

Minutes of 5th RCHK Council Meeting 2018 / 2019

4 pm on Thursday 23rd May 2019

Present:

Chairman	Anne Choi (AC)
Principal	Harry Brown (HB)
ESF Representative	Adam Hughes (AH)
Community Representative	Albert Cheuk (CC)
Community Representative	Edward Tang (ET)
Parent Representative	Yvonne Tse (YT)
Parent Representative	Edward Lavish (EL)
Parent Representative	Eric Wong (EW)
Staff Representative	Katherine Evans (KE)
Staff Representative	Sameera Ahmad (SA)
Secretary	Alice Har (ALH)

Apologies:

Community Representative	Rebecca Chan (RC)
Staff Representative	Catherine Broome (CB)

In attendance:

HR Manager (Acting Business Manager)	Anney Chan (ASC)
Head of Secondary	Natasha Williams (NW)

Welcome and Introduction

AC welcomed everyone to the meeting and introduced Head of Secondary – Natasha (NW) to present the changes of curriculum and timetable in the upcoming school year.

Presentation of Curriculum and timetable innovation

NW set up a committee to look for opportunities for curriculum innovation and to streamline the teaching process 14 months ago.

The team aims to find more time for Diploma Programme (DP) teaching and opportunities for innovation within the Middle Years Programme (MYP). In order to achieve the outcomes, solution would be either to lengthen school day or increase the number of 10 days cycles per year. These would imply more lessons each day, longer lessons and removal of zero days.

Timetable Innovation:

The team has done some research to compare RC school hours with other IB schools. The findings are majority schools start earlier and finish later than RC. Since the earliest bus pick-up time is 650a.m., to extend the school hours would not be possible without causing a significant impact to the well-being of all students. However, lengthening school day only for DP students seems possible as there are only 5 students in year 12 and 6 students in year 13 taking school bus

home. This will make more teaching time for DP. In terms of removing zero days, the team would like to find out:

- 1) the possibilities of using the 40 periods of REAL learning from this week instead occur as a timetabled lesson each cycle throughout the year for MYP students.
- 2) the possibilities of utilising the staggered start to the year by bringing in Year 13 students from the start to work on the Group 4 project.

The above ideas would increase 22 hours teaching in each subject in DP. The teaching can be finished before Chinese New Year, so that the time between Chinese New Year and Easter can be used for revision.

Curriculum Innovation:

- 1) Continue to develop student learning in robotics
- 2) Enhance the Chinese programme (particularly for Chinese A students)
- 3) European languages within the MYP
- 4) Further enhance student choice and opportunities for passion projects within the curriculum
- 5) Getting students to work alongside professionals in the field (30 different real learning for 2019)

This project is now at its final stage after a lot of research has been done in a year. Information will be sent out to the students to decide their options by the end of the school year.

NW presented the summary of changes in the next school year:

MYP Changes:

- Advisory 8:25 - 8:40am
- REAL week will become an integrated lesson
- More students' choices within the curriculum
- Static two-week timetable

DP changes:

- Advisory 8:25 - 8:40am
- Possible late finish at 3:30pm Monday - Thursday
- 22 additional hours of teaching per subject
- No staggered start to the year for students in Y13
- Static two-week timetable

Minutes of Last Meeting

The minutes were confirmed and approved. AC and ASC confirmed the management fee will only become "fully-charged" when DOA payment finishes. AH mentioned that Paternity Leave is under consideration.

Principal's Report

- > Number on roll: 984 in the Primary School and 1091 in the Secondary School , 2075 students College-wide.

- > New teacher recruitment for 19/20 is complete. We will have 17 new teachers (9 in Primary , 8 in Secondary) with one fulltime supply FE Counsellor in Secondary.
- > ESF is moving away from CIS/ WASC. The main reason is to build up the strategic plan for Vision 2025, and do more inward view of accountability and quality assurance. ESF has hired Alan Milliken, the Director for Strategic Performance and Quality Assurance to maintain the quality of teaching and learning. We will carry on meetings with the domains leaders and the self-studies process, but instead of giving results to CIS/WAS , we will present it to the internal audience, College Council, parents and ESF. We will not need to stick to the deadline – Feb 2020, instead we will keep track the pace of work in each domain group.
- > All Private Independent Schools are required by EDB to submit an updated five-year action plan, including performance targets and indicators, to renew the School Sponsoring Body (SSB) Service Agreement with the Government. The first draft has been submitted and we are awaiting feedback from EDB. The current Service Agreement expires in Aug 2019.
- > Island School was specified by Shatin District Council as “No Car” campus. More schools seem to be asked for that in Shatin district. CFO - Vivian Cheung visited RC recently to see our setup for the traffic in the morning. Although RC manage it very well, it is likely that Shatin Council would impose the “ No Car” policy. ESF is trying to get a year transition time from the Council for this.

Business manager’s report –

P&L Report as of 31/03/2019

- Tuition fee incomes are more important than the forecast. Enrolment is closely monitored.
- Rental continues to be a solid source of income.
- Other incomes are in line with budget. Higher resale incomes and school activities incomes are actually covering the expenses.
- Staff expenditures (70% of the expense) are well contained, however high Education allowance expense this year.
- Other expenses are also well contained with the exception of IT expenditures and Office and General expenses where most of the purchases are done during the first half of the academic year.

Budget 2019/2020

- Budget has been approved at the last College Council with a tuition fee increase of 5%

- ESF has communicated directly with parents (email sent to each family on the 25th of March) and the budget was in the RCHK Black Kites Newsletter on the 28th of March.
- No parent has raised a concern so far

NMR and NBL:

2018-19: 36 applications have been received for Year 1 only (45 last year)

- 24 have been paid in full (24 last year)
- 1 has declined the offer (10 last year)
- 11 were unaccepted and refunded (11 last year)
- 9,650,000 HKD received so far
- 19 applications for Year 2 and above (9 unaccepted and 10 under review)

Non Refundable Building Levy:

- Should be 10MHKD+ in 2018/2019

10 Years Forecast:

New PA System:

- Budget : 1.5 MHKD
- Still under review
- Will be postponed until 2019/2020

Red Door Centre flooding incident:

- No changes (flooring : 708,000HKD, IT : 5.35 MHKD)
- Insurance should take up to 85% of these expenses, so the net cost for RCHK will be around 1 MHKD. Final assessment has been done , hopefully the money will be returned in the beginning of next school year.

Canopy at the new Primary Block extension:

- Budget : 2.6 MHKD
- ESF has chosen the tender (glass rooftop above the void)
- Tentative date : Dec 2019

New oil- free chillers above the PAC

- Budget: 4 MHKD
- To replace the old chillers (Pac Building) by new oil free chillers
- Facilities Department in RCHK will work on a tender with ESF
- Tentative date : Dec 2019 (Budget 2019/2020)

Food Technology Room refurbishment

- New Food Technology Room, which will be designed to meet higher standards
- Upgrade the current one and build a second one

- Cost: around 8 MHKD (TBC)
- After discussion with Facilities Department in ESF, the tentative completion date will be Summer 2020: specification/preparation works in 2019/2020, 5 weeks works in Summer 2020
- Replacement of fixtures in some high traffic restrooms will be done along with this project

Expense above 100,000 HKD approved since last council meeting

- HKMUM Science Park Venue Booking 17-19/3/2019 HKD 114,468

Committee Reports

Minutes of Finance Committee meeting has been circulated.

ESF School Council Report

AH presented the CEO update (March 2019).

ABO

AC announced that Mr Albert Cheuk (CC) will take up the role of Chairman in RC School Council in the upcoming school year.

HB thank everyone for helping out in the council in this school year. Special thanks to AC for all her supports to RC and the council throughout the years.

Date of Next Meeting :

19 Sept 2019

(The meeting was adjourned at 5:15pm)