

## Minutes of 1st RCHK Council Meeting (Zoom) 2020 / 2021

4 pm on Thursday 10<sup>th</sup> Sept 2020

### Present:

Chairman	Albert Cheuk (CC)
Principal	Harry Brown (HB)
ESF CEO Link	Charles Caldwell (CBDC)
Community Representative	Edward Tang (ET)
Community Representative	Gideon Ho (GH)
Community Representative	Rebecca Chan (RC)
Parent Representative	Eric Wong (EW)
Parent Representative	Edward Lavish (EL)
Staff Representative	Sarah Vandre (SV)
Staff Representative	Tracy Wnek (TW)
Staff Representative	Sameera Ahmad (SA)
Secretary	Alice Har (ALH)

### Absent with Apologies:

Parent Representative	Yvonne Tse (YT)
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### In attendance:

Business Manager	Samuel Hureau (SH)
Head of Secondary	Natasha Williams (NW)
Vice Principal - Secondary	Jessica Davey-Peel (JDP)

## 1. Welcome and Introduction

1.1 CC welcomed everyone to the meeting and introduce two new members – Charles Caldwell (ESF CEO link) and Sarah Vandre (staff representative).

1.2 CC invited JDP and NW to start the Presentation of the DP results for 2020:

### 1.2.1 May 2020 Statistics

#### **School CP Statistics:**

- **Number of CP candidates (3)** - back to 7 for 20/21
- **Highest reflective project mark (30)** - Average RP mark was 20 in 2018 and 15 in 2019, 30 this year showed continued success and control of outcomes in the area (marked out of 36)
- **Average reflective project mark (29)** - It was pertinent to note that the abovementioned scores achieved in the Reflective Project were indicative of the candidates' strong independent research skills and the component was given equal weighting to the DP Extended Essay by UCAS.

- **Average grade obtained by candidates who achieved the CP (6)** - An average score of a 6 (max 7) for the DP courses part of the CP showed a rise of one full grade in this area.
- **SCAD/ HK APA GPA averages (3.6/ Distinction)** – Those courses equated to first year university courses in their level of challenge and credit. That was marked out of 4, reflective of a calibre of students we had in the area.

### 1.2.2 May 2020 Results Trends

IB Diploma: Average points: All Subjects

- Number of students – 133 (2017), 135 (2018), 150 (2019) & 138 (2020)
- ALIS Predicted – 5.52 (2019) & 5.59 (2020)
- Y13 Predicted – 5.85(2017), 5.88 (2018), 5.52 (2019) & 5.68 (2020)
- ESF Actual – 5.63 (2017), 5.60 (2018), 5.62 (2019) & 5.77 (2020)
- RCHK Actual – 5.52 (2017) 5.53 (2018), 5.48 (2019) & 5.73 (2020)

### 1.2.3 IB communication about how grades were awarded

- Cancellation of exams communicated in March.
- Results awarded as usual July 6<sup>th</sup> - The awarding model used student coursework, school predicted grades and school context for final grade award.
- IB released further results review process (student, subject, cohort) on July 14th. The IB's review & analysis of the information from schools offered insights, leading the IB to evaluate and recommend grade adjustments across all candidates, where applicable, that they believe were fair to all students in the May 2020 session
- Contact from IB (17<sup>th</sup> Aug) outlined: Schools marked and submitted internal assessments (IAs) which were then marked by trained IB examiners. The IA grade is therefore a validated data point in determining the final grade. Schools also provided predicted grades (PGs) based on their judgement as to what candidates would have received had they sat the examinations. The award of the revised final grade is based on these two data points of IA and PG to ensure the validity and fairness of the final grades”.
- IB stipulated that no students would receive a lower grade than what was received previously. 89 grades went up at this point.

### 1.2.4 May 2020 Statistics

- Mean points score for those entered for full IB diploma shows continued rise in the average outcomes: 35 (2017), 35.4 (2018), 35.4 (2019), **36.5 (2020)**.
- Percentage of students achieving 40+ IB diploma points shows 17.9 % increase (2020 vs 2019).
- Mean Core points for EE and TOK shows that the cohort advanced on previous years. 1.97 (2017), 1.94 (2018), 1.88 (2019), **2.08 (2020)**.
- Half a grade increased in Math/Computer Science and the Arts.

1.2.5 Year 7 baseline tests showed evidence that class of 2020 should have attained above 2019.

### 1.2.6 Achievement (2019 next steps)

- Achieved full use of data hub markbooks across year 12 by June 2020 (following into year 13).
- Establish Chinese B SL anticipated entry.
- Pilot data harvest (live tracking, analysis, intervention and dialogue in year 12).

- Consistent EE moderation and training.
- Consistent TOK essay moderation.
- Encouraging teachers to become examiners.
- Build understanding of assessment philosophy across the secondary phase.

### 1.2.7 2020 Next steps

- Developing in consultation with heads of department in review meetings.
- One central focus was on what we had learnt from the process in the year that could allow us to be best placed to support learners in ‘less predictable circumstances’ moving forward.

### 1.2.8 College Matriculation class 2020 ( as of 12 Oct 20) (post meeting note)

<i>Australia &amp; Oceania Countries</i>	18
<i>Canada</i>	17
<i>France</i>	1
<i>Hong Kong</i>	29
<i>Netherlands</i>	1
<i>South Korea &amp; Taiwan</i>	3
<i>UK</i>	48
<i>USA</i>	11
<i>Gap Year</i>	10
<i>Total</i>	138

## 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 (HB)

4.1 **Number on roll:** 988 in the Primary School and 1084 in the Secondary School = **2072** students College-wide.

### 4.2 Staffing issues:

4.2.1 All teachers for the 2020-21 school year had arrived in time and have been conducting lessons online via Zoom since school started on the 12<sup>th</sup> of August. ESF was giving bonus to teachers who submit early notice for resignation. It would give more time for schools to work on recruitment. Well-being surveys were sent out to all staff. Principals were reminded not to miss checking the data out in the Principals meeting.

4.2.2 School plan to invite teachers and EAs back in the following week in preparation for the phased return to school. The majority of them had been working from home since August 2020.

4.2.3 No overseas new teacher recruitment planned until air travel and conferences resume post-pandemic. London Alumni reunion also would not be accomplished in the year.

4.3 **Premises issues:**

4.3.1 The Facilities Team had been following the Centre for Health Protection guidelines and EDB requirements in the sanitizing, disinfecting, and cleaning of the campus in preparation for the students returning to classroom instruction.

4.3.2 Classroom furniture had been reorganized to facilitate the requirement for social distancing including the installation of shields on desks and the removal of teacher desks to provide more space in each classroom. The same was applied to benches used during lunch.

4.4 **UPDATE ON THE SCHOOL REOPENING PLAN:**

RC HK has submitted to EDB the three-phased return to school as follows:

Phase 1: Year 1, **16-22 Sep** + Y13 **21-22 Sep** both with noon releases and no more than 1/6 of the student population on campus.

Phase 2: Ys 1-3 + Ys 7, 12, 13 from **23 Sep** both would full-day classes and lunch brought from home.

Phase 3: Ys 4-6 along with Ys 1-3 + Ys, 8, 9, 10, 11 from **28 Sep** along with Ys, 7, 12, 13 both with full day classes and lunch brought from home. (Note after meeting: EDB gave its authorization for phase three starts on 29th of September)

School expected all students could be present in campus after the 28<sup>th</sup> September and RCHK should follow all the EDB guidelines. To keep social distancing among all students, there should be three lunch breaks for both primary and secondary school.

4.5 **SCHOOL/PARENT/COMMUNITY ACTIVITIES:**

4.5.1 Mid-term break 19-26 October.

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

5.1 **P&L Report 2019/2020 (As of 31/07/2020)- Draft**

5.1.1 Tuition fee incomes was below budget  
⇒ Budget done on 2,080 students  
⇒ 2,085 students until Christmas

⇒ 2,052 in June (attrition rate of 1.5% which was quite good considering the overall situation in 2019/2020)

- 5.1.2 The 45% discount on tuition fee in June should represent a net cost of 12 MHKD (see bottom of P&L)  
⇒ A first grant of 4.4 MHKD had been already received from the HK Government  
⇒ Another 2 MHKD would arrive (see bottom of P&L)  
⇒ ESF would apply for the second tranche in 20/21
- 5.1.3 4.9 MHKD have been received from the Insurance company for the RDC flooding.
- 5.1.4 Big drop in the rental incomes as the school was not really able to make it up during last summer.
- 5.1.5 Staff expenditures (70% of the expenses) were very well contained.
- 5.1.6 DOA: RCHK had paid in advance for the leftover for 2020/2021 (1.2 MHKD)
- 5.1.7 Bad debts: figures will be known in a couple of years as ESF keeps chasing outstanding bills during few years.  
⇒ The total amount of outstanding invoice as of August 2020 was less than 0.9 MHKD (but RCHK did not know about the amount allowed by ESF for Financial Aid Applications.)
- 5.1.8 All in all, it appeared that the school would just break even again in the year as the 45% June discount will be covered by the Government grant and the Insurance money. The 4.1 MHKD surplus was soon be offset by the loss in rental incomes.  
⇒ *“If the school managed to get a surplus of 4.1 MHKD without using the Scholarship fund, then the 1 MHKD transfer from the Scholarship budget would be cancelled or adjusted to reach 4.1 MHK” (finance committee March 2020).*  
⇒ This needed to be discussed with the finance committee members and ESF.
- 5.1.9 Final accounts would be given at the next College Council.

## **5.2 Budget 2019/2020**

- 5.2.1 Today's enrolment is 2.076 students (budget was made with 2.080 students).
- 5.2.2 No salary increases for the time being but step increase for around 70 teachers. The cost of 2 MHKD will have to be funded by savings on the budget.
- 5.2.3 Another round of discount would be offered by ESF for October tuition fee and RCHK was asked to find 5 MHKD savings to fund partially the new discount (the other part will be funded by a Government grant).
- 5.2.4 RCHK would come with savings proposals for the 7 MHKD along with the use of the scholarship fund and the use of Nomination rights. SH mentioned the saving

proposals may include reducing some generic maintenance projects, ICT expenses, no renewal on some support staff contracts etc. Besides, partially use Nomination Rights (NR) and Scholarship Fund could be considered in order to compensate the 7MHKD. School would like to keep the Scholarship fund for families which encounter sudden drastic changes in household income. HB suggested to schedule a meeting with the Finance Department to discuss about the possibility of using NR fund.

ET agrees that keeping Scholarship fund was important for needy students and supports using the NF fund if ESF gave the approval.

### 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: FINAL: 14.10 MHKD**

- ⇒ **64 applications**
- ⇒ **35 full payments**
- ⇒ **2 kept deposit**
- ⇒ **23 unaccepted and refund**
- ⇒ **4 waiting list**

- The NMR and Y1 applications campaign for 2021/2020 had just started the week before.

### 5.4 **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: around 10 MHKD (TBC)
- Forecast for 2020/2021: 9.775 MHKD

### 5.5 **Capital expenditures:**

#### 5.5.1 New public announcement system

Tender awarded to WIT for 1.4 MHKD (initial budget: 1.5 MHKD) - Project finished within budget.

#### 5.5.2 Food Tech Room refurbishment (almost finished)

- Budget: 8 MHKD
- Upgrade of the current one and building of a second one
- Project almost completed within budget
- Handover should be done in October 2020

### 5.5.3 Solar panels project

- Final cost: 814,000 HKD (initial budget: 1 MHKD)
- 40 new solar panels (installation - Secondary rooftop)
- Project finished within budget

### 5.5.4 Canopy at the new Primary block extension:

- New reduced scope of work: partial cover for 1.5 MHKD (initial budget: 3 MHKD)
- BD submissions for the whole area was unsuccessful

### 5.5.5 Toilets refurbishment (1<sup>st</sup> phase - Upgrade of Y5 and Y6 toilets)

- Budget: 2 MHKD
- **On hold until further evaluation of the current situation**

### 5.5.6 Oil Free Chillers (PAC)

- Budget: 5 MHKD
- **On hold until further evaluation of the current situation**

## 6. **Committee report**

None

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

- 7.1 Summer works - A number of maintenance and upgrading projects across ESF schools were accomplished during summer.
- 7.2 Diversity, Equity, and Inclusion (DEI) - ESF had reviewed the student survey results from KGV and taken actions to follow up such as setting up regular meetings, forming committees with DEI specialists world-wide and holding leadership workshops with principals in July. All stakeholders had been briefed. The annual declaration in Gateway also reflected and covered the importance of DEI.
- 7.3 New teachers - Induction was held in late July. 65 teachers from overseas all have completed the quarantine period in hotels, 35-40 teachers came from HKG/mainland. The orientation was conducted online.
- 7.4 ESF enrolment - Schools have made excellent efforts to keep the enrolment rate strong and encouraging.

- 7.5 New ESF Strategy (an enquiry base strategic planning process) – This was aim to achieve all ESF students be the best they can be. A new appraisal system (PRD) for staff development – Oracle. 200 leaders will participate in the first year and all staff would participate in the following year.
- 7.6 Back to school - Online learning had been going on till the schools were approved to re-open with face-to-face teaching in z couple of weeks. Everyone in ESF had been looking forward to welcome all students back to schools as soon as possible.
- 7.7 CPD days - In order to maximize the face-to-face teaching time, ESF- Wide CPD on 5 Oct had been moved outside of school hours.
- 7.8 Mid-term break- For the well-being of students and teachers, mid-term October break remained as scheduled.
- 7.9 ESF Relief Grant - Families would be able to ‘opt in’ to receive a grant in June, which was calculated at 45% of one month’s tuition. The fund was made available from the surplus in schools.
- 7.10 Staff well- being - CBDC has shown a slide to present the staff well-being survey results. The surveys were taken in Oct-19, Dec-19, Mar-20, Jun-20 and Aug-20. The results comparison between RC and all ESF schools were consistent.

## **8. AOB**

The contract renewal of the incumbent Principal after attaining his normal retirement age at 60, covering the period from Aug 2021 to Aug 2023 was brought up for discussion. Whilst HB abstained from meeting at the juncture, the Council discussed and unanimously agreed to renew the contract since HB had been doing an excellent job throughout his tenure in RCHK. The Council also put on record their appreciation of the efforts and exemplary performance of HB for RCHK. Hence, with ESF recommendation and all members’ support, the renewal was confirmed during the meeting.

(The meeting was adjourned at 5:35 pm)

Next meetings:

- 19 Nov 2020 (Thur) - 4p.m.
- 20 Jan 2021 (Wed) - 4p.m.
- 10 Mar 2021 (Wed) - 4p.m.
- 3 May 2021 (Thur) - 4p.m