

Minutes of 1st RCHK Council Meeting (Zoom) 2021/ 2022

4 pm on Thursday 2nd September 2021

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	Mehul Tanna (MT)
Parent Representative	Audrey Mah (AM)
Parent Representative	Edward Lavish (EL)
Staff Representative	Tracy Wnek (TW)
Staff Representative	Sinita Pandya (SP)
Secretary	Alice Har (ALH)

Absent with Apologies:

Staff Representative	Anney Chan (ASC)
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In attendance:

Business Manager	Samuel Hureau (SH)
Internal Auditor	Carmen Lau (CL)

1. Welcome and Introduction

- 1.1 CC welcomed everyone and announced that ASC replaced Sarah Vandre, who had left RCHK. CC added that Jason Doucette would be the acting HOP whilst Tracy Wnek would be the acting VP in Primary when Jamie Schmitz was seconded to KJS for one year (2021/22).
- 1.2 CC invited CL to present RCHK internal audit report for the school audit in March 2021.
 - 1.2.1 CL presented the “Internal Audit Report” which had been shared with all council members before the meeting. The overall audit opinion for the review was “B”, reflecting a generally adequate and effective control environment. The identified control weaknesses require actions to be taken within a reasonable timeframe. School management team had followed up with required actions.

2. Confirmation of minutes of last meeting

- 2.1 The minutes were confirmed and approved without amendment.

3. Matter arising

3.1 None.

4. Terms of reference for committees of the RCHK School Council

4.1 Terms of reference for the committees (**Appendix A**) had been circulated to members before the meeting. The Staffing and Finance committees were active and the Facilities committee was dormant after the completion of the SPC Building project some years ago. The Terms of Reference (TORs) apply squarely to all committees. CC invited members to share their views on the TORs. As there were no major concerns, the TORs were agreed and endorsed.

4.2 CC reflected on the audit report regarding the composition of Finance committees had not included staff representative. ALH explained that the issue has been rectified since SP joined the School Council and was sat on the Finance Committee in May 2021.

4.2.1 Staff and Finance Committees:

Staffing committees	Tracy Wnek (staff), Audrey Mah (parent), Rebecca Chan (community), Anney Chan (staff)
Finance committees	Edward Tang (community), Edward Lavish (parent), Mehul Tanna (parent), Gideon Ho (community), Sinita Pandya (staff)

4.2.2 CC proposed to members of the committees to elect the chairpersons among themselves as it would enhance independence of the committees. The members concurred with the proposal. CC asked ALH to share the names of members of the committees after the meeting to facilitate the election of the respective chairperson. CC also reminded the committees to record minutes of the meeting for future reference.

(Post meeting update: Due there were no face-to face meetings in the past two years, members did not know each other well. Hence it was agreed and with endorsement of CC to discuss the election of committee chairpersons in the next meeting.)

5. Principal's Report (HB)

5.1 Face-to-face full-day lessons resumed for all students on the 18th of August. Students still needed to bring their own lunch since we cannot provide social distancing space and serving a canteen-style hot lunch in the time allotted. As per EDB requirement, and starting from 1st Sept, students could come to school for full day if over 70% of teachers and staff in school have been vaccinated. RCHK had achieved the target rate and staff who were not vaccinated had done the regular COVID-19 test instead.

5.2 All new teachers for 2021-22 had completed their quarantine and assumed teaching duties in person. RCHK was awaiting the return of a staff member who was trapped in his quarantine and repeated cancellations of his flights and changes in duration of quarantine by the HKSAR government.

- 5.3 The remodelled restrooms in the 1/F Primary and Secondary buildings had been met with resounding applause.
- 5.4 HB and SH would have a second meeting on 7 September with the Transportation Department, EDB, Ma On Shan Police, and ESF regarding the traffic congestion on Hang Ming Street at the beginning and end of the school day. The meeting would also include owner representatives from the neighbouring housing estate across the street, Villa Paradiso, who had been making repeated complaints to various government departments since RCHK reopened with pandemic-related procedures for student/parent entry and exit.
- 5.5 The report on the examination results for the Class of 2021 would be reported at the November meeting to make time for the Auditor's report in September. RCHK had had the best results ever with seven graduates with full marks (45/45) and over 50% of the cohort earning 40 or more points in the IBDP.
- 5.6 AM mentioned that parent's complaint about guards in Vista Paradiso took pictures of children and parents of RCHK while they were parking their cars on the road. HB will reflect this to all parties in the transportation meeting on the 7th of September.

6. Business Manager's Report (SH)

- 6.1 P&L Report 2020/2021 (As of 31/07/2021): DRAFT DOCUMENT - ADDITIONAL ACCOUNTING ENTRIES WOULD BE DONE BY ESFC
- Tuition fee incomes are below budget
 - › Budget done on 2,080 students
 - › Attrition rate higher than usual
 - › 45% October remission fee
 - Drop in the rental incomes in the first half of the year but partially compensated by this summer rentals
 - Staff expenditures are showing huge savings
 - › Hong Kong government subvention of 6,154,935 HKD
 - › Savings from Supply costs and outsourced staff
 - › No education allowance and no EAs payment in July
 - Significant savings on general expenses
 - Many expenses have not been input yet in the P&L (e.g., final depreciations, August payroll for EAs, summer works). It appears that RCHK might break even this year despite major difficulties linked to COVID-19.
 - › No other savings are necessary nor a use of our bundling levy or NMR into the P&L
- 6.2 Budget 2020/2021
- As of today, enrollment is 2.072 students (budget was made with 2.074 students)
 - No salary increases for teachers and support staff. Step increases for some teachers.

6.3 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 MHLD
- 2019/2020: 65 applications (35 full payments): 14.20 MHKD
- 2020/2021: 12.70 MHKD
 - › 57 applications
 - › 31 full payments
 - › 6 kept deposit
 - › 16 unaccepted and refund
 - › 4 waiting list
- The NMR and Y1 applications campaign for 2022/2022 have not yet started

6.4 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: 10.107 MHKD
- 2020/2021: 13.491 MHKD (Due to the high attrition rate)

6.5 Capital expenditures:

- **Toilets refurbishment (1st phase)**
 - Upgrade of 1/F floor Primary toilets and 1/F Secondary toilets
 - Budget: 3 MHKD
 - Final amount: 2.7 MHKD
 - Completed in budget 2020/2021
- **Toilets refurbishment (2nd phase)**
 - Upgrade of 2/F and 3/F floor Primary toilets (summer 2022)
 - Upgrade of Primary gym toilets (December 2021 tbc)
 - Budget: 5 MHKD
- **Oil Free Chillers**
 - Change of PAC chillers (15 years old)
 - Christmas 2021
 - Budget: 5 MHKD
- **Central playground flooring**
 - EPDM floor + relocation of the central light poles
 - Budget: 1.2 MHKD
 - (RAPT will contribute if the final cost over the budget)
- **Swimming pool sound baffles / acoustic ceiling**
 - Replacement of the current sound baffles
 - Budget: 1.5 MHKD

- 6.6 RC asked if school concerns about the high attrition rate due to the migration of Hong Kong residents. HB explained that we are not in the alarming situation and the admission team has been working very hard at interviewing students.

7. Committee Reports

None

8. ESF School Council Report

ESF school council - CEO update (Jun 2021) was circulated to members before meeting.

CBDC also reported:

Staff Recruitment

Hong Kong is still attracting overseas talent to work in Hong Kong. This past year there were over 5000 applications for teaching positions. 66 new teachers joined ESF from overseas. Arrival dates ranged from June to August. All new teachers went through Hong Kong quarantine. Many also had to do a 21-day “wash out” in other countries before coming to Hong Kong.

The 2020/2021 ESF attrition rate was 8.9%. This is still stable and on par with the attrition trend of the past ten years. The early resignation scheme for teachers will be made available again this year with a deadline to resign of 30 September. There is concern the resignation rate will be higher than usual. However, at the same time candidates are also interested to work in Hong Kong. ESF HR had been monitoring the situation closely.

Students enrolment

Despite an increase in students leaving ESF (to go overseas), vacant spots have been filled, therefore the Admission and Enrolment had been stable across ESF schools.

COVID Vaccination

Across ESF, 94% of staff had been vaccinated. Those who were not vaccinated were required to produce a negative COVID test result every 14 days.

9. AOB

None

10. Date of Next meeting

10 Nov 2021

(Meeting adjourned at 1657)

Appendix A

TERMS OF REFERENCE FOR COMMITTEES OF THE RENAISSANCE COLLEGE SCHOOL COUNCIL

The following terms of reference established by RCHK School Council for their committees.

1. Staffing Committees

- To jointly discuss overall procedures for appointing staff and delegating functions to the Principal.
- To be aware, and to participate in interviews for new professional staff when appropriate, including the selection of the Principal.
- To review and evaluate staffing needs and other policies to meet school objectives.
- To review staffing levels and receive reports about recruitment and further contract offers for existing staff.
- To oversee disciplinary and grievance procedures and be involved in such processes as required.
- To oversee the staff professional development plan.
- To monitor student and staff data.

2. Premises / Facilities Committee

- To monitor and ensure the appropriate use of school premises.
- To approve lettings policies and procedures through an annual presentation to the College Council
- To advise and recommend facilities development to ESF.

3. Finance Committee

- To consider and recommend the draft annual budget plan and capital expenditure plan proposed by the Principal.
- To regularly monitor expenditure against budget plans during College Council meetings
- To monitor and review other income generation activities and budget during College Council meeting.