

## Minutes of 5th RCHK Council Meeting 2022/ 2023

4 pm on Thursday 8<sup>th</sup> June 2023

### Present:

|                                |                    |
|--------------------------------|--------------------|
| Chairman                       | Lisa Lau (LL)      |
| Principal (ex-officio)         | Harry Brown (HB)   |
| CEO's nominated representative | Vivian Cheung (VC) |
| Community Representative       | Gideon Ho (GH)     |
| Community Representative       | Peter Pang (PP)    |
| Parent Representative          | Irene Wang (IW)    |
| Parent Representative          | Mehul Tanna (MT)   |
| Staff Representative           | Anney Chan (ASC)   |
| Staff Representative           | Sinita Pandya (SP) |
| Staff Representative           | Katie Stears (KS)  |
| Secretary                      | Alice Har (ALH)    |

### Absent with Apologies:

|                          |                  |
|--------------------------|------------------|
| CEO (ex-officio)         | Belinda Greer    |
| Parent Representative    | Jerry Siu (JS)   |
| Community Representative | Edward Tang (ET) |

### In attendance:

|                         |                    |
|-------------------------|--------------------|
| Business Manager        | Samuel Hureau (SH) |
| Head of Secondary       | Geoff Wheeler (GW) |
| CAS Coordinator (22/23) | Ben Walker (BW)    |
| CAS Coordinator (23/24) | Jeremy Chiang (JC) |
| EOTC Coordinator        | Ray Chang (RC)     |

## 1. Welcome and Introduction

1.1 LL welcomed all participants. HB introduced GW, the new Head of Secondary.

## 2. EOTC/CAS Presentation

2.1 EOTC introduction (GW)

- RCHK's 3rd Bedrock Principle
- Emb@RC (Exploration, Motivation, Boundless @ Renaissance College)
- Emb@RC Week - November 13th-17th 2023
- Learning through any programs or organized activities that are not classroom-based, including Y11 work experience, field trips, CAS in DP, SA in MYP, after-school activities, Black Kites, REAL, and Virtual Reality)

2.1.1 Activities introductions (EOTC coordinator- RC)

- The first opportunity for younger students to camp overnight. Continued partnerships with the NGOs – YMCA (Y7), HKPA (Y8), HKAYP (Y9) and PLK (Y10)

- Y10 overseas - partnership with International Schools Surf Camp (ISSC) in Bali. ISSC provides both service learning and outdoor adventure expeditions.

#### 2.1.2 CAS presentation included (CAS coordinator – BW)

- CAS experiences (Purpose of Year 12 emb@RC week),
- 3 vendors info (Bali: Eco field trips, Siem Reap: Indago, Malaysia: World Volunteer)
- Website info
- Final perspective (Q&A)

### 3. Confirmation of minutes of the last meeting

3.1 The minutes were confirmed and approved without amendment.

### 4. Matter arising

4.1 None

### 5. Principal's Report (HB)

5.1 Number on roll: 986 students in the Primary School and 1091 students in the Secondary School, a total of 2077 students College-wide.

5.2 Staffing:

- Geoff Wheeler has been selected as the new Head of Secondary at RCHK following Natasha Williams' appointment as the Head of Education: Quality Improvement at the ESF Centre. Geoff's former post, Vice Principal for Wellbeing in the Secondary School, is now being advertised with a recommendation expected this month.
- Dr. Jamie Schmitz has been appointed as the new Principal of ESF Beacon Hill School which creates an opening for a Head of Primary at RCHK. That post is also currently being advertised with a recommendation later this month.

5.3 Premises Issues :

There are multiple projects lined up for "Summer Works" which are included in the Business Manager's report.

5.4 School/Parent/ Community Activities (Jun):

Black Kite Athletes Awards Ceremony, Trashion Show, Year 6 Celebration, and Year 11 Graduation.

5.5 Update on the school development plan:

Preparation for the IB Five-Year Review is still in progress with an update and follow-through at the first College Council meeting on 23/24.

## 6 Business Manager's Report (SH)

### 6.1 P&L Report as of 30/04/2023(first document)

#### 6.1.1 Incomes:

- Tuition fee incomes are in line with the budgeted forecast (2,077 students as of today - budget was based on 2,084 students with an attrition rate of 0.5%)
- Significant improvement of the rental incomes as we start to get the benefits of lifting of the Covid restrictions)
- Interest incomes are rocketing

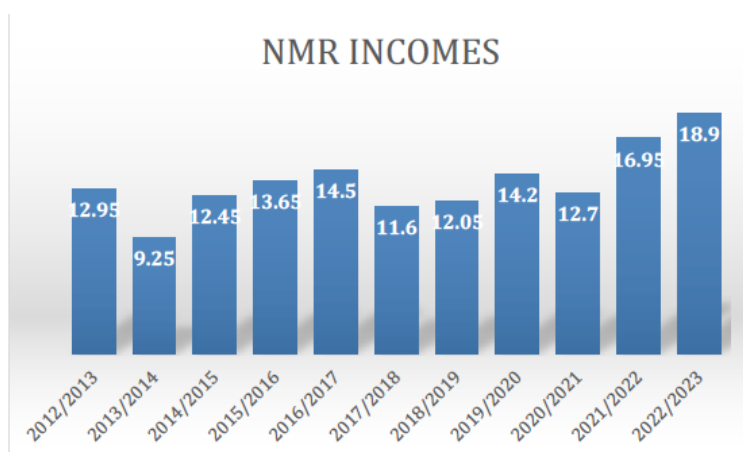
#### 6.1.2 Expenditures:

- Staff expenditures are well contained. The teaching staff salary deficit is compensated by Interco. incomes and is related to three interims of RCHK staff within ESF.
- Most of the other expenses are in line with the budget
- 3 budget lines are under monitoring:
  - Finance charges (increase of the interest rate for the ESF loan, PayPal fee...)
  - Utilities (electricity)
  - Increase of the Maintenances expenses during the second half of the year

#### 6.1.3 Interim Result

- Surplus of 4.9 MHKD as of April 2023 but around 2 MHKD works are scheduled this summer. Also, presumably, there will be an adjustment of around 1 MHKD in staff medical (as per the budget forecast)
- The interim result is realistically around 1.9 MHKD (607,000 forecasted in the budget)

#### 6.1.4 NMR update



- 2022/2023: 62 applications (47 full payments): 18,90 MHKD  
  > 5 pending applications
- This is the best NMR campaign since the program was created

6.1.5 School camps & trips (EOTC/CAS): Waiver for college council signature above HKD200,000 - Reminder

- College Council has given to the principal the delegation to sign the expenses above 200,000 HKD for \*EOTC and \*CAS trips until 2023/2024 (see minutes of Council Meeting held on 13/05/2021)

\*EOTC = Education Outside the Classroom -Y4 to Y10

\*CAS = Community Action and Service– Y12

6.1.6 Primary school trips (EOTC: Y4-Y6): Waiver for Tender

- In 2018 OCEANIC won the tender for Primary EOTC trips for 19/20, 20/21, and 21/22. As camp activities were highly disrupted, an extension for 22/23 was granted by the College Council during the meeting held in January 2021
- A waiver for tender is asked for 2023/2024 for the following reasons:
  - › No real overnight camps have been organized with Oceanic since 2019
  - › No tender was organized in early 2022/2023 because of COVID uncertainty
  - › Oceanic is a reliable and resilient which has been working with RCHK for a decade
  - › A new tender will be organized in October 2023

6.1.7 Secondary Local School Trips (EOTC- Y7 to Y10): Waiver for Tender

Following the College Council chairman's approval in June 2022, no tender was done for 2022/2023 but we worked with NGOs as they were offering good service and between 80% to 100% refund in case of cancellation because of Covid-19.

A waiver for tender is submitted again for 2023/2024 with the same NGOs:

Year 7 - YMCA

Year 8 - HKPA (Hong Kong Playground Association)

Year 9 - HKAYP (Hong Kong Award for Young People)

Year 10 - PLK (Po Leung Kuk Jockey Club Tai Tong Holidays Camps)

6.1.8 Secondary Overseas Trips (EOTC and CAS): Waiver for Tender

- First overseas trips organized since November 2019
- Additional waivers are asked for the following four suppliers:

I. International Surf School Camp (ISSC) -Y10 for around 60 students

- Trip comparison was done with 3 other companies (EcoFieldtrip, Indago Travelbound) and ISSC has offered the best trip program
- ISSC used to run a program for RCHK
- Known provider in ESF (IS) and other international schools (Harrow, GSIS, KIS, FIS, HKIS)

II. Ecofieldtrips for Bali - Y12 – CAS – between 20 and 30 students

- Trip comparison was done with 3 other companies (GVI, Indago and Adventure Indonesia) and Ecofieldtrips has offered the best trip program
- ECOFIELDTRIP was selected in 2020 by RCHK but the trip didn't happen
- Known provider in ESF (KGV, IS SIS, WIS) and other international schools (Creative School, GSIS, Singapore International School, VSA)

- III. World volunteers for Malaysia - Y12 – CAS – between 20 and 30 students
  - Trip comparison was done with 2 other companies (Ecofieldtrips and Wide Eyes Tour and Travel) and World Volunteers has offered the best trip program
  - Known provider in ESF (Shatin College, IS, WIS..) and other international schools (Harrow, Saint Paul co-educational college, GSIS...)
- IV. Indago for Cambodia – Y12 – CAS – between 20 and 30 students
  - Trip comparison was done with 2 other companies (Infuse Travel and Wide Eyes Tour and Travel) and Indago has offered the best trip program
  - Known provider in ESF (Shatin College, IS, WIS..) and other international schools (Harrow, Saint Paul co-educational college, GSIS...)
  - INDAGO got a waiver for tender from the College Council back in 2020 but the trip didn't happen.

6.1.9 All the above waivers of tender for EOTC and CAS trips (6.1.6 to 6.1.8) is approved by the school council at the meeting.

6.2 Capital Expenditures (funded by Nomination Rights and Building levy):

- 1) Swimming pool sound baffles / acoustic ceiling (Christmas 2022) - DONE  
- Final figure: 1,087,000 HKD
- 2) Oil-Free Chillers - DONE  
- Final figure: 5.263 MHKD
- 3) Toilets refurbishment (3rd phase) – Complete in Summer 2023  
- Toilets Secondary building 4, 5 and 6/F and cafeteria G/F and 1/F  
- Consultancy awarded to Fruit and Design for 550,000 HKD  
- Works awarded to Hon Fung company for 7,850,558 HKD  
(Agreement was given by email by the School Council on the 6th of May 2023)

6.3 List of expenditures above 200,000 HKD since the last council meeting

- Multi-Purpose pitch protective padding: 200,000 HKD awarded to Standard Sporting Goods company (after tender) - Agreement given by email by Council's chairwoman on the 16th of May 2023
- Library furniture: 380,000 HKD awarded to Furnware and 59,800 awarded to Steelcase (after tender) - Agreement given by email by the School Council on the 18th of May 2023

6.4 New Items

- **ManageBac software:** 205,000 HKD. No tender is necessary as ManageBac is the software used by RCHK and some ESF schools to manage CAS, Service and Action, and Extended Essay
- **35 iPads for Secondary V.A. dept:** 342,230 HKD. No tender is necessary as Senco is the supplier appointed by ESF
- **New furniture for 5/F offices and one Secondary hub:** 383,445 granted to T&S office furniture after a tender process
- **Carpet removal works at the library and renovation works at Admin Office in 5/F:** 615,460 HKD granted to Hon Fung after a tender process

- **Social Workers agreements for 2023/2024 (two part-time staff):** 705,000 HKD granted to Cindy Latour and Joyce Chan

6.5 The council approved all the items in 6.3 and 6.4

## 7 **Committee Reports**

None

## 8. **ESF School Council Report (VC)**

8.1 VC updated:

- Stakeholder Survey: It was completed last month. The results were positive across all three groups ( staff, students, and parents). In terms of findings across the schools, there is not a huge change from the last survey. ESF will look into the survey methodology for the future to make it more robust.
- Recruitment: YTD teacher attrition is 7.46% (lower than pre-COVID) with 15 spots to be filled by August. The support staff attrition rate is 21%, which continues to be high and a challenge. IT job market is very hot and difficult to recruit. ESF will announce the new Director of Education when the result is finalized.
- EMT/VP forum: This can bring staff together, share their knowledge, and come up with new ideas to bring benefit to students. Executive Leadership Committee is well established and made up of principals, heads of schools, and the SMT. It also added the Extended Management Team and VP forum.
- Admission update: Primary and secondary enrolment is 99.99% to target, and Kindergarten enrolment is 98.1% to target.
- AI ChatGPT: ESF looking into ways of engaging with schools in a positive way. ESF facilitated a series of workshops in schools, offering academic professional development, engaged leading world researchers in the field to inform our thinking, and strengthened peer-to-peer network of support.

## 8. **AOB**

ALH is collecting the school council self-evaluation forms from the council members. The council will discuss the results at the next meeting.

## 9. **Date of Next meeting**

The next meeting scheduled on 5 October,2023

(Meeting adjourned at 5:30 p.m.)