

## Minutes of 1st RCHK Council Meeting (hybrid) 2022/ 2023

4 pm on Thursday 29<sup>th</sup> September 2022

### Present:

Chairman	Lisa Lau (LL)
Principal (ex-officio)	Harry Brown (HB)
CEO's nominated representative	Charles Caldwell (CBDC)
Community Representative	Edward Tang (ET)
Community Representative	Gideon Ho (GH)
Parent Representative	Audrey Mah (AM)
Staff Representative	Tracy Wnek (TW)
Staff Representative	Anney Chan (ASC)
Staff Representative	Sinita Pandya (SP)
Secretary	Alice Har (ALH)

### Absent with Apologies:

CEO (ex-officio)	Belinda Greer
Parent Representative	Mehul Tanna (MT)
Parent Representative	Irene Wang (IW)

### In attendance:

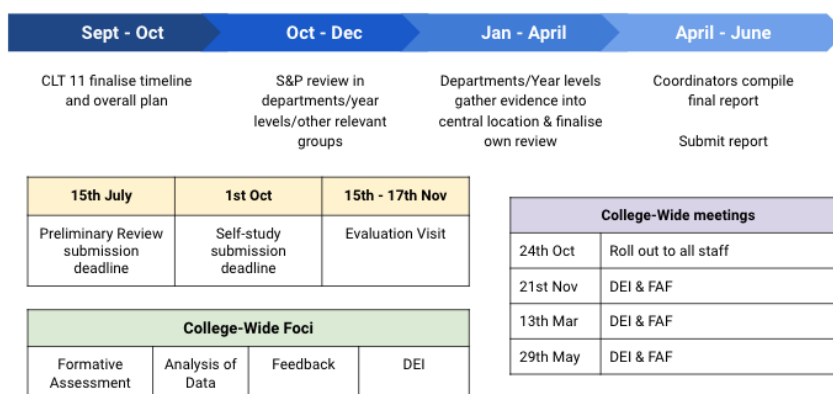
Director- Strategic Performance and Quality Assurance	Alan Milliken (AM)
Community Rep (effective from 17 <sup>th</sup> Oct 2022)	Peter Pang (PP)
Business Manager	Samuel Hureau (SH)
Acting Head Of Secondary	Geoff Wheeler (GW)
Acting Head Of Primary	Jason Doucette (JD)

## 1. Welcome and Introduction

- 1.1 LL welcomed all council members and introduced herself. LL is the successor of the previous chairman Dr Cheuk.
- 1.2 Presentation: IB Five-Year Studies ( JD)

JD and GW introduced the timeline and explained the process for IB evaluation 2023 with the PPT showing below. JD mentioned the school council will be involved in this college-wide project. There will be some “homework” for council members in between sessions. This is a long term project supported by IB. IB will review the school's process and provide reports to school.

## IB Evaluation 2023 - Potential Timeline



## 2. Confirmation of minutes of last meeting

2.1 The minutes were confirmed and approved without amendment.

## 3. Matter arising (CBDC)

3.1 Principal Contract Renewal (2023-2025)

HB and SH left the meeting room while this was discussed . AM explained HB’s PRD and strongly recommended HB’s contract renewal. All council members who were in present supported and agreed the renewal.

3.2 CBDC answered the question regarding RAT test kits raised by MT during last meeting. He confirmed that ESL schools have to pay the RAT test kits. It is because of the agreement with Government regarding the subvention. ESF will be able to revisit the costing modelling for ESL schools 6 years later when the subvention period completes.

SH asked since ESF primary schools are not subvented by the government anymore, will ESF consider to pay for half of the total cost of the test kits. CBDC confirmed school needs to pay for all test kits as the reason mentioned above.

## 4. Principal’s Report (HB)

4.1 992 in the Primary School and 1081 in the Secondary School = **2073** students College-wide.

4.2 School year 2022-23 opened with more new teachers to the school than in the past but all have settled in at the College and working well with students and colleagues.

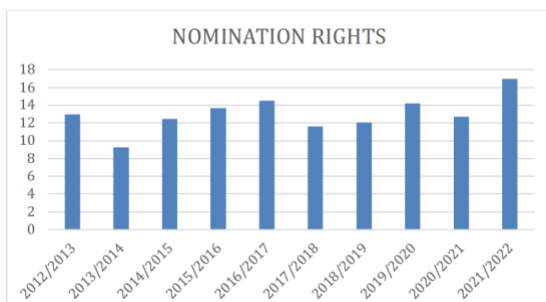
4.3 ESF has renewed the Early Resignation Incentive Scheme which offers teachers a \$10,000 HKD bonus if they know they are leaving this academic year but tender their resignation before 30 September as opposed to the contractual deadline of 16 December 22. We have three teachers so far (one in Primary; two in Secondary) who have taken this offer which gives us the opportunity to recruit their successors sooner.

- 4.4 CBDC mentioned that a survey was sent to each teacher who has resigned on and before 30 September. 1/3 of teachers said they thought about leaving less than 6 months and 2/3 of them thought about it more than 6 months. 40% of leavers thought about leaving between 6 to 12 months.
- 4.5 The Search Associates international teacher recruitment job fairs have returned to in-person events. HB annually attended three of the 15 job fairs hosted by Search Associates prior to the pandemic. The specific fairs were selected for their size, Bangkok and London for example, as well as San Francisco or Toronto/Vancouver to have an ESF/RCHK presence in the North American market. In addition, we hosted RCHK Alumni Reunion in London while HB was there for all those studying and working in an around the area. HB plans to discuss returning to the overseas recruitment plan with the leadership at ESF now that quarantine and travel restrictions have been eliminated. HB asked council's approval for him to attend the three job fairs in Bangkok, London and San Francisco provided ESF/HR authorizes overseas travel. Council supported the requests. (Post meeting: ESF made decision not to forward with Search Associate Fairs in January next year)
- 4.6 The summer works projects, both minor (painting, repairs) and major (additional bathroom upgrades in Primary and Secondary), were completed to our satisfaction and on time with only one exception – the G/F Primary Gym restrooms and changing rooms which required more work than previously anticipated. We expect to have them completely after midterm break.

## **5 Business Manager's Report (SH)**

- 5.1 Final accounts 2021/2022
- Accounts were closed on the 31st of August 2022
  - ESF and RCHK Accounting departments are working on the final figures currently
  - Final accounts will be given at the next College Council meeting in November
  - A slight surplus is forecasted
- 5.2 Budget 2022/2023
- Today's enrollment is 2.073 students (budget was based on forecast of 2.084 students). Admissions is still interviewing to get more Secondary students in the coming weeks
  - 3% salary increase for teachers and 3.5% support staff
  - 2.8% tuition fee increase in Primary and 1.8% tuition fee increase in Secondary
  - An operating surplus of 600,000 HKD was budgeted
  - Expenses will be carefully monitored
- 5.3 Nomination Rights
- 2012/2013: 62 applications (32 full payments): 12.95 MHKD
  - 2013/2014: 59 applications (24 full payments): 9.25 MHKD
  - 2014/2015: 72 applications (26 full payments): 12.45 MHKD
  - 2015/2016: 83 applications (33 full payments): 13.65 MHKD
  - 2016/2017: 85 applications (35 full payments): 14.50 MHKD
  - 2017/2018: 65 applications (27 full payments): 11.60 MHKD
  - 2018/2019: 55 applications (30 full payments): 12.05 MHKD
  - 2019/2020: 65 applications (35 full payments): 14.20 MHKD
  - 2020/2021: 57 applications (31 full payments): 12.70MHKD

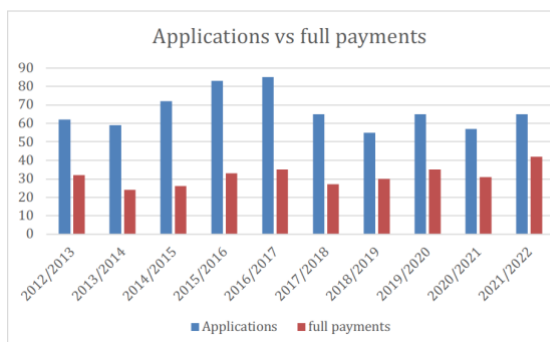
- 2021/2022: 65 applications (42 full payments):16.95 MHKD



## 5.4 Applications

2021/2022: 65 applications have been received

- 42 have been paid in full
- have withdrawn or declined (50,000 HKD is kept)
- 11 were unaccepted and refunded
- still under review



- 2022/2023 enrollment campaign has started for August 2023 and 11 NMR applications have been received as of to date.
- 198 Y1 general and ESF Kindergartens applicants have been received against 203 last year at the same time.

## 5.5 Non-refundable Building Levy

- 2012/2013: 12.04 MHKD
- 2013/2014: 12.07 MHKD
- 2014/2015: 11.07 MHKD
- 2015/2016: 10.68 MHKD
- 2016/2017: 10.77 MHKD
- 2017/2018: 10.69 MHKD
- 2018/2019: 10.855 MHKD
- 2019/2020: 10.107 MHKD
- 2020/2021: 13.599 MHKD
- 2021/2022: 14.010 MHKD

This substantial figure is linked to a high attrition rate

## **5.6 Capital expenditures:**

### **5.6.1 Toilets refurbishment (2<sup>nd</sup> phase – summer 2022)**

- Upgrade of 2/F and 3/F floor of Primary and Secondary toilets
- Upgrade of Primary gym toilets
- Budget: 8,377,058 HKD
  - › Consultancy fee: 260,000 HKD (AMPLE SURVEYOR SERVICES LTD)
  - › Building works #1: 2,887,398 HKD (NEW PROGRESS)
  - › Contingency: 300,000 HKD (NEW PROGRESS)
  - › Building works #2: 4,929,660 HKD (HON FUNG)

(7.8 MHKD were approved at the June College Council and an additional 537,000 HKD by the College Council's chairman, Dr Cheuk on the 15<sup>th</sup> of June 2022)

### **5.6.2 Swimming pool sound baffles / acoustic ceiling (Christmas 2022)**

- Replacement of the current sound baffles
- Budget: 1.2 MHKD
- Contract awarded to SUNHING for 1,031,000 HKD

### **5.6.3 Oil Free Chillers (Christmas 2022)**

- Change of PAC chillers (15 years old)
- Project led by ESF FDD
- Budget update after tender: 5.263 MHKD (instead of 5 MHKD)
  - › Building works: 4,530,000 HKD (Jardines Engineering Corporation – JEC)
  - › 10% contingency
  - › Consultancy fee: 280,000 HKD (Egis M&E Ltd)

## **5.7 EOTC SECONDARY CAMPS – WAIVER FOR TENDER**

(for memory the College Council has given to the Principal the delegation to sign expenses above 200,000 HKD for EOTC trips until 2023/2024 – see minutes of Council held on 13/05/2021)

5.7.1 These are the first EOTC camps since 2019 (and day camps only).

5.7.2 Following College Council chairman's approval in June 2022, no tender was done but NGOs were contacted directly as they were offering good service and between 80% to 100% refund in case of cancellation because of Covid-19.

5.7.3 No deposit payments are necessary before October, but we needed to commit with them before summer as many schools were looking to do local camps this year.

5.7.4 Council approved for waiver of the tender for Secondary EOTC trips.

## **6. Committee Reports**

6.1 None

## **7. ESF School Council Report (CBDC)**

- 7.1 Across ESF, student Covid vaccination rate (with a different number of shots) is 81%. The goal is to reach 90% by 1<sup>st</sup> November.
- 7.2 Parent elections are in progress for the ESF Board. More details can be found on the ESF website.
- 7.3 The number of central applications is strong. Student enrolment numbers across ESF are continually on budget.
- 7.4 Attrition rate for the current year is 2.5%. After studying the last 5 years data, resignation dates are moving earlier in the school year. Therefore, the teacher's resignation deadline will change in the contract to 30<sup>th</sup> September.(Post meeting: ESF HR Newsletter was issued on 15 Nov 2022 to inform teaching staff of changes being made to ESF's resignation dates effective August 2023)

## **8. AOB**

- 8.1 RCHK School Council Self- Evaluation (21-22)  
The council self-evaluation form was sent to each council member, feedback will be discussed in the next council meeting.
- 8.2 TW will leave RCHK in December. She will be able to sit one more council meeting before her departure. Teacher election will take place for her replacement later.

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

24 Nov 2022

(Meeting adjourned at 5:31p.m.)