

## Minutes of 3rd RCHK Council Meeting 2018 / 2019

4 pm on Thursday 31<sup>st</sup> January 2019

### Present:

Chairman	Anne Choi (AC)
Principal	Harry Brown (HB)
ESF Representative	Adam Hughes (AH)
Community Representative	Albert Cheuk (CC)
Community Representative	Rebecca Chan (RC)
Community Representative	Edward Tang (ET)
Parent Representative	Eric Wong (EW)
Parent Representative	Edward Lavish (EL)
Staff Representative	Catherine Broome (CB)
Staff Representative	Katherine Evans (KE)
Secretary	Alice Har (ALH)

### Apologies:

Staff Representative	Sameera Ahmad (SA)
Parent Representative	Yvonne Tse (YT)

### In attendance:

Business Manager	Samuel Hureau (SH)
HR Manager	Anney Chan (ASC)
Head of Primary	Jamie Schmitz (JS)
Vice Principal – Primary	Jason Doucette (JD)

### Welcome

AC welcomed everyone, particularly our newly joined Community Representative – Mr Albert Cheuk, to the meeting.

Head of Primary- Jamie Schmitz (JS) and VP/Primary- Jason Doucette (JD) were invited to present the standardized test results from Primary, supporting the development of the Primary Years Programme (PYP). JD shared some PowerPoint slides and handouts to explain the 3 assessments (PIPS, InCAS and ISA) for PYP test and the results.

### Standardised Assessment at RC

Y1&2 students (September/2018) - Performance Indicators in Primary Schools (**PIPS**) administered by Centre for Evaluation and Monitoring at Durham University (CEM)

Y3&6 students (October 2018 and Term 3 2019) - Interactive Computerised Assessment System (**InCAS**) administered by CEM

Y4&6 students (September and December 2018) - International Schools Assessment (**ISA**) administered by Australian Council for Educational Research (ACER)

### Enrolment (2018-19)

Total enrolment (2018-19) is 100% , 502 male students and 483 female students , 985 in total.

## PIPS

- Background:  
PIPS are taken by over 2000 schools, most of them are in the U.K. and following a British curriculum. The assessment is computer adaptive, not age related which is significant given that ESF students in Y1 are on the average 9 months younger than their counterparts in the U.K.
- Measures:  
PIPs monitors progress, self-concept and attitudes towards school. It provides a total score and scores in Early Reading, Early Maths and Phonics.
- Mean Standardised Scores (Y1 Start Test):  
Total Mean Standardised Score for Y1 in PIPs is 64.2 ( Male: 64/ Female 64.4) , indicates attainment in the top 16% of all CEM students. Results indicate that male Y1 students are beginning to perform better in mathematics whereas female Y1 students are beginning to perform better in reading.
- Mean Standardised Scores (Y2 End Test):  
Reading has better scores among others.
- Use of results:  
Result comparisons have been done between cohorts in Y1 and Y2 level each year since 2009. There are meetings with year level coordinators, Head of Learning Enhancement Team and VP/PYP Coordinators in teams and individually to review the results and identify which students are doing extremely well or whose results indicate specific concern. Teachers are encouraged to cross-reference these results with other assessment undertaken, using these results to affirm what teachers already know of students. Meetings are held with Wu Kai Sha Principal and PYP Coordinator to discuss curriculum-related issues.

## InCAS

- Background:  
The assessments are computer adaptive. There are 14 individual assessments including general Mathematics, Mental Arithmetic, Reading, Spelling, Developed Ability (non-verbal reasoning and picture vocabulary). The achievement is measured in months above or below chronological age (C.A.). It is undertaken in British state and independent schools, and international schools following British Curriculum.
- Y3 Results (Above C.A.):  
General Maths : 82.2%  
Mental Arithmetic: 66.3%  
Reading: 77.2%  
Spelling: 71.8%  
Developed Ability: 65.4%
- Use of results:  
Meeting with Y3 teachers, encouraging current Y3 teachers and past Y2 teachers to discuss any anomalies among children.  
Meeting and discussing with Year-level coordinators, Head of Learning Enhancement Team and the team members, Y3 Liaison and VP/PYP Coordinator.  
Meeting with Y2 teachers for Learning and Teaching Reflection.  
Results were shared with parents in Gateway.

## ISA

- Background:  
Measures skill in Mathematical literacy, reading and writing. Y4 &6 students took the assessments in Sept 2018. It is undertaken by a number of international schools across the world with the majority following IB Curriculum.
  
- Results (mean scores in ISA scale scores):  
Mathematical Literacy: 286 (Y4) , 441(Y6)  
Reading: 338(Y4), 425(Y6)  
Writing-Narrative :362 (Y4), 464 (Y6)  
Writing Exposition : 405(Y4), 486 (Y6)
  
- Use of results:  
Meeting and reflecting with Y4&6 teachers, encouraging current Y4&6 teachers and past Y3&5 teachers to discuss results. Meeting and discussing with Year-level coordinators, Head of Learning Enhancement Team and VP/PYP Coordinator.  
Meeting with Y3&5 teachers for Learning and Teaching Reflection.  
Results were shared with parents in Gateway.

At the end of the presentation, HB congratulated Dr Jamie Schmitz on recent completion of his Doctorate Degree.

## Minutes of Last Meeting

The minutes were confirmed and approved.

## Principal's Report

- > Student number as of the meeting date : 985 students in the Primary School and 1095 students in the Secondary School, with total number of students (College-wide) being 2080.
  
- > New teacher recruitment for 2019-20 has been successful. Five positions in Primary have already been filled. Three of six positions in Secondary were confirmed. The turnover rate is lower than last year, this year being around 10% whereas last year was 13%.
  
- > The new/replacement servers and switches were installed over the winter break. We are very grateful that the salt-water damaged servers and switches held up until December. The transformation to the new system was smooth and school opened as scheduled.
  
- > To prepare the CIS/WASC accreditation process and their visit in Feb 2020, a team was formed to kick off the plan within this month.
  
- > SH and ASC are working on the budget for 2019-2020 with Ann Chan closely. Finance Committee will meet with Vivian Cheung (CFO) in Mid-March. ESFC will announce the increment of wages based on, inter alia, the cost of living adjustment rate.

Business manager's report –

### P&L as of 31/12/2018

SH reported that tuition fee incomes are more important than the forecast. However, after the usual Christmas break attrition, we are just down to the budgeted number (2080 as of the meeting date -budget was done based on this) The enrolment situation will be monitored closely. We are still admitting secondary students in March. In fact, we admit students all year round. KE said the sensible time for latest admission is by the end of April. SH said rental and interest incomes are very solid. As of the meeting date, income from the interest is HKD353,565 (which usually is less than HKD 200,000 per year). The report shows other incomes are in line with the budget and higher resale incomes and school activities incomes are actually covering the expenses. Staff expenditures (70% of the expenses ) are well contained, but we have higher education allowance expense this year. Other expenses are also well contained with the exception of Office and General expenses where most of the purchases are done during the first half of the academic year.

### Budget 2019/2020

RCHK and ESF are working on the 2019-2020 draft budget. The draft budget and the tuition fee increase proposal will be presented by ESF Finance Department at the next College Council Meeting on 21/Mar/19. (Our Finance Committee Meeting was set to hold on 18 March after the meeting) SH reported that 3 parameters are important to determine the tuition fee increment:

- The enrolment forecast done by RCHK (2075 students forecasted in 2019-2020)
- The staffing proposed by RCHK- transfer one or two headcounts from the Scholarship budget to the normal P&L
- The staff salary increment (will be decided by ESFC)

### Nominations Rights

As of the meeting date, 42 applications have been received (35 for Y1 and 7 for Y2 and above). It is about the same number as last year (44 last year ). It seems that the new “One Application” system did not have an impact on the Nominations Rights (NMR) campaign. The results of the Y1 Test showed 24 among 35 applicants passed the test. If anyone among the 24 applicants choose not to come to RC, the NMR fee (HKD50,000) will be forfeited. More NMR applications may come after the admissions results, especially because seats outside ESF Kindergartens and siblings will be rare.

### Capital expenditures

SH said we have budgeted the new public announcement system for 1.5 MHKD. It will be on standby as manpower is a concern and we are also waiting for the final figures (actual payment) from the NMR. For the new oil free chillers (PAC building) , possibility is to replace the old chillers by new oil free chillers instead of a new main switch. It has been budgeted for 4 MHKD. Finance department in RC will work on a tender with ESFC. It has been postponed to Dec 2019 tentatively and it is in the 2019/20 budget plan. The expenditures for Red Door flooding remains the same as last report: flooring costs HKD 708,000 and IT equipment costs 5.35 MHKD. Insurance should take up to

85% of these expenses, so the net cost for RCHK will be around 1 MHKD.

### Projects coming up:

#### **Canopy at the new Primary block extension(mentioned in last meeting):**

ESF is working on a proposal to build a proper glass rooftop above the void (could be up to 2.6MHKD as this is building work).

#### **Food Tech Room refurbishment:**

HB mentioned that students have shown great interest in cooking food. To include food into the Project Base Learning for students and develop their life skill, refurbishment for Food Tech Room has been planned. The project mainly includes upgrading the current kitchen with some new equipment and transforming the science Lab into a kitchen. South Island School has done similar refurbishment. SH and his team have made a visit. A 3MHKD budget is set aside for this project.

SH explained that the total inflow for Forecast in 2018/19 is 15.18 MHKD, with total outflow being 19.75 MHKD, resulting in -4.58 MHKD. However, with 8MHKD from NMR, we should have surplus to go ahead with this project.

AC confirmed with SH that early repayment of loan to ESF will be on hold. SH mentioned the interest rate for the repayment is around 3.6% for 19/20 and 4% for the year after.

### Others

Expenditures above HKD 100,000 were approved since last meeting includes:

- Filewave subscription renewal 02/19-01/20
- 2 Booster pumps for the SP heat pump
- MVAC (OFC+HPC) Maintenance 11/18-10/19
- 18/19 Yearbook @HK\$108 for 1,200 copies

HB announced that SH will take a sabbatical leave in May to the end of this school year. ASC will act up for his position and step in to attend the rest of meetings in this year.

EW asked if NMR is still HKD 400,000 for RC and any chance it will be increased. HB said it is unlikely NMR will be increased although NMR in other ESF schools is higher. Since "One Application" has just been launched, it will be better to observe for 2-3 years first.

### **Committee Reports**

No Committee report.

### **ESF School Council Report**

AH reported K-13 strategy will kick off in 2020, with year 1 students who start in 2022.

It involves a lot of planning. Belinda and himself have been engaging with Y6 & Y7 students and parents to collect their feedbacks. AH met up with some Y7 students in RC before the meeting, AH asked students to give one word to describe the transition from Y6 to Y7 at the end of the meeting. The students describe it as “tough”, “exciting”, “okay”, “challenging”, “abnormal”, “beautiful” and “more friends”. AH said senior management team will look closely to learn from RC, DC (Discovery Bay College) for lining up the 3 IB programmes curriculum. AH also mentioned Jockey Club Sarah Roe School is one of the three all-through schools in ESF. The experiences and challenges from the 3 all-through schools provide important ideas for the transition.

UK remains the higher percentage in terms of destinations for ESF students (2018) to go for Higher Education (41.1%), Hong Kong is 24.2%. AH is delighted to say we have added two partners to build up the Career-related Programme (CP) throughout Hong Kong: Hotel and Tourism Institute (HTI) and International Culinary Institute (ICI) for hospitality and BSD Academy for digital skills. AH and HB have visited Hong Kong Institute of Sport (HKSI) for the Secondary Phase Meeting earlier on the day, aiming to build up stronger relationship with them and searching for more opportunities to our students.

Students across all ESF schools are engaging to work towards sustainability. HB mentioned that 23 solar panels (2 students led the project) were installed on the roof in RC. We will have a ceremony for the opening on 21/Feb.

Bradbury School had an excellent CIS report after a team visit. ES Hillside International Kindergarten also had a successful IB PYP evaluation visit in November.

AH said there is a Compensation Policy Changes. All salary adjustment proposals need to pass through the HR department for consultation and approval. Policy that staff members cannot have more than one out-of-cycle adjustment within a calendar year remains in effect. AH confirmed with SH that he has received notice about the changes.

## **AOB**

HB mentioned a parent has donated HKD 300,000. The money was used for DP Centre refurbishment during the last summer break. Members will be taken down to see the room in the next meeting.

Pun Choi dinner will be hosted by RAPT on 1 March 2019.

EL mentioned time frame for alumni donation plan. HB said there is no plan yet as our first batch of graduates is in 2009 and there were only 100 of them. AH mentioned ESF is working on a new Alumni Platform Portal to communicate with and engaging our alumni.

## **Date of Next Meeting**

21<sup>st</sup> Mar 2019

(The meeting was adjourned at 5:30pm)