

**Minutes of 4<sup>th</sup> RCHK Council Meeting 2017 / 2018**  
**4 pm on Wednesday 21<sup>st</sup> March 2018**

**Present:**

|                          |                       |
|--------------------------|-----------------------|
| Chairman                 | Anne Choi (AC)        |
| Principal                | Harry Brown (HB)      |
| ESF Representative       | Kirsty de Wilde (KdW) |
| Community Representative | Rebecca Chan (RC)     |
| Parent Representative    | Yvonne Tse (YT)       |
| Parent Representative    | Eric Wong (EW)        |
| Parent Representative    | Jack Ng (JN)          |
| Staff Representative     | Sameera Ahmad (SA)    |
| Staff Representative     | Catherine Broome (CB) |
| Staff Representative     | Katherine Evans (KE)  |
| Secretary                | Lucia Lam (LL)        |

**Apologies:**

|                          |                  |
|--------------------------|------------------|
| Community Representative | Yat Kin Sin (YK) |
| Community Representative | Edward Tang (ET) |

**In attendance:**

|                      |                    |
|----------------------|--------------------|
| Business Manager     | Samuel Hureau (SH) |
| ESF Finance          | Ann Chan (ACh)     |
| HR & Finance Manager | Anney Chan         |

**1 Welcome**

AC welcomed everyone to the meeting.

**2 Minutes of Last Meeting**

The minutes were confirmed and approved.

**3 Matters Arising**

3.1 MYP 2015 results – HB had circulated by email KdW’s report on apparent discrepancy of 2015 data.

**4 Presentation of Draft Budget 2018 - 19**

ACh from ESF Centre presented the draft RC budget for 2018 – 19, which was based on discussions and recommendations from the Finance Committee which met on 14 March 2018.

The key parameters proposed for ESF Board’s approval were: 3.2% increase for teaching staff salaries, 4% increase for support staff salaries and 5.9% increase in school fees. Other enhancements include: 350,000 HKD for adjustment of EA scale, and 132,000 HKD for extending medical & dental insurance to 2<sup>nd</sup> dependent of support staff.

New initiatives include: one additional FE counsellor; placing two administrative staff salaries currently financed by the scholarship fund back into the general fund; one fewer EA in the Learning Enhancement Team; outsourcing traffic control staffing. (On the last item, HB indicated that the College would be appealing to ESF because of our dissatisfaction of the service quality).

As for income, ACh noted RC's healthy enrolment of 2086. She also provided the background and rationale for continuing to propose a transfer of \$2M from the scholarship fund to general income and explained particular lines of income and expenditure in the budget. The overall operating surplus for 2018 – 19 was projected to be around \$1.8M (0.6% of income) and the surplus after including capital items was \$13.4M (4.3% of income).

ACh then presented the 6 year budget plan, where increases of school fees and staff salaries from 2020 were projected to be 5% and 3.5% respectively. After 2021 the DOA would have been fully repaid.

HB explained the rationale for keeping fee increases to 5.9%, below an initial proposal of 6.2%.

Council agreed to recommend a 5.9% school fee increase to the ESF Board.

**5 Primary Block Extension update** – included in Principal's report

**6 Principal's Report**

HB spoke to his report previously circulated. He highlighted the following:

College-wide Student enrolment is 2086, very successful.

The college received the Specialist Centre rooftop Occupancy Permit from HKSAR Government on 1<sup>st</sup> March.

Activities in March – athletics carnival, VA exhibition, IBAP Conference, Walk for Change

Raw data on biannual survey just received – HB will present findings at next meeting.

Business Manager's report – SH spoke to his report previously circulated. He highlighted applications income and presented the final account for the Primary Block Extension.

He will respond at the next meeting to a question from KE about the purchase of 35 iPad Pros.

**7 Committee Reports**

Finance Committee met last week and its proceedings are covered by ACh in the budget presentation.

**8 ESF School Council Report**

KdW spoke to the latest report which was previously circulated. Good turnout for School Council training. The 50<sup>th</sup> Anniversary Fair was very successful and the ESF book is available for sale.

**9 AOB**

None

**10 Date of Next Meeting** - 31 May 2018

The meeting was adjourned at 5:30 pm