

**Minutes of 2<sup>nd</sup> RCHK Council Meeting 2017 / 2018**  
**4 pm on Wednesday 29<sup>th</sup> November 2017**

**Present:**

Chairman	Anne Choi (AC)
Principal	Harry Brown (HB)
ESF Representative	Kirsty de Wilde (KdW)
Community Representative	Yat Kin Sin (YK)
Community Representative	Rebecca Chan (RC)
Community Representative	Edward Tang (ET)
Parent Representative	Yvonne Tse (YT)
Parent Representative	Jack Ng (JN)
Staff Representative	Catherine Broome (CB)
Staff Representative	Sameera Ahmad (SA)
Staff Representative	Katherine Evans (KE)

**Apologies:**

Parent Representative	Eric Wong (EW)
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**In attendance:**

Business Manager	Samuel Hureau (SH)
Secretary	Lucia Lam (LL)

**1 Welcome**

AC welcomed everyone, including new members, who each introduced themselves. HB explained the composition of the Council.

**2 Minutes of Last Meeting**

The minutes were confirmed and approved.

**3 Matters Arising**

None

**4 Primary Block Extension Update**

Update covered in Principal's Report.

**5 Principal's Report**

HB spoke to his report previously circulated.

Enrolment numbers – the College has reached full enrolment with 2098 students.

HB publicized the RCHK annual College Fair and this year's musical production and encouraged everyone to attend.

5.1 MYP report - HB spoke to the ESF 5 year report on the College's MYP results from 2012 – 2017. He outlined the MYP, which is taken over 5 years by RCHK students.

Students take 8 subjects and complete a Personal Project (PP) in their final year, with a maximum score of 63 points (maximum of 7 points for each subject & PP). All subject grades are internally moderated but the PP is externally moderated by the IB. The College's MYP has been an excellent preparation and a good predictor for the IBDP and RCHK scores have consistently been well above the world average. The discrepancy in 2015 figures was linked to some change to the IB's MYP assessment framework, which KdW would look into and report on next time. HB concluded that MYP and IBDP scores in themselves are less significant compared to the College's track record of helping students to enter university.

5.2 Staffing – HB explained for new Council members that ESF had introduced a \$10k bonus for teachers who resign by 29/9. To date the College has had 14 resignations.

5.3 Primary Block Extension –The Grand Opening will be in 1 February 2018.

5.5 Business Manager's report – SH spoke to his report previously circulated. Three years ago, the Council agreed to waive the tendering process for EOTC and CAS vendors. The Council was asked to do so again with the following rationale for each vendor:

- long term relationship with RCHK camp leaders
- repeated quality service
- tailor-made service for RCHK
- Mutual Trust
- Flexibility and Experience

After questions and discussion the Council agreed to delegate its approval authority to HB for a) all CAS & EOTC trips and expenses over 100k, and b) to waive the normal tender process for the suppliers listed in the BM report for the next 3 years.

5.6 Action Items - Council approved the follow action items:

1. 2018 – 2019 RCHK calendar
2. Salary adjustment for 5 support staff, effective from January 2018

## 6 **Committee Reports**

Composition of council committees were discussed and agreed, as follows:

Staffing: JN (Convenor), YK, CB, KE  
Finance: ET (Convenor), EW, JN  
Building: YT (Convenor), KE, SA, RC

## 7 **ESF School Council Report**

KdW spoke to the latest report which was previously circulated and briefed members of the highlights.

## 8 **AOB**

none

## 9 **Date of Next Meeting** - 1 February 2018

The meeting was adjourned at 6:00 pm