

Minutes of 5th RCHK Council Meeting (hybrid) 2021/ 2022

4 pm on Thursday 2nd Jun 2022

Present:

Chairman	Albert Cheuk (CC)
Principal (ex-officio)	Harry Brown (HB)
CEO’s nominated representative	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	Irene Wang (IW)
Parent Representative	Audrey Mah (AM)
Staff Representative	Tracy Wnek (TW)
Staff Representative	Anney Chan (ASC)
Secretary	Alice Har (ALH)

Absent with Apologies:

CEO (ex-officio)	Belinda Greer
Staff Representative	Sinita Pandya (SP)

In attendance:

Chairman (effective from Aug 2022)	Lisa Lau (LL)
Business Manager	Samuel Hureau (SH)
Head of Secondary	Natasha Williams (NW)
VP of Secondary	Brandy Stern (BST)

1. Welcome and Introduction

1.1 CC welcomed Ms Lisa Lau , new council chairperson effective in Aug 2022. CC invited her to introduce herself to the council.

1.2 BST represented the MYP Results 20-21:

I. Overview

- 152 Year 11 students and 145 of these students completed all eight MYP courses, the Personal Project, and met the MYP Service and Action outcomes
- Mean total points, out of a possible 63 (eight subjects and the Personal Project) was 51.5
- MYP global average IB score was 4.7. RCHK average was 5.7.

	2021			2020			2019			2018			2017			2016		
	ESF	DC	RC	ESF	DC	RC	ESF	DC	RC	ESF	DC	RC	ESF	DC	RC	ESF	DC	RC
Total number of students	245	93	152	246	90	156	256	95	161	263	109	154	244	84	160	238	92	146
Number of students awarded the MYP certificate	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na	na
Number of students who completed 8 subjects and a personal project	234	89	145	230	84	146	247	94	153	242	91	151	228	79	149	224	81	143
Mean total points [of students with 8 subjects and a personal project]	51.5	51.5	51.5	52.2	51.8	52.4	50.6	50.7	50.5	50.8	50.1	51.2	49.9	50.8	49.4	50.8	52.0	50.1
Maximum total score by a student	63	62	63	62	62	62	61	61	60	63	62	63	63	62	63	62	61	62

II. Subject results:

	No. of Entries			Mean Grade			
	ESF	DC	RC	ESF	DC	RC	World
Group 1							
CHINESE LANG AND LITERATURE	71	15	56	5.7	5.6	5.8	5.1
ENGLISH LANG AND LITERATURE	244	92	152	5.9	6.3	5.6	4.6
Group 2							
CHINESE LANG ACQUISITION Phase 1	3	0	3	5.3		5.3	4.9
CHINESE LANG ACQUISITION Phase 2	13	13	0	4.8	4.8		4.9
CHINESE LANG ACQUISITION Phase 3	56	28	28	5.3	5.0	5.6	4.9
CHINESE LANG ACQUISITION Phase 4	34	14	20	5.3	5.6	5.1	4.9
CHINESE LANG ACQUISITION Phase 5	24	0	24	4.9		4.9	4.9
CHINESE LANG ACQUISITION Phase 6	20	0	20	5.8		5.8	4.9
SPANISH LANG ACQUISITION Phase 2	5	5	0	5.2	5.2		5.1
SPANISH LANG ACQUISITION Phase 3	17	17	0	6.3	6.3		5.1
Group 3							
INTEGRATED HUMANITIES	243	92	151	6.1	6.2	6.1	4.7
Group 4							
INTEGRATED SCIENCES	93	93	0	5.5	5.5		4.3
SCIENCES - BIOLOGY	50	0	50	5.5		5.5	4.2
SCIENCES - CHEMISTRY	53	0	53	5.5		5.5	4.2
SCIENCES - PHYSICS	47	0	47	5.2		5.2	4.3
Group 5							
MATHEMATICS	140	41	99	5.4	6.0	5.1	4.6
EXTENDED MATHEMATICS	105	52	53	6.2	6.7	5.7	4.9
Group 6							
VISUAL ARTS	122	54	68	6.0	6.2	5.9	4.8
DRAMA	61	29	32	5.9	5.7	6.0	4.6
MUSIC	62	10	52	5.8	6.6	5.7	4.6
Group 7							
PHYSICAL AND HEALTH ED.	243	93	150	5.9	5.2	6.2	4.2
Group 8							
DESIGN	243	93	150	6.0	5.9	6.0	4.5
Group 9							
PERSONAL PROJECT	235	89	146	4.9	4.4	5.1	3.9

(Continue to see strong MYP results at RCHK with this cohort and all MYP subjects at RCHK averaged above world averages for the subject.)

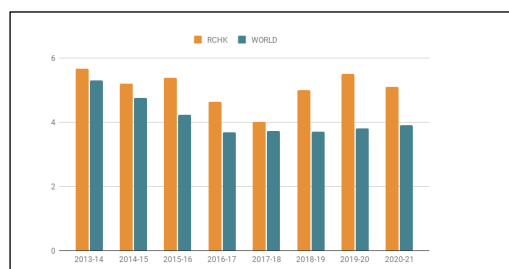
III. External feedback

Building Quality Curriculum (BQC)

The school continues to participate in the IB's BQC programme (Building Quality Curriculum) in order to review and seek feedback on the curriculum we deliver. This process helps us to continue to improve the quality of our MYP programme, and to ensure that teaching and learning helps to facilitate the knowledge acquisition and skill development needed to support students not only through the MYP, but in their further studies.

- 2018-19 No submission due to no availability
- 2019-20 all subjects bar Chinese LL and Performing Arts
- 2020-21 Chinese LL, Performing Arts, Individuals & societies, Design
- 2021-22 English, Chinese LA, Individuals & societies, Sciences, Maths, Design, PHE, Visual Arts

Personal Project Moderation and Results



- RCHK average was 5.1 for this cohort exceeding the world average of 3.9.
- Externally moderated component.

- One Chinese submission for this cohort.

IV. Supporting Program (Developments)

- CORE with PP Scheduling enhanced
- REAL planner and I&S integration
- Departmental planning and review

MYP schools are required to submit the Personal Project to the IB for external standardisation. Feedback from the IB demonstrated that once again our students are achieving above world averages with an RCHK average of 5.1 points on the Personal Project, compared with a world average of 3.9. 7 of our students completing the Personal Project received an overall result of 7 on their Personal Project and 35% of the cohort had 6 and above, indicating strong development of the research skills, knowledge skills, communication skills, and self-management skills required for the completion of the MYP.

2. Confirmation of minutes of last meeting

- 2.1 The minutes were confirmed and approved without amendment.

3. Matter arising

None.

4. Principal's Report (HB)

- 4.1 984 in the Primary School and 1068 in the Secondary School = **2052** students College-wide.
- 4.2 We will begin school year 2022-2023 with a record 30 new teachers (14 in Primary and 16 in Secondary) and one new Secondary MYP Vice Principal. Nearly every leaver cites the Hong Kong government's response to managing the pandemic (including travel restrictions, fear of separation from children due a positive Covid-19 result, as well as the mandatory hotel quarantine) as the reason for their resignation.
- 4.3 Head of Secondary, Natasha Williams, has been invited by ESF to serve a one-year secondment at the Centre leading a few special projects Foundation-wide. In the interim, Secondary Vice-Principal, Geoff Wheeler, has accepted the offer to serve as the Acting-Head of Secondary for 2022-23.
- 4.4 After interviewing all internal candidates, I&S Department Head, Rhys Thomas was recruited to take the role of acting VP while Jess Davey-Peel is on maternity leave during the 1st term of school in 22-23.
- 4.5 Another internal recruitment is underway for a one-year Acting-Secondary Vice-Principal for Wellbeing as Geoff steps up to HOS.
- 4.6 RCHK re-opened after the Easter break for a short week of half-day classes followed by full-day lessons from 25 April including lunch. The Chartwells food service program

has also re-started and includes a varied menu for students from Year 4 payable with Octopus.

- 4.7 HB announced the dates for school activities (e.g. Y13 & 11 Prom, Y6 celebration, annual teacher leavers party)
- 4.8 Both the Primary and Secondary phases have been working on elements in the Strategic Plan including how student performance data is used to drive instruction. An interim report will be made to the ESF Office of Strategic Planning and Quality Assurance later this month and shared with the Council in September.
- 4.9 HB represented school to request an approval from council for another one-year extension to the Chartwells tender due to continued pandemic-related disruptions to the food service program. Approval was given in the meeting.

5 Business Manager's Report (SH)

5.1 P&L Report as of 30/04/2022 (first document)

1) Incomes

Tuition fee incomes are above the forecast even with a drop of enrolment during the second part of the year (2,050 as of today – 2,084 in January budget was done on 2,074 students)

- There will be a major drop on tuition fee incomes in June 2022 with the ESF relief grant of 1,600 HKD for each eligible student (estimated cost around 2.8 MHKD)
- Will be partially covered by a subvention from the HK government related to employees (estimated subvention of 2 MHKD)

2) Expenditures

- Staff expenditures are well contained
- The Senior staff salary is compensated by the Interco incomes and is related to the interim of our Primary principal at KJS
- Big gap in Cash allowance
- Other expenses are well contained except for IT expenditures which are always very high at the beginning of the school year but will be within budget at the end of the year.
- The estimated cost of the RAT test distributed to staff and students is about 0.5 MHKD

3) Interim Result

- RCHK has an interim positive result of 1,711,738 HKD which could allow us to absorb the missing incomes (partially covered by a subvention) and the cost of the RAT tests

5.2 Budget 2022/2023 (second document)

- College Council Finance Sub-committee has discussed and validated with ESF Finance the following tuition fee increases:

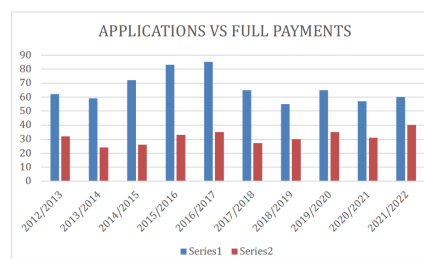
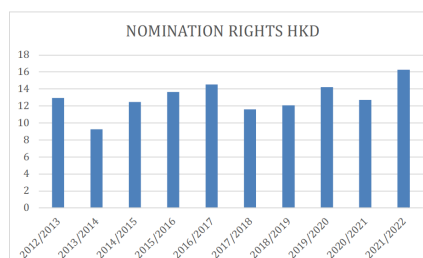
- › Primary: + 2.82%
- › MYP: +1.81%
- › DP: +1.79%
- Salary increment:
 - › +3.5% for Support staff
 - › +3% for Teaching staff
- Budget done on 2,084 students
- Operating surplus should be 607,725 HKD

MT commented about the cost of Rat Test kits. RC and other PIS need to bear the cost of the kits by individual school. CBDC will check with the CFO.

Note after meeting: ESFC has confirmed that PIS (e.g. RCHK) should bear the cost of the RAT kits.

5.3 Nomination Rights Updates

- 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: 65 applications (35 full payments): 14.20 MHKD
- 2020/2021: 57 applications (31 full payments): 12.70MHKD
- 2021/2022: 60 applications (40 full payments): 16.250 MHKD



- 2021/2022: 60 applications
- 60 applications have been received
 - › 40 have been paid in full
 - › 5 have withdrawn or declined (50,000 HKD is kept)
 - › 9 were unaccepted and refunded
 - › 6 under review
 - This is the best NMR campaign since the program was created

5.4 Extension of contract without tender because of the Covid Situation:

5.4.1 Uniform supplier

SH informed the Council that the 2 years extension of contract clause with Uniform Station Ltd has been activated from 1 August 2022 to 31 July 2024. RCHK is fully satisfied with their service and products and we appreciated their support during the pandemic.

5.4.2 Approval is obtained from council during this meeting to extend the Chartwells contract for one additional year until summer 2024 (instead of summer 2023) since the catering activity was highly disrupted in 2021/2022 **Refer to 4.9**

5.5 Capital expenditures update:

Toilets' refurbishment (2nd phase – summer 2022)

- Upgrade of 2/F and 3/F floor of Primary and Secondary toilets
- Upgrade of Primary gym toilets
- Budget: 7.8 MHKD (5 MHKD before but a 3/F was added)
SH requested approval to raise the amount 7.5MHKD to 7.8 MHKD, approval was given during the meeting.

Swimming pool sound baffles / acoustic ceiling

- Replacement of the current sound baffles
- Budget: 1.2 MHKD

It was decided to postpone these works from summer 2022 to Christmas 2022 in order to get rental incomes from the swimming pool this summer.

5.6 List of expenses above HKD 200,000 approved since last council meeting

- MacBook Air (69), MacBook Pro (1) and School on-site service
HKD771,374
- iPad Wi-Fi 64GB (168), iPad Wi-Fi 256 GB + Apple Pen (8), Tempered
Glass Screen Protector HKD452,736

6. Committee Reports

6.1 Finance Committee report was attached with this meeting agenda. (Last 2 pages of this minutes)

7. ESF School Council Report (CBDC)

7.1 As of this date, ESF was over 98% vaccination compliance across ESF.

7.2 During COVID Wave 5, ESF HR relaxed the policy for sick note requirement as staff were not able to visit doctors. Staff attendance rate was over 98% during this period. Staff with mild symptoms or were asymptomatic were working from home and teaching online. ESF was appreciative of everyone's commitment.

7.3 Annualized attrition rate was around 16.3%, slightly down from 16.8% which was reported in the last meeting. This was because some staff rescinded resignations. The attrition rate is more than double the number compared to usual. Some of the 16.3% include staff resigning to leave in December 2022. This is very disruptive to the school year. Around 40 teachers across ESF plan to leave during Christmas. Usually it is only 3 to 4 per year.

- 7.4 Early resignation scheme deadline is the end of September. To be in line with other international schools' network where PIS recruit teachers from, teachers' contract date may be adjusted to a single resignation date at the end of September.
- 7.5 Year to date attrition rate is 14.3 % (removing those leaving in December as they will count towards next year's attrition. Thus far there have been no resignations in Term 3. Recruitment is on track.
- 7.6 Number of staff travelling in summer is around 750. HR will support and help staff to get back to Hong Kong to start the new school year.
- 7.6 Student attrition rate year-on-year is up about 60%. Admissions across ESF schools have done huge amount of work to keep the withdrawal to budget, to fill the student space with students on waiting lists for the coming school year.
- 7.7 In the beginning of this term, with much less Covid cases, Crisis Management Team stepped down.

8. AOB

CC has completed his term in August 2022. Council members farewelled him and Rebecca Chan who was also leaving the council. HB thanked both of them for their contributions to the council.

9. Date of Next meeting

29 Sept 2022

(Meeting adjourned at 5:13p.m.)

RCHK Council Finance Committee Meeting
4:30 pm on Tuesday, 19 April 2022 via Zoom

Attendance:

- Principal Harry Brown (HB)
- Community Representative Edward Tang (ET) – The Convenor
- Community Representative Gideon Ho (GH)
- Community Representative Rebecca Chan (RC)
- Parent Representative Mehul Tanna (MT)
- Parent Representative Irene Wang (IW)
- Business Manager Samuel Hureau (SH)
- Finance Manager Anney Chan (ASC)
- ESF Chief Financial Officer Vivian Cheung (VC)
- ESF Senior Executive - Finance Control Ann Chan (ACh)

HB briefed the purpose of the Finance Committee meeting – to consider the College’s draft budget for 2022-2023, especially on tuition fee increment, to raise questions & comments to enable ESF Centre to fine-tune the draft budget, and to present the fees and percentages to the ESF Board on 25 April for approval.

ACh presented the proposed fees increment (see below) as per the budget (v.5). The fees had been adjusted as per discussion prior to the meeting, leading to an operating surplus before capital income stands at \$692K (0.2%). It includes also a salary increase of +3% for teachers and +3.5% for Support staff.

The rationale is that salary increases should be fully funded by tuition fee increases. On the other hand, ESF schools will do a general fee increase of +2.85%.

RC Tuition Fee			
	<i>Increase</i>	New Fee	Old Fee
Y1-6	3.79%	128,700	124,000
Y7-11	1.20%	168,000	166,000
Y12-13	1.19%	169,900	167,900
Weighted Average	2.24%		

HB explained that the college might want a lower fee increase for Secondary as it would decrease our fees difference with Secondary ESF schools, but a higher fee increase in Primary might be difficult to accept for our community. A counter-proposal could be +2.85% for Primary and keep 1.20% for Secondary with a surplus of HKD264K. Some expenses with high elasticity reacting to COVID-19 class suspension could make up for the missing rental incomes e.g. Office and general expenses, teaching materials...etc.

RCHK College Council was also in general supporting a modest fee increase along with savings/use of NMR which could fund salary raise.

VC opposed the use of nomination rights to supplement operating income due to the agreement with EDB. And the capital income might not be able to cover the school re-building in the future.

The committee came to a general consent on the fees on the table below:

	<u>2021-22</u>	<u>2022-23</u>	<i>Increase</i>
	Old Fee	New Fee	
Y1-6	124,000	127,534	2.85%
Y7	166,000	169,000	1.81%
Y8-11	166,000	169,000	1.81%
Y12-13	167,900	170,922	1.80%
Average increase (weighted)			2.23%

ET also mentioned that RC hadn't increased the tuition fee for 2 years, and if the fee increase percentage is lower than that of ESF schools, parents would not react so much to it. Fees comparison information was presented and VC stated that RC/ DC fees are on the lower end. HB hoped that we could make the fee increases and salary increases without hampering the long-term budget, and HB could justify the fee increase by smaller class size and the absence of subvention in RC.

ACh would work out the figures again after the meeting, and she suggested a lower percentage in MYP and DP might be possible. A surplus of HKD643K is forecasted on the above tuition fee increase suggestion. ACh would present the final figures to the ESF board for approval.

Note after meeting:

ACh followed up with the budget (v.6) by email on 19 April 2022 at 6:30 pm, please refer to the attachment and the table below for the proposed tuition fee:

Renaissance College	<u>2021-22</u>	<u>2022-23</u>	<i>Increase</i>
	Old Fee	New Fee	
Y1-6	124,000	127,500	2.82%
Y7-11	166,000	169,000	1.81%
Y12-13	167,900	170,900	1.79%
Average increase (weighted)			2.21%

Fee comparison of RC and ESF schools

2021/2022				
	ESF		RCHK	
PYP	HK\$ 115,800.00		HK\$ 124,000.00	7.08%
MYP	HK\$ 133,800.00		HK\$ 166,000.00	24.07%
DP	HK\$ 140,070.00		HK\$ 167,900.00	19.87%
ESF FINAL PROPOSAL				
2022/2023				
	ESF +2.85%		2.82%, 1.81%, 1.79%	
PYP	HK\$ 119,100.00		HK\$ 127,500.00	7.05%
MYP	HK\$ 137,600.00		HK\$ 169,000.00	22.82%
DP	HK\$ 144,700.00		HK\$ 170,900.00	18.11%