR Manager
Sue Lai

Fourth Visit – HR and Government Regulatory

13th June

HR

Difficult to find the
right people

Aiming at the
students from
mainland

Both of us have
difficulties in
employing support
Staff

Government Regulatory authorities

Must comply with
strict government
regulatory
requirements

Regulations are
becoming more
stringent

Changes in
government
personnel affect
compliance processes

Regulatory
compliance is time-
consuming and
resource-intensive

Overall

A better understand of
the audit company

Both industries are
facing similar problem

We are also looking for
ways to make use of AI

We be package our
environmental
protection initiative
with a better name ESG