

Minutes of 1st RCHK Council Meeting 2019 / 2020

4 pm on Thursday 19th September 2019

Present:

Chairman	Albert Cheuk (CC)
Principal	Harry Brown (HB)
Community Representative	Edward Tang (ET)
Parent Representative	Yvonne Tse (YT)
Parent Representative	Eric Wong (EW)
Staff Representative	Katherine Evans (KE)
Staff Representative	Tracy Wnek
Secretary	Alice Har (ALH)

Absent with Apologies:

Community Representative	Rebecca Chan (RC)
Staff Representative	Sameera Ahmad (SA)
Parent Representative	Edward Lavish (EL)
ESF Representative	Adam Hughes (AH)

In attendance:

Director- Strategic Performance and Quality Assurance	Alan Milliken (AM)
Business Manager	Samuel Hureau (SH)
HR Manager	Anney Chan (ASC)
Head of Secondary	Natasha Williams (NW)
Vice Principal – Secondary	Jess Davey-Peel (JDP)

1. Welcome and Introduction

- 1.1 Harry welcomed the new Council Chairman Dr Albert Cheuk (CC). CC then introduced himself and expressed that he was looking forward to work with everyone for the best interest of students in RC. CC mentioned that he was an employee of the Vocational Training Council (VTC) and thus needed to abstain from any discussion about business with VTC to avoid potential conflict of interest.

2. Presentation of May 2019 RCHK IB (CP/DP) Results

JDP presented the results with PPT slides

2.1 CP results:

There were eight candidates in CP Programme, the average Reflective Project mark in the previous year was 20; the average mark in the current year was 21.5, highest mark stood at 25 (marked out of 30). The above scores achieved in the Reflective Project were indicative of the candidates' strong independent research skills and the competence was given equal weighting to the DP Extended Essay by UCAS. The students in Savannah College of Art and Design Hong Kong (SCAD), grade point average was also extremely

impressive, given that those courses actually equated to first year university courses in their level of challenge and credit. Three of RC students achieved a grade point average of 4, meaning they gained 5. As for all of the foundation courses they took at SCAD. The Hong Kong Academy for Performing Arts (APA) average functions to support students towards a career in the performing arts and a distinction was the highest possible award.

2.2 DP results:

Bilingual DP continued to be good. There were 115 across ESF and 42 of them were RC students. While RC's overall pass rate dropped slightly the trend was reflected across the whole of ESF and therefore RC data was in line with outcomes across the foundation. RC ensured students were learning at an appropriate level through more challenging courses. RC could see there were rise in cohort numbers, greater prediction accuracy in results and outcomes were well controlled.

While RC's total point score dropped marginally, the attainment was aligned with previous years overall point score. Three students scored 45 points (highest ever in one session at RCHK).

When TOK appeared to be relatively secured, the outcomes where the EE was concerned could be seen to be less predictable and therefore that was an area where RC had been working to improve consistency. RC was in the process of working closely with EE coordinator to reflect on processes all the way back to students making choices regarding their EE subject all the way through to tighter and more consistent moderation processes. That was aimed for supporting students to make appropriate choices (strength based).

Head of Departments (HOD) had been analysing their data to explore areas of strength and good practice that could be shared further within teams. It was noticed that English (group 1) were able to work on the feedback they received regarding IOC moderation in the previous year and their outcomes were not moderated down in the current year. Design and Technology (DT) showed a similar pattern despite having been affected by moderation in other ESF schools. Visual Arts (VA) continued to be an area we had been working on. Some of the externally assessed components showed inconsistent outcomes in comparison to internal interpretations of the work. The team had been working to secure some cross school reflection and moderation alongside some IB based training. Having met with the HOD of VA there were clear plans for improvement, sharing good practice etc.

RC could see that the historic baseline data showed the class of 2019 to be populated by less Band A students (and more D, C, B students) than in the coming cohort. The situation meant that RC could expect the data to rise in the May 2020 examinations. Regression analysis for the current year compared with the previous year showed that the ability range of our students was broader in the current year.

2.3 Plans for 2019

- Implementation of datahub in year 12
- Brought options data later, introduced the anticipated entry Chinese B course to limit 4 high levels choices and continued late subject changes.
- Introduced French Ab initio (successful with a class of 15 and a full Spanish class)

- Offering hospitality and IT career related studies in addition to SCAD.
- Continued work with HODs on EE moderation and continued encouragement of staff to be examiners

[Note: NW and JDP left the meeting at this juncture after the presentation.]

3. Minutes of Last Meeting

- 3.1 The minutes were confirmed and approved without amendment.

4. Principal's Report

- 4.1 HB presented his report as follows:

- a. Number on roll: 999 in the Primary School and 1088 in the Secondary School, 2087 students College-wide.
- b. All 165 teachers arrived on time and as scheduled to begin the new school year. Early Resignation Incentive Scheme which offered teachers a bonus of HK\$ 10,000 if they tender their resignation before 27Sept. As of the meeting date, there was no resignation received. RC expected the turnover to be around 10% or perhaps less. RC would ask Council to approve attending the three job fairs in Bangkok, London and San Francisco respectively. HB would also join the alumni annual reunion in London while he was there.
- c. School/parent/community activities including ESF-wide CPD day (30 Sept), Mid-term break (7-11 Oct), RAPT AGM (21Oct), RCHK Terry Fox Run (school - 25 Oct & Community - 9 Nov) and ACAMIS Volleyball Tournament (31Oct-2 Nov). Parents of the students who were coming to the tournament were concerned about the accessibility of the airport because of the unrest in Hong Kong. RC hoped that the college could still host the event.
- d. RCHK Service Agreement with EDB was renewed in August for another five years. HB highlighted a condition in the agreement which stated *"The SSB shall implement mandatory school bus or public transport policy, which will apply to all newly admitted students starting from the 2020/21 school year"*. This policy was reiterated by EDB and Shatin District Council. HB anticipated that the situation would be difficult with the current unrest in Hong Kong and hoped that situation would calm down before then.

- 4.2 HB the put forward a proposal about RCHK representation at the Search Associates International Teacher Recruitment Fairs in London, San Francisco and Bangkok. Following a brief deliberation, the Council unanimously approved the proposal.

5. Business Manager's Report –

- 5.1 SH presented his report as follows.

P&L Report 2018/19 (as of 31/08/2019)

- a. Tuition fee incomes were more important than the forecast (an average of 2090 students

the first half of the year- budget done with 2080 students).

- b. Rental incomes were very steady and interest incomes had been rocketing.
- c. 1.4 MKD on Loss on disposal of assets (non-cash expenses) mainly linked to the Red Door Center flooding.
- d. Staff expenditures (70% of the expenses) were very well contained.
- e. Office and General expenses are actually compensated by teaching materials expenses (some teaching expenses were considered as general expenses from the Accounting Dept).
- f. Other expenses were covered by other incomes.
- g. Repair and Maintenance were above the budget (as the incomes were more important this year, some expenses scheduled for 2019/2020 have been done during this summer 2019).
- h. Training and Curriculum expense were in deficit because of the CIS visit.

5.2 SH highlighted that all in all, it appeared that the school would be able to break even again in the current year (depreciations included) and would have a significant surplus. Final accounts would be presented at the next College Council meeting. The College did not envisage a need to take any fund from the one MHKD scholarship fund. ESF would confirm this with RC at a later stage. *(Post Meeting Note: Confirmation has been received from ESF.)*

5.3 As the P&L surplus was significant, ESF would absorb the loss of the Red Door flooding (around 1MHKD), which would not be covered by the insurance.

5.4 Budget 2019/20

5.4.1 As of to date, enrolment stood at 2,085 students (budget was made with 2080 students).

5.4.2 Nomination Rights

- 2012/2013: 62 applications (32 full payments): 12.95 MHKD
- 2013/2014: 59 applications (24 full payments): 9.25 MHKD
- 2014/2015: 72 applications (26 full payments): 12.45 MHKD
- 2015/2016: 83 applications (33 full payments): 13.65 MHKD
- 2016/2017: 85 applications (35 full payments): 14.50 MHKD
- 2017/2018: 65 applications (27 full payments): 11.60 MHKD
- **2018/2019: FINAL:12.05MHKD**

⇒ **55 applications**

⇒ **30 full payments**

⇒ **1 kept deposit**

⇒ **21 unaccepted and refund**

⇒ **3 waiting list**

- For reference of the Council, more than 29 applications were received thus far for 2019/2020 for Y1 only. The figure followed the trend of the previous five years at the end of September: 25, 37, 25, 23 and 22 applications respectively.

5.4.3 Non-refundable Building Levy

- 2012/2013: 12.04MHKD
 - 2013/2014: 12.07MHKD
 - 2014/2015: 11.07MHKD
 - 2015/2016: 10.68MHKD
 - 2016/2017: 10.77MHKD
 - 2017/2018: 10.69MHKD
 - **2018/2019: 10.855 MHKD**
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- Forecast for 2019/2020: 9.775 MHKD
 - Since AY 2018/19, a new Y1 admission system “the one ESF application system” commenced: 1,107 applications have been received so far by ESF this year (against 981 last year)
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- ⇒ 1st choice RC: 163 (156 AY 2018/19)
 - ⇒ 2nd choice RC: 220 (202 AY 2018/19)
 - ⇒ 3rd choice RC: 12 (26 AY 2018/19)
 - ⇒ Hence, 395 in total for RCHK (384 AY 2018/19, 512 two years before at the end of September, 624 three years before, 553 four years before)

5.5 LIST OF EXTERNAL USERS 2019/20

- ESL SPORTS (Swimming, Basketball, Gym., Football, Kung-Fu)
- ESL LANGUAGES (English, Spanish)
- DALI SWIM CLUB (Swimming)
- WIN TIN SWIM CLUB (Swimming)
- RCHK SWIM CLUB (Swimming)
- St GEORGES BADMINTON CLUB (Badminton)
- HONOR SPORT (Badminton)
- DREAM SPORTS ACADEMY (Basketball)
- HONG KONG STAR BASKETBALL TRAINING LIMITED (Basketball)
- DREAMS FOOTBALL STAR TRAINING (Football)
- HONG KONG YOUTH SOCCER ACADEMY (Football)
- ASIA PACIFIC SOCCER (Football)
- ARSENAL SOCCER SCHOOL (Football)
- TC SPORTS (VOLLEYBALL)
- HONG KONG FOOTBALL RUGBY UNION (Rugby)
- JUDY LIU DANCE COMPANY (Dance)
- ECHOES OF ERIN SCHOOL OF IRIHS DANCING (Dance)
- WORLD ALL STYLES MARTIAL ARTS ASSOCIATION (Karate)
- JESSE CHOW TAEKWONDOO (Taekwondo)
- BABEL FILMING – China Windwall (Filming)
- BRICK 4 KIDZ (Lego)
- ACTIVE KIDS ACADEMY (Chess)
- STEMEX LEARNING CENTRE (STEM program)
- TWIGA POTTERY (Clay club)
- BENSON KO (Music tutor)

- KINDERLAND STUDIO (Music band training)
- YANED RODRIGUEZ (Spanish)
- THE ART CLUB (Art Lesson)
- THE CLASSROOM BY MG (Writing workshops)
- FAUST INTERNATIONAL (Drama)
- THOMAS DESCHOUCHES – UTAH LEE – CONNIE COLSON– SHILPA JOSHI (yoga/fitness for staff only)
- HONG KONG CHURCH OF CHRIST (Sunday mass)
- STICHTING NEDERLANDSE SCHOOL HONG KONG

All of the external users had been paying rent to RC which generated solid incomes.

5.6 SECONDARY SCHOOL TRIPS (CAS &EOTC): WAIVER FOR TENDER

(Note: In RC, every purchase more than 100,000 HKD was required to go through a tender procedure.)

5.6.1 Waiver to the normal tendering process was still valid for 2019/2020 and 2020/2021)

5.6.2 Additional waivers had been asked for the following suppliers:

1) ECOFIELDTRIPS for Malaysia (CAS)

- > Trip comparison done with three other companies (Gapforce, Indago, World Challenge) and Ecofieldtrips offered the best trip programme.
- > Known providers in ESF and other international schools: CDIN, Creative School, GSIS, IS, KGV, SIS, WIS, Singapore International school, VSA (e.g: KGV is using Ecofieldtrips for its Tioman Trip in Malaysia).

2) RUSTIC PATHWAYS for Nepal (CAS)

- > Trip comparison done with two other companies (ECOFIELDTRIPS and Hands On Development) and Rustic Pathways offered the best trip programme for Nepal.
- > Known providers in ESF and other international schools: KGV, Shatin College, IS, SIS, WIS, Harrow, Kellet, HKIS, Delia, GSIS.

3) RUSTIC PATHWAYS for Fiji and Balkans (EOTC)

- > It was difficult to find suppliers who could offer a strong school trip programme for Fiji and Balkans.
- > Known providers (see above); very good feedback from KGV and Shatin College in particular.

5.6.3 SH proposed to the Council to choose the suitable suppliers for the services. The Council considered the options and unanimously approved ECOFIELDTRIPS and RUSTIC PATHWAYS to be the suppliers to provide services for the abovementioned trips.

5.7 Capital expenditures:

5.7.1 New public announcement system

- Budget: 1.5 MHKD
- Tender was in progress
- Would be carried out in 2019/2020 (no intrusive work)
- Project conducted by RCHK ICT Department

5.7.2 New oil-free chillers above the PAC (new technology)

- Budget: 4 MHKD
- Tentative date: Christmas 2020
- Project conducted by RCHK Facility Department

5.7.3 Canopy at the new Primary block extension:

- Budget: 2.6 MHKD
- Tender closed
- figures within the budget
- Completion date: Christmas break
- Project conducted by ESF Facility Department

5.7.4 Food Tech Room refurbishment

- Budget: 8 MHKD
- Upgrade of the current one: Design Department had been working on the specifications
- Possible building of a second one: Decision would be made in December 2019
- Project conducted by ESF and RCHK
- Tentative date: Summer 2020 (five full weeks of noisy work)

5.7.5 Toilets refurbishment (1st phase)

- Budget: 2 MHKD
- Upgrade of Y1/Y2 (changed to Y5 &6 toilets, others would be done in the future)
- Project conducted by RCHK Facility Department
- Tentative date: Summer 2020

5.7.6 Red Door Center flooding incident

5.7.6.1 Total expenses: 6,046,503 HKD (done in 2018/2019)

- ⇒ Maintenance budget: 715,620 HKD
- ⇒ ICT operating expenses: 1,184,154 HKD
- ⇒ ICT capital expenses: 4,146,729 HKD

5.7.6.2 After several round of negotiation with the Insurance company, the total settlement sum was 4,906,070 HKD (81.2% of the total expenses)

- ⇒ Policy excess: 15%
- ⇒ Betterment deduction
- ⇒ Net cost for RCHK: 1,140,433 HKD
- ESF would absorb the shortfall in the 2018/19 P&L surplus

6. Committee Reports

6.1 There was nil committee report.

7. ESF School Council Report

7.1 AM presented the CEO update (September 2019). He mentioned that ESF was delighted to see the overall performance that RC had made. He highlighted the ESF Strategic Plan: *A vision for 2015-2020 is approaching* the last year. ESF had been trying to actively involve different parties to engage in the next strategic plan: *Our Vision for 2025*. The School Council would be invited to participate.

8. AOB

8.1 CC highlighted that a team of his VTC colleagues visited RC in September 2019 to learn about Project Base Learning. He thanked HB and the RC Project Base Learning Team for their unreserved sharing of the concept and experience in running Project Base Learning.

9. Date of Next Meeting:

9.1 The date of next meeting is scheduled for 14 Nov 2019.

(There being no other business, the meeting was adjourned at 5:15 pm)