

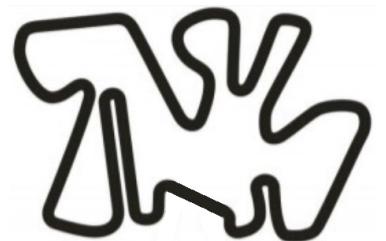


# CEG Report

2023 – 2024



**PLK Tong Nai Kan JS College**



# Our Mission : Achieving Academic Excellence Nurturing Potential Talent

Kenneth C.K. Wong  
Principal  
Po Leung Kuk Tong Nai Kan Junior Secondary College

我們的使命：

追求卓越  
啟發潛能

黃仲奇校長  
保良局唐乃勤初中書院

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# Po Leung Kuk Tong Nai Kan Junior Secondary College

## Report on Use of the Capacity Enhancement Grant in 2023-2024 School Year

Program	Method of Evaluation	Success Criteria	Evaluation
Employment of a <u>0.375</u> full-time IT Manager	Evaluation by the Administration and Public Liaison Head	<ol style="list-style-type: none"> <li>The IT Manager has ensured secure and stable network infrastructure within budget, including both the wired and wireless network, for school administration, learning and teaching purposes.</li> <li>The IT Manager has ensured efficient and well managed desktop/portable devices within budget, including the iPad, iMac and MacBook, for school administration, learning and teaching purposes.</li> <li>The IT Manager has ensured advanced and well-designed software applications within budget, including all school tailor-made apps, for school administration, learning and teaching purposes.</li> </ol>	<ol style="list-style-type: none"> <li>The IT Manager ensured that the school's Wi-Fi 6 system was running smoothly, with high reliability, stability and, security in classrooms, special venues like the hall and lecture theatre, and in staff rooms and meeting rooms. The broadband lines operated effectively for both wired and Wi-Fi networks, maintaining high reliability and stability.</li> <li>All mobile devices (MacBooks and/or iPads) used by staff and students were properly managed by the MDM system, allowing for remote management of devices and installation of software applications. IT facilities on campus were well maintained and operated smoothly for various internal and external events, with no major failures.</li> <li>The iPads outside classrooms and special venues ran smoothly with the Display App for timetable displays and room bookings for both staff and students. The school website was enhanced to allow for easy online bulk changes of venues and/or original/substitute teachers. The development of the Inventory System was enforced to speed up the formal documentation of administrative / system rules and acceptance/system test results, enhancing the vendor's understanding.</li> </ol>
Employment of a <u>0.8</u> full-time Social & Cultural Studies and Finance & Accounting Teacher	Evaluation by the heads of Social & Cultural Studies Department and Finance & Accounting Department	<ol style="list-style-type: none"> <li>The teacher has taken up the teaching and marking workload of 8 classes of Social &amp; Cultural Studies (S&amp;C) and 2 classes of Finance &amp; Accounting (FA) subjects.</li> <li>The teacher has taken up the workload of setting and marking 4 test or exam papers for the Social &amp; Cultural Studies subject, as well as 1 exam paper for the Finance &amp; Accounting subject.</li> <li>The teacher has prepared e-learning materials and other learning and teaching materials for the Social &amp; Cultural Studies and Finance &amp; Accounting subjects.</li> <li>The teacher has helped to train the students to participate in competitions relate to humanities subjects.</li> <li>The teacher has assisted Social &amp; Cultural Studies and Finance &amp; Accounting subjects to organize 3 activities in the year.</li> <li>The teacher has taken up the duties in the School Info Day for and in the CoolSTEAMaker festival for humanities subjects.</li> <li>The teacher has finished the filing of Box file and relevant document.</li> </ol>	<ol style="list-style-type: none"> <li>The teacher has taken on a teaching workload of 8 classes in the S&amp;C subject and 2 classes in the FA subject in the year.</li> <li>The teacher has set and marked 2 exams and 8 tests for the S&amp;C subject, as well as 1 exam and 1 test for the FA subject.</li> <li>The teacher has prepared flipped classroom materials for both the 1<sup>st</sup> and 2<sup>nd</sup> terms in the S&amp;C subject. These materials helped students gain a better understanding of relevant topics before the lessons.</li> <li>The FA school team has been formed, and students have been well trained by the teacher in preparation for the competition.</li> <li>The teacher has assisted with internal activities for the S&amp;C and FA subjects, including Maker Fortnight, a financial competition, and online quiz competitions, as well as 1 visit for S&amp;C subject in the year.</li> <li>The teacher has fulfilled assigned duties at the CoolSTEAMaker festival for both the S&amp;C and FA subjects. The performance has been commendable, especially in motivating students to participate the activities.</li> <li>The teacher has completed the filing work for assessments in both the S&amp;C and FA subjects.</li> </ol>

**Po Leung Kuk Tong Nai Kan Junior Secondary College**  
**Summary of the Capacity Enhancement Grant in 2023-2024 School Year**

	Program	Budget		Expenditure
(1)	Employment of a 0.375 full-time IT Manager			
	• Basic Salary	\$180,000.00		\$180,000.00
	• MPF Employer's contribution	\$9,000.00		\$8,000.00
	<b>SUB-TOTAL</b>		<b>\$189,000.00</b>	<b>\$188,000.00</b>
(2)	Employment of a 0.8 full-time Social & Cultural Studies and Finance & Accounting Teacher			
	• Basic Salary	\$360,000.00		\$352,817.00
	• MPF Employer's contribution	\$18,000.00		\$17,936.60
	<b>SUB-TOTAL</b>		<b>\$378,000.00</b>	<b>\$370,753.60</b>
		<b>TOTAL</b>	<b>\$567,000.00</b>	<b>\$558,753.60</b>

2022-2023 Balance C/F:	\$ 109,012.00
2023-2024 Allotment:	\$ 519,497.00
	<u>\$ 628,509.00</u>
2023-2024 Expenditure:	\$ (558,753.60)
	<u>\$ 69,755.40</u>