

Minutes of 3rd RCHK Council Meeting (Zoom) 2019 / 2020

4 pm on Thursday 28th May 2020

Present:

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

Absent with Apologies:

Community Representative	Rebecca Chan (RC)
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In attendance:

Business Manager	Samuel Hureau (SH)
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1. Welcome and Introduction

- 1.1 CC welcomed and introduced our new council member (community representative), Mr Gideon Ho. Gideon gave a brief introduction about himself. Gideon is currently working in the Finance and Investment industry. He has studied and lived in the UK before coming back to work in Hong Kong.

2. Minutes of Last Meeting

- 2.1 The minutes were confirmed and approved without amendment.

3. Matter arising

- 3.1 None.

4. Principal's Report

- 4.1 HB mentioned school was phased to open from 22 May. There were 3 phases for students from certain years to start coming back to school. **Phase 1:** Year 12, on 22nd May; Year 11, 9, 8, 6, 5 on 25th May. **Phase 2:** Years 10, 7, 4, 3 on 27th May. **Phase 3:** Years 2 and 1 on 1st June. ESF helped to liaise and coordinate with EDB for all schools re-opening. EDB expected school to stay vigilant against Covid-19. A thorough class resumption plan was requested by EDB. To make our campus safe, we have set up lunch places and classrooms for complying to social distancing and temperature check point at the entrances in the campus. All students need to bring their own lunch. They need to have their own temperature checked and written down on the temperature sheet before coming to school. As of the meeting day, there is no student come to school with temperature.

We have put up a back-up plan for events coming in June, such as Year 11 and Year 13 graduation. The maintenance work had started for the swimming pool and hopefully we could use it in this summer.

- 4.2 HB asked council members if they have any questions and concerns regarding school reopening. EW asked if there was any chances for the canteen to open as students would need to eat and drink. HB said EDB stressed no food could be served in school due to government officials has not eased the social distancing restriction. HB said school equipped with extra emergency big water bottles and vending machines where students could assess for snacks and water. The team has made sure plenty of water available for students. EW mentioned he knew that snack counters in local schools were opened. HB replied that we were specially told by EDB that no food allowed to be served in school. Chartwell would like to open and we are just waiting for government to give the green light. SH said Chartwell delivered 1000 bottles (750ml) of water to school every week.
- 4.3 Number on roll: 983 in the Primary School and 1071 in the Secondary School, 2054 students College-wide.
- 4.4 ESF has extended the paid two-week hotel accommodation to four weeks if the new teacher needs to quarantine. A cost of living increase for all staff was approved by the Council at the last meeting for next school year. The ESF Board, however, has held back their approval for pay rise across the Foundation, for the time being, to see if the COVID pandemic will impact student enrollment.
- 4.5 Teachers have implemented online learning protocols for the duration of the school closure which will continue when students are not in school for classroom instruction.
1. The Primary School will have alternating days of classroom instruction coupled with distance learning on an A/B timetable.
 2. Secondary students will attend classroom instruction three days a week coupled with online learning. Year 12 students, however, will be on campus every day.

5. Business Manager's Report –

5.1 P&L Report as of Thursday 30 April 2020 (first document)

5.1.1 Tuition fee incomes are still slightly more important than the forecast

- Budget done on 2,080 students with an attrition rate of 0.5% taken into account (so budget is actually done on 2,070 students)
- 2,085 students until Christmas
- around 2,070 in February
- 2,054 students as of today (attrition rate of 1.25%)

5.1.2 The 45% discount offered in June by ESF (does not appear yet in the document)

- Estimated cost = 13.6 MHKD
- Will be compensated in 2019/2020 by a wage subsidy from HK Government of 6.94 MHKD for tranche 1 (application has been done for Tranche 2 in 2020/2021)
- It will be also compensated by 4.9 MHKD from the RDC insurance money

5.1.3 Big drop in rental incomes as no rental of the premises has been allowed since January 2020 (Chartwells included). We are waiting for the green light from ESF to rent again our premises, especially for this coming summer

5.1.4 Interest incomes are still very solid

5.1.5 Staff expenditures (70% of the expenses) are well contained, especially because we had very few supply or casual staff expenses

5.1.6 DOA is more than budgeted as we're paying in advance the leftover for 2020/2021 (1.2 MHKD)

5.1.7 Savings in utilities, maintenance, training, teaching materials, etc.

5.1.8 The big interrogation point will be the hardship fund and the bad debts

5.1.9 ESF received many more Financial Aid Scheme (FAS) applications and are currently reviewing them. We don't know yet the families and the amount.

5.1.10 The Aged Debt Report as of 30th of April was showing an unusual amount of 3.9 MHKD (including 2.3 MHKD of more than two months)

5.1.11 ESF and RCHK are following up the money with some encouraging results; also some of these families have applied for the FAS.

5.1.12 ET asked the estimate cost for 45% discount offered by ESF is the maximum or budget. SH replied it is the maximum exposure.

5.1.13 CC asked the Government subsidy money (phase one) if ESF has passed on part of the money to RC. SH said ESF would give the full amount - 6.94 million to RC and it

will be put into the P&L to cover the lost for the 45% discount tuition fee offered to parents.

5.1.14 Most of the school trips have been cancelled are able to refund.

5.2 BUDGET 2020/2021 (V5 - 2nd document)

Budget was approved at the last College Council with a tuition fee increase of 0% and a salary increase of 3% for teaching staff and 3.5% for support staff. However, salaries have been frozen by ESF until further review after the meeting, especially with confirmed enrollment number on a ESF-wide base. RCHK is maintaining its enrollment forecast at 2,080 but with a bigger cohort in Year 7 and Year 8. The estimated surplus is now 9.6 MHK. (HB added the fact that with teacher salary pay scale, surplus will be 2MHKD less)

5.3 NMR and NBL:

- 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
- 60 applications have been received so far (43 in total for Year 1 and 17 in total for Year 2 and above)
- 28 applications Year 1 have been accepted and have already paid the full NMR (for memory, we got 30 full payments last year)
- With the same number of new Year 1 (+ additional seats in lower Secondary), the NBL number should be again 10 MHKD+ in 2019/2020

5.4 10 years forecast

5.4.1 New P.A. System (Budget : 1.5MHK)

The tender awarded to WIT for 1.4MHKD. The project is conducted by school ICT department and are almost finished.

5.4.2 Canopy at the new Primary block extension (Budget : 3 MHKD)

It was failed in submission to Building Department (BD) as there was some problems with the loading. New cost estimate around 3 MHKD. Submission to BD is continuing but works are put on standby to be conservative with the money.

5.4.3 Food Tech Room refurbishment (Budget: 8 MHKD)

It is aim to upgrade the current room and to build a second one. RYDER ARCHITECTURE has been selected as main designer for this project. It will start in June 2020 with completion around November 2020.

5.4.4 Toilets refurbishment (1st phase)(Budget: 2 MHKD)

It is aim to upgrade of Year 5 and Year 6 toilets.

Tentative date: Summer 2020 – postponed until further evaluation

5.4.5 Solar panels project (Budget: 1 MHKD)

This project is conducted by ESF Health and Safety Department. 40 new solar panels will be installed in the secondary building rooftop.

5.4.6 Early loan repayment

ESF has come up with a new loan principal repayment plan: putting the cash 4.9 MHKD from RDC insurance into cost of loan. Principal to re-pay is down to 46.9 MHKD (guidelines given by ESF)

5.5 CATERING CONTRACT:

Chartwells has asked to have their contract to be extended for one more year on a mutual agreement. The end of the contract will be end of August 2022 instead of August 2021. RCHK would like to agree on the following grounds:

- ⇒ Chartwells will not charge anything to parents since January 2020
- ⇒ We don't charge them for the rental but they still pay for their utilities
- ⇒ It's in our interest to keep them running and be ready as soon as school resumes in August 2020
- ⇒ They are aiding their staff financially who are not working for the moment

ED asked about the priorities of the projects as building canopy and toilets refurbishment are on hold whereas solar panel would come in front of them. HB answered for the toilet refurbishment is due to short of personnel currently . The team is putting up all their efforts on the Covid measurements such as cleaning, setting up classrooms etc. For the canopy project, it is because we are still waiting for approval from the Building Department.

5.6 Action items:

- 1) Request approval of a one-year extension of the catering contract with Chartwells without a tender. (Approval is granted by the council.)
- 2) Request approval of supporting an ESF Solar Panel initiative at RCHK for 800,000HKD. (Approval is granted by the council.)

6. Committee report

None

7. ESF School Council Report

7.1 AH recognized the work done by RCHK to prepare the school reopening plan and align the requirements from EDB. ESF has been very clear that the return to school should not result in any drop off in the service we provide to students. AH stressed our return to school plan: '100 percent of students learning, 50 percent in school.' AH said RC teachers have been very creative and adaptive for teaching and learning during this difficult time with all kind of challenges. CMT has met to monitor the situation in Hong Kong and work with the leadership team for the returning to school plan.

7.2 Thank you to all the staff, all the IB exam were completed. All students' work were uploaded by 29th May, guidelines set by the IB.

8. AOB

8.1 HB thank everyone for making the efforts for this difficult year. KE has completed her term for 6 year service in the council.

8.2 AH is leaving ESF and moving to Sydney. CC thank KE and AH for their efforts and energy contributed to the school council.

(The meeting was adjourned at 4:45 pm)