

Minutes of 2nd RCHK Council Meeting (Zoom) 2021/ 2022

4 pm on Thursday 10th November 2021

Present:

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)
Parent Representative	Edward Lavish (EL)
Staff Representative	Tracy Wnek (TW)
Staff Representative	Anney Chan (ASC)
Secretary	Alice Har (ALH)

Absent with Apologies:

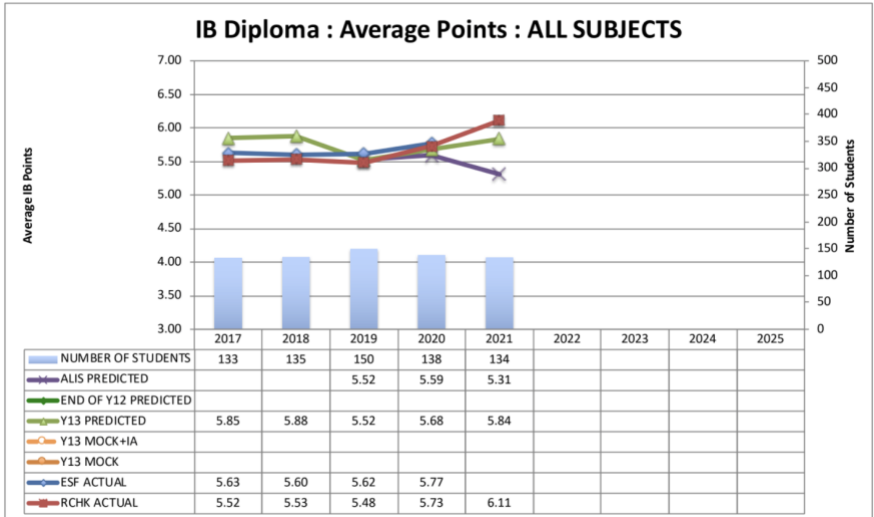
Staff Representative	Sinita Pandya (SP)
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In attendance:

Business Manager	Samuel Hureau (SH)
Head of Secondary	Natasha Williams (NW)
Vice Principal - Secondary	Jessica Davey-Peel (JDP)

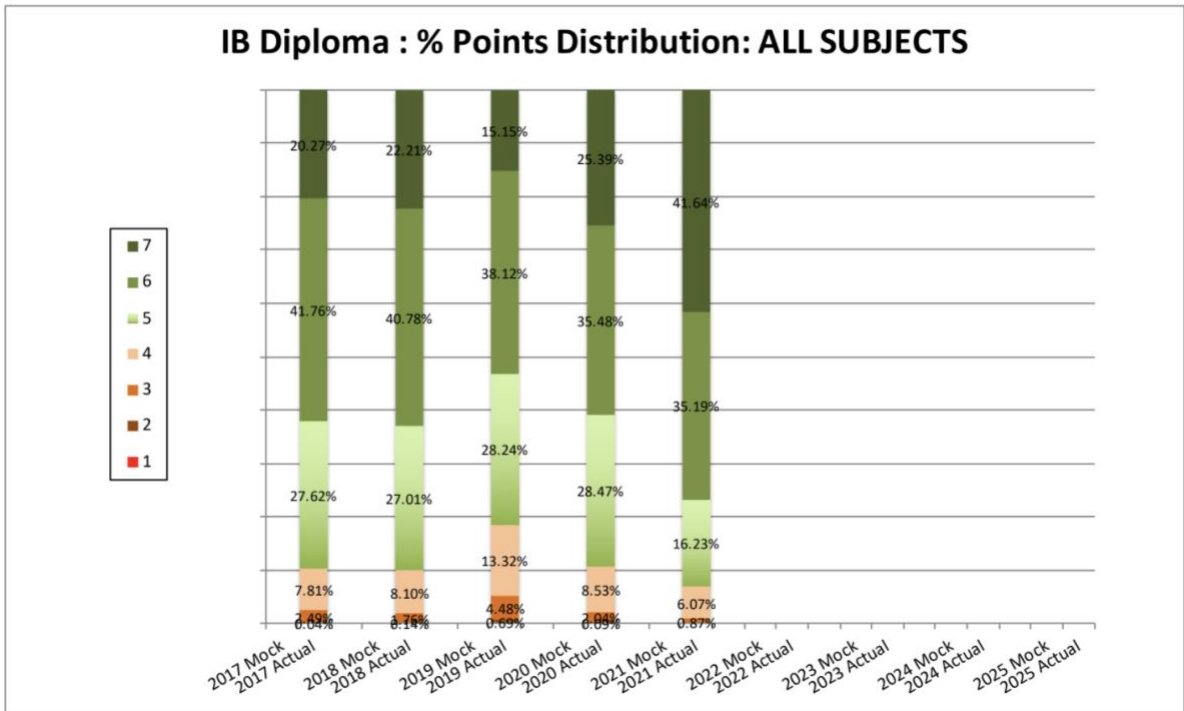
1. Welcome and Introduction

- 1.1 CC welcomed ASC and introduced all members to her.
- 1.2 CC invited NW and JDP to present the CP/DP results for 2021.
- 1.3 CP/DP results for 2021 Presentation (JDP)
 - 1.3.1 CP - May 2021 statistics:
 - Number of CP candidates: 5
 - Highest reflective project mark (out of 36): 31
 - Average reflective project mark: 19
 - Average grade obtained by candidates who achieved the CP: 5
 - SCAD GPA averages: 2.5
 - APA Grade average : Distinction
 - HTI (Hospitality and Tourism Institute) & ICI (International Culinary Institute) averages : 68%
 - 1.3.2 May 2021 Results Trends



The cohort essentially achieved higher than expected outcomes in comparison to previous trends. Predictions track against actual, but less convergence.

1.3.3 IB Diploma – All subjects percentage points distribution



Evidence of top scorers increasing in numbers

1.3.4 Grades - In the interests of allowing schools to continue to support students to sit examinations where possible the IB adapted assessments for the May 2021 session in honour of the ‘loss of learning’ students had experienced, modified marks, weightings and examination times were communicated to support schools in administering assessments that were deemed to be fair for students.

“To ensure the continued quality of subject-specific and programme-wide student outcomes, all weightings were carefully evaluated to ensure equity and reliability for grade award” (IBO, 2020)

Following the decision to cancel the examinations, the assessment specialists in collaboration with independent education experts worked to develop a reliable and valid assessment model to award grades. The awarding model used student coursework, school predicted grades and school context for final grade award. The school context was not based on previous cohorts' performance, but instead the relationship between predicted grade accuracy, performance in coursework versus examination components and final outcomes.

1.3.5 DP – May 2021 Statistics

	RCHK 2017	RCHK 2018	RCHK 2019	RCHK 2020	RCHK 2021	2021 vs 2020	2020 ESF
Number of students entered for the full IB Diploma	135	133	137	127	129	2	948
Number of students entered for IB CP (including Bilingual)	0	1	8	3	5	2	31
% of students awarded the IB Diploma (including Bilingual)	99.3%	98.5%	94.9%	100.0%	100.0%	0.0%	99.7%
Number of students awarded a Bilingual Diploma	57	53	42	47	36	-11	128
% of all Diploma Students awarded the Bilingual Diploma	42.2%	39.8%	30.7%	37.0%	27.9%	-9.1%	13.5%
Mean points score for those entered for full IB Diploma	35.0	35.2	34.8	36.6	38.8	2.3	36.9
% of students achieving 30+ IB Diploma points	87.4%	85.0%	85.4%	91.3%	96.1%	4.8%	93.8%
% of students achieving 35+ IB Diploma points	54.1%	63.2%	51.8%	65.4%	81.4%	16.0%	70.3%
% of students achieving 40+ IB Diploma points	17.0%	22.6%	17.5%	35.4%	50.4%	15.0%	33.1%
Mean grade for all subjects	5.50	5.54	5.44	5.72	6.11	0.28	5.77
Mean Core Points (for Extended Essay and TOK)	1.97	1.94	1.88	2.09	2.07	0.21	2.03

- Continued rise in overall outcomes
- All three of focus boundaries showed an increase, but most impressed with the continued growth at the top end of our scorers
- The core provides an interesting point of comparison as its assessed in the conventional way. Evidence shows that the cohorts attainment all but matched the previous year regardless of the fact that there was no change in the way this was assessed.

1.3.6 Mean grades -

- 2020 vs 2019 - half a grades worth of increase in Math and the Arts, and significant gains in the core.
- 2021 vs 2020 - roughly half a grades worth of increase in Math, sciences and individuals and societies. Maths and Science was first year of new specification so a clear grasp of understanding of assessment practices is displayed.

1.3.7 Statistical analysis has been done to understand this cohort. It shows a deeper level of improved performance. Aiming to unpack the statistics in consultation with HOD's to explore whether there is room for development in support strategies, or if this is the only point of contention with the way results were awarded this year.

1.3.8 Next steps for 2022, we developed in consultation with heads of department in review meetings during September. One central focus is on what we have learnt from the process this year that could allow us to be best placed to support learners in ‘less predictable circumstances’ moving forward (i.e. adaptable curriculum, use of curriculum time etc)

1.3.9 Moving forward :

- Focus on additional time to capitalise on ensuring success is sought for in the internal assessments
- Building on the success of the academic mentoring program
- Working closely with Y11s on course selection (i.e. language selection, SSST provision, suitable Math choices)
- Transition back to full assessment mode for May 2023

2. Confirmation of 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 Student enrolment number – 990 in the primary and 1084 in the secondary school , total 2074 students College-wide as of 10 November 2021.

4.2 New teacher recruitment for 2022-23 is in full swing. Total 9 teachers take advantage of the ESF Early Resignation Incentive Scheme ending on 30 September. The deadline for teacher resignations is 17th December.

4.3 CPD day was held on 8th November. Teachers have a zoom lesson with Shelley Moore regarding special education and inclusion in the morning. In the afternoon, they were divided into different groups to enjoy some well-being activities. For example: yoga, Zumba, candle making, cooking class, hiking etc..

4.4 Hedy’s anniversary is on 12th November (Fri) , a room is prepared if anyone needs it and a counselling team member is standing by.

4.5 A primary teacher, Jane Fairweather has been approved for a one-year, unpaid sabbatical to return to New Zealand to spend time with family 2022-23.

4.6 The catered lunch service has returned for students in Years 7-11 while students in Years 12-13 can leave campus for lunch again. We are in the process of re-starting the lunch program for students in Years 5-6. According to the observation, students are doing well to maintain social distancing and serve the meal within the designated time period.

- 4.7 The meeting on 7 September with the Transportation Department, EDB, Ma On Shan Police, and ESF regarding complaints from Vista Paradiso residents regarding the traffic congestion on Hang Ming Street went very well. Both sides were heard and the residents association reported that the traffic flow had improved.
- 4.8 Y11 students are able to participate the World of Work (WOW) programme this year. It was stopped for 2 years due to COVID restrictions. Year 4, 5 and 6 camps are able to take place this year.
- 4.9 Family Fun day organise by RAPT will be held on 4th December. Due to COVID restrictions, it will be run by sessions and each session is 2 hours.
- 4.10 School is focusing on raising teacher retention rate. CLT will have meeting to discuss about it and hoping that teachers will feel more meaningful to stay in Hong Kong and remain longer.

5 Business Manager's Report (SH)

5.1 FINAL P&L FOR 2020/2021: (1st document)

5.1.1 Final operational deficit of – 0.274 MKHD

5.1.2 Tuition fee incomes are below budget by - 16 MHKD (budget done on 2,080 students):

- Average number of students slightly lower than the budget (minus 0.3 MHKD)
- 45% October remission fee (cost: 11.8 MHKD)
- Accrual adjustment to take into account that there were only two weeks of school in August 2021 instead of three weeks usually (Adjustment of 3.9 MHKD)

5.1.3 Low interest incomes and low rental incomes even if summer rentals have generated substantial revenues

5.1.4 Staff expenditure (70% of the expenses) is showing significant savings:

- Hong Kong Government subvention of 6,154,935 HKD
- Savings from Supply costs and outsourced staff (e.g., electricity)

5.1.5 Significant savings on general expenses:

- Lower finance charges due to an early repayment of the ESF loan
- Major savings due to distance learning (utilities, general office expenses, training etc)

5.1.6 Final operational deficit of - 274,076 HKD:

- A provision on salaries of 678,000 HKD has been made for a potential claim on the average Daily Wage calculated for Annual Leave Pay (amendment of the Employment Ordinance of 2007)
- It takes into account 15.4 MHKD of Depreciations
- It takes into account 6.9 MHKD of Admin. and Management fee paid to ESFC

5.1.7 Nomination Rights and Non-Refundable Building Levy are still very solid this year:

- NMR: 12,7 MHKD (14,20 MHKD the previous year)
- NBL: 13.599 MHKD (10,107 MHKD the previous year)

5.1.8 Scholarship fund:

- September 2020: 6.43 MHKD
- Addition 2020/2021: 29.8 MHKD
- Minus Scholarships: 19.69 MHKD
- Minus Hardship: 4.39 MHKD (3.62MHKD last year and 2.6 MHKD the previous year)
- Minus Salaries / others: 6.29 MHKD
- September 2021: 5.86MHKD

5.2 P&L 2021/2022:

5.2.1 As of 10th November, enrolment is 2,080 students (budget was made with 2,074 students)

5.2.2 September and October payroll were showing figures below the budgeted amount

5.2.3 As of today, we have received 39 NMR applications (40 mid-November last year, 48 the year before)

5.2.4 Y1 applications for 2022/2023: 1st choice RC: 264 (214 last year and 317 the year before)

5.3 Capital expenditures for 2020/2021:

- Renovation for toilets (phase 1): 2.7 MHKD
- Information about the Variation Orders:

7 V.O (total amount 237,250 HKD) related to the renovation for toilets works in summer 2021 in addition to the 2,543,000 HKD pre-approved by the council

- VO #1: urinal pipe works and doors replacement: 39,000 HKD
- VO#2: New epoxy coated pipe in G/F corridor: 61,500 HKD
- VO#3: Minor works submission: 12,250 HKD
- VO# 4: spalling repair works: 12,000 HKD
- VO#5: stainless steel box for flushing: 18,000 HKD
- VO#6: Pipe replacement and chisel of existing concrete floor: 60,000 HKD
- VO#7: Cast iron replacement: 35,000 HKD

5.4 Capital expenditures 2021/2022:

- Central playground flooring
 - EPDM floor

- Budget: 1.2 MHKD + 333,333 HKD from RAPT
- The best price after the tender process is of 2,446,300 HKD
- Shortfall of 912,967 HKD mostly for the following additions:
 - 1)To remove the lights posts which were in the middle of the 2 playgrounds
 - 2)To have the school logos/mascots painted on the floor
 - 3)To have reversible basketball / netball tower
- Another 1 million is asked from College Council approval
(New budget: 2.2 MHKD from school +333,333 HKD from RAPT)
- Toilets refurbishment (2nd phase)
 - Upgrade of 2/F and 3/F floor Primary toilets (summer 2022)
 - Upgrade of Primary gym toilets (summer 2022)
 - Budget: 5 MHKD
- Oil Free Chillers
 - Change of PAC chillers (15 years old)
 - Summer 2022
 - Budget: 5 MHKD
- Swimming pool sound baffles / acoustic ceiling
 - Replacement of the current sound baffles
 - Summer 2022
 - Budget: 1.5 MHKD

5.5 College council committee approves the above projects and the budgets during the meeting.

5.6 Renaissance College Finance Operating Manual prepared by ASC is approved by college council committee during the meeting.

LIST OF EXPENSES ABOVE 200,000 HKD APPROVED SINCE LAST COUNCIL

- Y7 EOTC HKD 448,000
- Y8 EOTC HKD 333,090
- Laser Cutter and lens HKD335,600

7. Committee Reports

7.1 There is no committee report.

7.2 Chairperson for Staffing Committee is volunteered by Tracy Wnek (TW) and Finance Committee is volunteered by Edward Tang (ET). HB introduced the functions of the committees and meeting timelines for the Finance Committee.

8. ESF School Council Report (CBDC)

- 8.1 CBDC updated council regarding the schools' activities across ESF. Schools are showing positive atmosphere, teachers and staff are looking forward to the winter break.
- 8.2 School calendar for Christmas and New Year break has been shortened for a week. This is aim for a longer summer break 2022 which will allow families and staff, who may wish to the opportunity for travel.
- 8.3 CBDC updated council regarding the centralized admission application process for Y1.
- 8.4 The resignation numbers slightly increased in the whole ESF. Annual recruitment has started to recruit teachers for August 2022.
- 8.5 Core HR system is moving to Oracle system. Schools started using Oracle for recruitment and Professional Reflectional Development (PRD) last year. School can choose the implementation pace for PRD which they are comfortable with. For recruitment, Oracle shows the real time applications numbers for all open positions across ESF, so far there are around 15,000 applications and 7000 candidates.
- 8.6 Exit interviews with staff revealed that teachers who resigned were due to Covid restrictions on travelling when they could not go back to their home countries to visit their families without a long period of hotel quarantine.

9. AOB

- 9.1 CC reminded members about the Strategic Planning Overview from ESF. The document contains the guidance to support school improvement planning. Every member should have a soft copy already and is recommended to comprehend it. During the ComChair meeting in ESF, members had discussed how to support the document implementations, the consensus was that the council members would visit school more often to support the staff. By visiting the campus, council members can understand , support and share experience by talking to the staff. CC recommended members to do so, especially to support the teaching staff as they have been doing a great job to educate students despite the COVID restrictions.
- 9.2 CC mentioned his duties of attending different meetings with ESF, for example: Committee of School Council and Committee of Remuneration. CC will relate the messages to council if they are concerned to them.

10. Date of Next meeting

12/01/2022

(Meeting adjourned at 1743)