

Minutes of 2nd RCHK Council Meeting 2018 / 2019

4 pm on Thursday 29th November 2018

Present:

Chairman	Anne Choi (AC)
Principal	Harry Brown (HB)
Community Representative	Rebecca Chan (RC)
Community Representative	Edward Tang (ET)
Parent Representative	Yvonne Tse (YT)
Parent Representative	Eric Wong (EW)
Parent Representative	Edward Lavish (EL)
Staff Representative	Katherine Evans (KE)
Secretary	Alice Har (ALH)

Apologies:

ESF Representative	Adam Hughes (AH)
Staff Representative	Sameera Ahmad (SA)
Staff Representative	Catherine Broome (CB)
Community Representative	Albert Cheuk (CC)

In attendance:

Business Manager	Samuel Hureau (SH)
HR Manager	Anney Chan (ASC)
Vice Principal – Secondary	Brandy Stern (BST)

Welcome

AC welcomed everyone to the meeting and introduced the new Parent Representative - Mr Edward Lavish (EL) to all members.

AC invited VP/ Secondary- Brandy Stern (BST) to share the MYP results for students of 2018 RCHK. Among 154 students, 151 completed all 8 of the MYP subjects and the MYP personal project. BST shared some PowerPoint slides to report the statistics for the results. The RCHK average score (across all 8 MYP subjects + Personal Project) is 51.2 out of 63 point maximum in 2018. This is our highest average to date, since for 2013 the average has been between 49-51 and 2017 was 49.4. The global average (8 Subjects) is 32.65 out of 56 point maximum. Global average on Personal Project is 3.7. BST said the MYP result is showing continuous improvement, which could be the result of long term teachers staying with more programme experience, and a range of professional development experiences in departments to support programme implementation.

BST showed the result of different subjects for the last three years, including ENG(A), CHI(A), CHI(B), I&S, SCI, Maths Standard/ Extended, Design, PHE, Arts- Drama/Music/Visual Art. All the subjects results are far better than the world average. The result for CHI(A) in 2018 has a great improvement compared to 2 years before. It could be because we have a great number of Chinese teachers working with the IB to build up the program.

BST mentioned that we do not take part of MYP e-Assessment due to the one score approach on this assessment, the entire grade being based on one exam, and the e-Assessment process being fairly new. Currently there is only one school in Hong Kong that we know of that is participating in the e-Assessment. In order to ensure that we are on the right track and can have the external feedback, we submit our unit plans from each subject area to the MYP school service: Building Quality

Curriculum (BQC) which provides guidance and feedback to schools on MYP curriculum planning. The feedback has been both constructive and positive, and this helps us to ensure we are in line with the IB in our practices. We submitted samples for all departments in 2017-18 and the visit team from IBO was in RCHK in September, 2018. We have planned for ongoing rolling submissions for all departments from 2019 onwards. Therefore, we can receive feedback constantly for different subjects every second year. We also take part in the mandatory IB Personal Project (PP) Moderation. We send in a selection of 15 projects every year for IBO to moderate our assessment results. Moderation factor was applied in 2016/17, but we saw improvements in the June 2018 results with our achievement levels raised. We have more grade 7s than predicted (maximum is 7). BST praised our MYP Personal Project Coordinator -Ms Roberts who has done an exceptional job to keep up the standard by providing workshops and supports to teachers as we can see from the good results in this year.

HB added comments on Chinese Language studies. In general, parents have high expectation in Chinese learning in RC. We start teaching Chinese for our students in primary school, we can see the optimum result when they are in secondary school. The drawback of having higher bar and expectation in Chinese learning and leading students aim for CHI A (Chinese literature) may not be the best for all students due to individual differences and the usage of the language. HB pointed out that on the contrary, some universities in other countries may not accept Chinese students who go for CHI B (Chinese as a second language). This is something that needs to be aware of. HB commented there are ongoing discussions for language studies in RC. We should look for flexibility in our language policy . He thanks RAPT for the efforts made by the parents as nearly 60% of them work in groups for Cantonese , Mandarin and English language. HB mentioned BST is working closely with VP / Primary- Jason Doucette and Joanne Ferrari and VP- secondary - Jess Davey-Peel for the progress and transition of learning.

Minutes of Last Meeting

The minutes were confirmed and approved.

Principal's Report

- RCHK Report was distributed to every member in the meeting. HB also encouraged members to keep a copy of our year book, with thanks to Communication Team to create such a great book which captures what RC has done in the year.
- As of 29th November 2018, we have 2089 students College-wide.
- ALH has confirmed HB attendance at the Search Associates teacher recruitment job fairs in the last meeting. HB will attend recruitment job fairs in Bangkok and London in January and San Francisco in February. HB will join the alumni reunion in London while he is there. HB explained that teachers have a 2 year contract normally. For the one year contract teachers in last year, one is for Mr Huiling Yu who has been seconded to ESFC on a temporary basis and his successor was hired for a one year contract. The other 2 cases are the teachers who resigned with a late notice due to family reasons, therefore the replacement would only have a year contract. For the number of resignation to date, it is less than last year (it is less than 10% so far with resignation number almost 15% last year) although the deadline for resignations without affected teachers' gratuity is 14 Dec 2018.
- Thanks to the blue team members , Red Door was able to reopen on 1st Sept. The servers and the switches underneath would need to be replaced in the Christmas break. Some "Pocket

Wifi” dongles will be used for staff who work in the office, some staff will go to KGV and ESFC to work for some days during the break in order to have access to the systems. As we need to replace our servers, the latest and better ones would be used.

- There was no structural damage caused by Typhoon Mangkhut , however a lot of our trees in the campus were sheered to the ground by the wind. Blue team has done an amazing job to clear them up right after the storm. HB gives thanks to Vivien and her team and PAC staff. He really appreciates their hard work and immediate efforts to make the school operate in time.
- HB requested all to fill up a survey from Council of International school (CIS) online and ALH will send out the link in the next morning.
- HB gave thanks to RAPT for all the efforts in putting together the annual College Fair which will be held on the Saturday after the meeting. The other activities in December and January include the Winter Concert, Fashion Show – “Beliza” and Drama Production - “MacBeth”. Winter break starts from 17 Dec18 to 6 Jan19.
- Requested action items :
 - 1) The school calendar 2019-20 was approved by the council in the meeting. It was posted on our website after the meeting. The calendar is almost same as for the previous years, except because of Chinese New Year coming earlier in 2019, two CPD days were moved to right after Easter holidays.
 - 2) The council approved three support staff (EA / Gardener / Attendant- Laboratory) who past 60-years of age to extend their service in RC. The staff have written a statement applying for extension of service and were recommended by their immediate supervisors. The new contract duration would be:

EA and Gardener - 01September 2019 to 31August 2022

Attendant- Laboratory - 01September 2019 to 31August 2021

Business Manager’s report –

Final P&L for 2017/18

SH reported that the Final P&L for 2017/18 was sent back from ESF. RC has Final operational surplus of 2.5 MHKD , 2 MHKD having been taken from the Scholarship as an income. However, it takes into account 12.8 MHKD of depreciations and 1.6 MHKD on loss in disposal of assets (mainly linked to the damage due to the Red Door flooding) which are non-cash expenses. RC has generated more than 10 MHKD in cash last year.

Tuition fee incomes were significantly more than the forecast. We had an average of 2090 students during the year whereas the budget was done with 2076 students. Staff expenditure - salary (70% of the expenses) were very well contained. Nomination Rights (NMR) and Non-Refundable Building Levy (NBL) are still very solid this year: NMR- 11.6 MHKD (14.25MHKD in the previous year) and NBL -10.69 MHKD (10.77 MHKD in the previous year)

P&L for 2018/19

No P&L report for this year has been received from ESF yet. The budget was done based on 2080 students and as of today we have 2090 students, therefore tuition fee income is expected to be better than initially budgeted (1.5 MHKD margin). Payroll for September and October has shown the figures are within the budget as it was done conservatively. To date, we have received 37 NMR applications. We had concern “the one ESF application system” might affect the NMR. In fact, the result is positive. We have almost the same number as previous year. 2317 applications have been received by ESF since the new Y1 admission system for 2019/20. Total number of applicants is 963 for RC. (752 last year and 890 the two years before)

Capital expenditures

Cost for new primary block extension was under the amount voted by council. Final negotiations by ESF with the contractors came to around 96.884 MHKD (budget: 97.4 MHKD). Architects fee is around 6.649 MHKD (budget: 6.6 MHKD) and Furniture , cabling, IT and Y1 playground costs are around 6 MHKD (budget: 7.5 MHKD). Consideration can be given to using this money to solve the problem caused by heavy rain which made the corridors on 3/F and 4/F very slippery. ESF is considering putting up a proper roof top, which cost would be around 2MHKD.

Forecast for expenses : for the Red Door Center flooding incident, flooring is 708,000HKD and IT is 5.35 MHKD. Insurance should take up to 85% of these expenses. The net cost for RC would be around 1 MHKD.

3 MHKD was budgeted for a new electrical main switch. However, according to the feasibility study we are not obliged to do it yet unless we have new projects which may require more electrical needs. The additional needs from the Specialist Center have been offset by the savings made from Oil Free Chillers (AB and SC buildings) SH recommended instead of the new main switch, we could think about replacing the existing chillers in PAC building by new Oil Free chillers. This is budgeted for 3 MHKD.

SH proposed to wait for the final figures (actual payment) for the NMR in end of Feb to confirm the new PA system as we do not have enough manpower to lead this project at the moment due to the Red Door incident. SH will present more figures regarding the projects in the next meeting.

Waiver for tender : Company for school trips (CAS & EOTC)

Approval was granted in the meeting for an additional waiver - INDAGO for Y12 CAS trip (our legacy project Cambodia- 12 students). It is a highly recommended vendor by other ESF schools, provides tailor-made service for RCHK and it has flexibility and experience to run the project.

Tender Process: Primary EOTC

A tender process has been conducted between June and November 2018 for Y4-6 EOTC. 6 suppliers have replied (APA, Dragonfly, Newcomer, Oceanic, Hutong and Treasure Island) , 4 of which were shortlisted and interviewed, including APA, Dragonfly, Oceanic and Hutong. Oceanic has been chosen for all Primary EOTC trips.

Others

SH presented a list of external users in RC and a list of expenses (above 100,000 HKD) which items have been approved since last council meeting.

Committee Reports

No committee report.

AC announced that “Building” group is dismissed due to all the major school works having been completed. She has reallocated the committee members as:

“Staffing” - Yvonne, Rebecca, Cat, Sameera (meeting usually in Aug or early Sept)

“Finance” - Edward, Eric, Ed Lavish , Katherine (meeting usually in Feb and Mar). SH will send out the invites.

ESF School Council Report

EL asked about the Investment Strategy. AC said the agreement between RC and ESF is RC could repay the loan in advance to ESF. The repayment would be discussed when we have the result of NMR.

AOB

None

Date of Next Meeting

31st Jan 2019

The meeting was adjourned at 5:53pm