

Minutes of 4th RCHK Council Meeting (Zoom) 2020 / 2021

4 pm on Thursday 13th May 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	Sarah Vandre (SV)
Staff Representative	Sinita Pandya (SP)
Secretary	Alice Har (ALH)

Absent with Apologies:

Staff Representative	Tracy Wnek (TW)
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In attendance:

Business Manager	Samuel Hureau (SH)
Vice Principal - Secondary	Geoff Wheeler (GW)
Vice Principal - Primary	Stephanie Howdle-Lang (SHL)
Senior Executive - Financial Control	Ann Chan (AC)

1. Welcome and Introduction

1.1 CC welcomed everyone and introduced Sinita Pandya, the new staff representative.

1.2 CC invited GW and SHL to present “Safeguarding at RCHK”.

1.3 SHL and GW presented “Safeguarding at RCHK” with a Power Point.

1.3.1 Safeguarding and child protection are two concepts that all those who are involved in education are familiar with. While related, safeguarding and child protection are slightly different.

1.3.2 Safeguarding is the broad, overarching concept that RC ensures that the children under our care are safe from harm to the extent that we are able. Child Protection is more specifically about responding to a situation or incident - and has a number of key procedures and measures.

1.3.3 ESF has a Child Protection and Safeguarding Policy which goes into detail about the roles, responsibilities and procedures related to child protection.

1.3.4 Within the ESF Child Protection and Safeguarding Policy, the expectation is outlined that all members of the community have the responsibility to have a good working understanding of child protection procedures. This presentation and meeting is intended to support the Council to understand what and how do all staff has been supporting safeguarding and child protection at RCHK.

1.3.5 Safeguarding means actively creating a safety net so that anyone can support students who need help, and know where to go.

1.3.6 SHL used this diagram to elucidate all the different aspects of school life that fall under safeguarding.



1.3.7 RC consider any young person in our care when we are thinking about safeguarding and child protection. This may include those over the age of 18.

1.3.8 The Safeguarding Leads are SHL and GW. Child Protection Officers are SHL, GW, HB, HOP (Jamie) and HOS (Natasha). These people are ready to work with our school social workers and with external agencies such as the Family Child Protection Services Unit (FCPSU) and even the police if needed.

1.3.9 Child protection refers to the specific actions Child Protection Officers undertake when a child has shared information about something that is acting as a threat to their wellbeing.

1.3.10 This year, ESF has invested in a suite of training materials through a company called TES/ Educare. One of these courses is an intensive, five modules training programme entitled “Child Protection for International Schools”. All those who have direct contact with children will undertake this course – current staff are completing it as a refresher. New staff will complete at the start of the year and then be given further training by GW and SHL to support an understanding of the specific context.

1.3.11 Over the past few years, curriculum has been revised and updated related to wellbeing and including to a comprehensive Relationships and Sexuality Education component. The learning and teaching in this area includes teaching children strategies to talk to an adult when something happens that they are uncomfortable with. We ensure that children know and use the scientific names for the parts of their body, understand the difference between safe and unsafe, wanted and unwanted touch and, as they get older, help them to learn about consent. This has been an approach that has been adopted and developed across ESF.

1.3.12 Teachers, EAs and children in the school community are well-informed about child protection. This included contractors who work with students in school.

1.3.13 GW and SHL plan to meet with parents to give them more information. The curriculum side of this work has been talked with parents. Next step will be online safety, bullying and peer-on-peer abuse.

1.4 HB explained the budget presentation is a bit later than usual as there was no salary increment in the year and the council meeting in March was cancelled.

1.4.1 AC presented the drafted 2021-22 RCHK Budget Presentation with some Power Point slides. It included:

- 2021-22 Budget Parameters
 - ⇒ Zero fee increase & zero salary increment
 - ⇒ Non-staffing operating expenses: 0% CPI adjustment
- Income (reduction of fee, rental and interest income)
- Expenditures – Staffing
 - ⇒ Additional 0.5 FTE teacher for modern languages (covered by new hires in lower scale and P/T positions)
 - ⇒ \$2.4m for cost of teaching staff annual set-up (school has found savings in other operating expenditures to meet this increase with budget. AC presented this with all figures in a table)
 - ⇒ \$2.0m for additional staff children on education allowances
- Figures for “forecast & budget 20/21” & “budget 21/22” (AC presented this with a table)

1.4.2 The budget plan (2021-22) was approved by the council.

2 Minutes of the last meeting

2.1 Confirmed.

3. Matters arising

3.1 None.

4. Principal’s Report

4.1 HB presented the Principal Report. He highlighted EDB no longer required school staff to undergo bi-weekly Covid test and students could come back for full-day classes in

international schools on 24 May. Subsequently, EDB gave approval for RCHK to have full-day classes resumption for the whole school starting from 31 May 2021. For social distancing reason, no lunch would be served. Students would bring packed lunch by themselves.

4.2 School activities:

- Year 13 graduation (27 May): Graduates were in the PAC; parents were in the Secondary Gym. All participants were appropriately masked and social distanced. There was live stream for viewing.
- Year 6 Celebration: The celebration was spread over three school days to comply with social distancing requirements – 11, 14, 15, June.
- Year 11 graduation (17 June): Same set-up as with the Y13 graduation.

4.3 Update on the school development plan:

- The RCHK College-wide Strategic Plan, approved by the College Council in 2020, was rolled out in April. There was currently a sprint on “Lit Learning” that involved research in transforming learning, curating progress, and stimulating thinking which involves both Primary and Secondary colleagues.
- The ESF internal audit of RCHK was completed in March. This was the first extensive audit by ESF on the processes and procedures at RCHK since October 2014. HB & SH met with the auditing team to review the draft report which would be finalized and presented to the Council in September.

5. Business Manager’s Report

5.1 SH presented the P&L report as of 31/03/202.

5.1.1 Incomes:

- Tuition fee incomes are below the forecast for two reasons. 1) Attrition rate is a little higher than usual. 2) 45% fee remission from October with a net cost of \$11,846,812 compensated partially by HKSAR government.
- Rental incomes have collapsed, it would be increased as renting was happening again since early March (not reflected yet in this report)
- Interest incomes are very low

5.1.2 Expenditures:

- Staff salaries are showing a huge savings
 - ⇒ HKSAR government subvention of 6,154,935 HKD
 - ⇒ Savings on 1,513,000 HKD even with the cost of step increase for teachers. Savings mainly from supply costs and outsourced staff.
- The deficit in other allowances is due to the Education allowance
- Major savings in office expenses, teaching materials and utilities due to the COVID lockdown
- Savings also on finances charges as the interest rate charged by ESF have been lowered (and also early repayment last year of the principal)

- School will probably have an operational deficit this year but not as important as we could have thought (hopefully less than 1 MHKD). So no other savings might be necessary nor a use of our budling levy or NMR into the P&L.

5.2 Budget 2021/22

- 5.2.1 College Council Finance Sub-committee meeting was not held at ESFC this year as a Foundation wide decision was made on the following:
 - ⇒ No tuition fee increase
 - ⇒ No Salary increase (but still step increase for teachers)
- 5.2.2 Budget done on 2,074 students (compared to 2,080 students the previous years)
- 5.2.3 Decrease on the rental incomes to be conservative
- 5.2.4 Small increase in salaries because of step increases
- 5.2.5 Decrease of interest expenses paid to ESFC for the new building loan
- 5.2.6 Decrease of the Management fee paid to ESF
- 5.2.7 Operating surplus should be 4,2 MHKD

5.3 NMR updates:

- 5.3.1 SH presented the update NMR numbers – HKD 11,100,000 as of the meeting day

5.4 School trips EOTC: Waiver for College Council signature above HKD 200,000

- 5.4.1 New ESF policy bringing the tender threshold to HKD200,000. Expenses more than this has to be approved by the school Council Chair. The same delegation for EOTC expenses is asked for the next 3 years as these expenses are recurrent.

5.5 School trips – Secondary EOTC: Waiver for tender

- 5.5.1 Three years ago, the College Council agreed to waive the normal tendering process for the EOTC until 2021 and to continue our collaboration with APA (Asia Pacific Adventure)
- 5.5.2 Waiver to the normal tendering process is asked for the three coming years (2021/2022, 2022/2023 and 2023/2024) for APA for the Y7 and Y8 EOTC camps. Rationale:
 - ⇒ No camps in 2020/2021 and just half of them in 2019/2020
 - ⇒ Long-term relationship with RCHK camps leaders
 - ⇒ Repeated quality service
 - ⇒ Tailor-made service for RCHK
 - ⇒ Mutual trust
 - ⇒ Flexibility and experience

- 5.6 Extension of contracts without tender because of the COVID-19 situation:
- Extension of contracts by one year without a tender process in order to maintain the same price (also a recommendation from EdB to support the industry) Companies as below:
 - BAGUIO (day shift cleaning team)
 - FREEMAX (night shift cleaning team)
 - FORCEGUARD (Security)
 - NGAI HOI (lifeguards)
 - YUE FUNG (A/C)

5.7 LIST OF EXTERNAL USERS 2020/2021

- 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) *15% off as few players
- HONOR SPORT (Badminton) *10% off as few players
- DREAM SPORTS ACADEMY (Basketball) *10% off as historical partner
- HONG KONG STAR BASKETBALL TRAINING LIMITED (Basketball)
- HONG KONG YOUTH SOCCER ACADEMY (Football)
- ASIA PACIFIC SOCCER (Football)
- ARSENAL SOCCER SCHOOL (Football)
- Victory Volleyball (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 TAEKWONDO (Taekwondo)
- BABEL FILMING – China windwall (Filming)
- 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)
- UTAH LEE (yoga/fitness for staff only)
- HONG KONG CHURCH OF CHRIST (Sunday mass)
- Hong Kong Girl Guides Association 415NT Brownies (Scouts)
- All Black football (football) * free as endorsed by UNICEF

5.8 Council approved the below proposed items:

- 1) HB is delegated to sign all EOTC trips expenses above 200,000 HKD for the next three years.
- 2) Waiver for tender for Secondary EOTC provider for the next three years (Asia Pacific Adventure).
- 3) Extension of contracts without tender (because of Covid) for 5 major suppliers (Baguio, Freemax, Forcegaurd, Ngai Hoi, Yue Fung) in exchange of price freeze

5.9 SH present the List of External Users 20/21, total number is 32. **All Black Football** is free of charge as it was endorsed by UNICEF.

5.10 Capital Expenditures update:

- Toilets refurbishment (1st phase - Upgrade of Y1 and Y2 toilets): Budget is 3MHKD. The tender was completed and awarded to Hon Fung for HKD1,450,650. School is considering doing the Secondary 1/F toilets together in this summer. Total cost would be 2.5MHKD.
- Central playground flooring : Budget is 1.2 MHKD. It includes relocation of the central lights poles. The cost will be taken from the general CAPEX.

5.11 SH presented the list of expenses above 200,000HKD which has been approved since last council.

6. Committee Reports

6.1 None

7. ESF School Council report

7.1 CBDC presented the School Council- CEO update (April 2021)

8. AOB

8.1 CC thanked SV for her contribution to the council as she would leave RC at the end of the school year.

8.2 CC announced that SP would serve in Finance sub-committee.

8.2.1 Staffing: Tracy Wnek (staff), Audrey Mah (parent), Rebecca Chan (community), Sarah Vandre (staff)

8.2.2 Finance: Edward Tang (community) , Edward Lavish (parent), Mehul Tanna (parent), Gideon Ho (community), Sinita Pandya (staff)

8.3 School Council Self- Evaluation 2020/21

8.3.1 HB presented the evaluation result and addressed members' suggestions.

8.3.2 CC mentioned face-to-face communications between staff team and council member should be enhanced when COVID restrictions is eased.

9. Dates of meeting in 2021/22

1. 02/09/2021 (Thurs) - 4pm
2. 10/11/2021 (Wed) - 4pm
3. 12/01/2022 (Wed) - 4pm
4. 22/03/2022 (Tue) - 4pm
5. 02/06/2022 (Thurs) - 4pm

(The meeting was adjourned at 6:45pm)