

Minutes of 2nd RCHK Council Meeting (Zoom) 2020 / 2021

4 pm on Thursday 19th November 2020

Present:

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| Chairman | Albert Cheuk (CC) |
| Principal | Harry Brown (HB) |
| ESF CEO Link | Charles Caldwell (CBDC) |
| Community Representative | Edward Tang (ET) |
| Community Representative | Gideon Ho (GH) |
| Community Representative | Rebecca Chan (RC) |
| Parent Representative | Mehul Tanna (MT) |
| Parent Representative | Audrey Mah (AM) |
| Staff Representative | Sarah Vandre (SV) |
| Staff Representative | Tracy Wnek (TW) |
| Staff Representative | Sameera Ahmad (SA) |
| Secretary | Alice Har (ALH) |

Absent with Apologies:

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| Parent Representative | Edward Lavish (EL) |
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In attendance:

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| Business Manager | Samuel Hureau (SH) |
| Head of Secondary | Natasha Williams (NW) |
| Vice Principal - Secondary | Brandy Stern (BST) |

1. Welcome and Introduction

- 1.1 CC welcomed everyone to the meeting and introduced two new members – Audrey Mah (RAPT co-chair/ parent representative) and Mehul Tanna (parent representative). Both representatives gave a self-introduction to the meeting.
- 1.2 CC also thanked Rebecca Chan and Edward Tang who agreed to serve on the Council for another term.
- 1.3 CC invited BST and NW to start the Presentation of the MYP results for 2020.
- 1.4 Presentation of the MYP results for 2020 (**BST and NW**)
 - 1.4.1 **Overview(2019/20)**
 - 156 Year 11 students and 150 of these students completed all eight MYP courses, the Personal Project, and met the MYP Service and Action outcomes.
 - Mean total points, out of a possible 63 (eight subjects and the Personal Project) was 52.4.

- MYP global average IB score was 4.5. RCHK average was 5.8, our highest average score to date.

1.4.2 **Subject Results**

Number of Entries in all groups (total 9 groups) is 1439 in RCHK. The groups included Language and Literature, Language Acquisition, Individuals and Societies, Sciences, Mathematics, Arts, Physical and Health Education, Design and Personal Project.

All RC Mean Grade were above the World Mean Grade. Average of Mean Grade in RC (5.6) was 1.1 higher than World Mean Grade (4.5) and as same as ESF (5.6) and DC (5.6). The highest Mean Grade group in RCHK was ARTS, which was is 6.1 whereas the World Mean Grade was 4.5. Mean Grade of Physical and Health Education was 6.0 and the World Mean Grade was 4.0.

Mean Grade in Mathematics was relatively lower than DC, which might be due to a larger group of cohort in RC. (The number of entries in RC was 161 when compared to 95 in DC.) RC also possessed a wider range of students abilities level. Another reason could be that the data had not indicated number of students who had taken Extended or Standard Math exam paper and that the school did not have access to those papers. Meanwhile, RC had a bigger group of students studying Extended Math when the group size was bigger. (NW)

1.4.3 **External Feedback** (Building Quality Curriculum)

The school continued to participate in the IB's BQC programme (Building Quality Curriculum) in order to review and seek feedback on the curriculum. This process helped continuous improvement of the quality of our MYP programme. It also helped to ensure that teaching and learning assistance do facilitate the knowledge acquisition and skill development needed to support students through the MYP and also their further studies.

2018-19 : No submission due to no availability in BQC programme
 2019-20 : All subjects bar Chinese LL and Performing Arts
 2020 -21 : Chinese LL, Performing Arts, Individuals & Societies

External Feedback for Personal Project Moderation and Results

- Personal Project was mandatory to submit for moderation.
- Average was 5 for this cohort exceeding the world average of 3.7.
- Externally moderated component.
- No Chinese submission for this cohort.

1.4.4 **Developments**

To support the programme:

- Reviewing timetable for CORE - elements of the MYP in Y11 which would allow supervisors to meet with students during classes.
- REAL planner and Individuals & Societies integration extended upon the MYP framework.
- Departmental planning and review to improve the programme.

2. Minutes of Last Meeting

2.1 The minutes were confirmed and approved without amendment.

3. Matter arising

3.1 None.

4. Principal's Report (HB)

4.1 There were 989 students in the Primary School and 1084 students in the Secondary School thus making a total of **2073** students College-wide.

4.2 HB updated on the latest situation after the tragic death of a female student in the campus one week before the meeting. He reported on the efforts to heal the community. HB thanked CC and the whole council for their condolence offered to the family. Meanwhile, RC had received great support from ESF management. The very good work done by the counsellors, teachers and social workers have helped and indeed comforted the staff and students whose emotion were impacted by the incident. More importantly, the students have set up a memorial room in campus where friends and families of the student could visit and leave the condolence messages.

4.3 RCHK had been opening for full day sessions since mid-September. As a precautionary measure and in response to a prohibition of EDB to open the canteen, students were required to bring their own snack and lunch .

4.4 RCHK submitted a proposal in the previous week to ESF to seek for permission to an option of serving serve hot lunch to Secondary students, which would be modelling on a similar program that Chartwells had been making in other schools.

4.5 All after school activities had been suspended due to restrictions given by EDB.

4.6 There would be limited school activities until the Government social distancing restrictions were relaxed.

4.7 Winter break should be from 14 Dec 2020 to 3 Jan 2021.

5. Business Manager's Report (SH)

5.1 FINAL P&L FOR 2019/2020: (1st document)

5.1.1 Final operational surplus of + 1.58 MKHD

⇒ 0.5 MHKD only had been taken from the Scholarship as an income (1 MHKD was budgeted but ESF accepted to reduce it to preserve our scholarship reserve).

⇒ It took into account 14.5 MHKD of Depreciations.

⇒ It took into account 1.2 MHKD of potential bad debts.

- 5.1.2 DOA had been fully paid (the balance remaining for 2020/2021 had been paid in 2019/2020). It would represent an annual saving of 10.25 MHKD .
- 5.1.3 More than 11 MHKD missing tuition fee incomes mainly due to the 45% ESF relief grant on the June fees.
- 5.1.4 Big drop in the rental incomes as the school was not really able to make it up during the previous summer.
- 5.1.5 4.9 MHKD had been received from the Insurance company for the RDC flooding.
- 5.1.6 Staff expenditures (70% of the expenses) had been showing a surplus of 7.6 MHKD mainly due to the 6.43 MHKD from the HK Government salary grants.
- 5.1.7 Nomination Rights and Non-Refundable Building Levy were still very solid in the year.
 - ⇒ NMR: 14,2 MHKD (12,05 MHKD the previous year)
 - ⇒ NBL: 10,107 MHKD (10,855 MHKD the previous year)
- 5.1.8 Scholarship fund:
 - ⇒ September 2019: 6.86 MHKD
 - ⇒ Addition 2019/2020: 30.34 MHKD
 - ⇒ Scholarships: 19.88 MHKD
 - ⇒ Hardship: 3.62 MHKD (1 MHKD more compared to last year)
 - ⇒ Salaries / others: 6.77 MHKD
 - ⇒ Transfer to income: 0.5 MHKD
 - ⇒ September 2020: 6.43 MHKD

5.2 P&L 2020/2021:

- 5.2.1 The enrollment to date was 2,074 students (budget was made with 2,080 students)
- 5.2.2 It was confirmed that there would not be a ESF-wide salary increase for all staff. However, step increases for around 70 teachers would continue. The cost of 2 MHKD would have to be funded by savings on the budget.
- 5.2.3 Another round of 45% relief grant has been offered by ESF in November. Cost would be again around 11/12 MHKD. RCHK had been asked to find 5 MHKD savings to fund partially the new discount (the other part would be funded by a government grant)
- 5.2.4 RCHK had asked ESF for the possibility to use the scholarship fund and /or the Nomination rights fund.
- 5.2.5 The September and October Payroll were still within the budget.
- 5.2.6 To date, RC had received 40 NMR applications (48 at the same time last year, 37 the year before)

- 5.2.7 Y1 applications for 2021/2022: 1,976 applications had been received so far by ESF (2,270 last year at that time)
- ⇒ 1st choice RC: 214 (317 last year)
 - ⇒ 2nd choice RC: 433 (484 last year)
 - ⇒ 3rd choice RC: 37 (38 last year)
 - ⇒ So 684 in total for RCHK (839 last year)

5.3 CAPITAL EXPENDITURES 2020/2021:

5.3.1 New public announcement system – Completed

Tender awarded to WIT for 1.4 MHKD (initial budget: 1.5 MHKD) - Project finished within budget

5.3.2 Food Tech Room refurbishment – Completed

- ⇒ Upgrade of the current one and building of a second one
- ⇒ Project completed within 7 MHKD (initial budget: 8 MHKD) - handover done on 6th November 2020

5.3.3 Solar panels project – Completed

- ⇒ Final cost: 814,000 HKD (initial budget: 1 MHKD)
- ⇒ 40 new solar panels (installation - Secondary rooftop)

5.3.4 Canopy at the new Primary block extension:

- ⇒ New reduce scope of work: partial cover for 0.9 MHKD (initial budget: 3 MHKD)
- ⇒ BD submissions for the whole area was unsuccessful

5.3.5 Toilets refurbishment (1st phase - Upgrade of Y1 and Y2 toilets)

- ⇒ Budget: 3 MHKD
- ⇒ Could be done in summer 2021

5.3.6 Oil Free Chillers (PAC)

- ⇒ Budget: 5 MHKD
- ⇒ On hold until further evaluation of the current situation

6. Committee report

None

7. ESF School Council Report (CBDC)

- 7.1 All the new teachers proved resilient and up to the task of overcoming many obstacles to settle into ESF.
- 7.2 ESF had continued monitoring and supporting the wellbeing of staff members amid the global COVID-19 pandemic situation.

- 7.3 The number of resignation from teachers received by the end of the early resignation window (end of September) stood at 54. It was about 5 teachers more than the year before. The next resignation window should be by the end of term one. The annual recruitment had started and responses to the advertisements had shown interests from a lot of people.
- 7.4 ESF had done a number of surveys to understand the reasons for the 54 teachers who had resigned. They were mainly either personal reasons or for career development. The majority left because of personal reasons, for instance, returning to home countries. The number of teachers who planned to leave Hong Kong/ESF in less than 6 months' doubled (17% vs. 34%) when compared with the previous year. Normally the majority of departing teachers plan resignations/departures 12-18 months in advance. The situation had been monitored by HR closely.
- 7.5 School calendar (21/22) would be discussed in the following principal meeting.

8. AOB

8.1 Staff contract renewal (Post 60)

SH proposed to renew the second 2-year finite contract (1 Sept 2021- 31 Aug 2023) for the following two support staff, who had been dedicated to their jobs.

- 1) Helen Yeung Ying Kwan (PA to Business Manager)
- 2) Siu Keung Lee (Officer - Facilities)

The meeting discussed and unanimously approved the two renewals.

8.2 Members on the sub-committee team

CC announced the member list on the sub-committee team:

Staffing : Tracy Wnek, Audrey Mah, Rebecca Chan, Sarah Vandre (meeting in Aug / Sept)

Finance : Edward Tang, Edward Lavish, Mehul Tanna, Gideon Ho (meeting around March to discuss the budget)

8.3 Vote of Thanks

CC gave a vote of thanks to SA for her dedication and contributions to the council as her tenure would complete after the meeting. The council also joined in to thank SA.

The meeting was adjourned at 5:06 p.m.

Date of Next meeting : 20 Jan 2021 (4 p.m.)