

Minutes of 3rd RCHK Council Meeting (hybrid) 2022/ 2023

4 pm on Thursday 2nd Feb 2023

Present:

Chairman	Lisa Lau (LL)
Principal (ex-officio)	Harry Brown (HB)
CEO's nominated representative	Charles Caldwell (CBDC)
Community Representative	Gideon Ho (GH)
Community Representative	Peter Pang (PP)
Community Representative	Edward Tang (ET)
Parent Representative	Irene Wang (IW)
Staff Representative	Sinita Pandya (SP)
Staff Representative	Katie Stears (KS)
Staff Representative	Anney Chan (ASC)
Secretary	Alice Har (ALH)

Absent with Apologies:

CEO (ex-officio)	Belinda Greer
Parent Representative	Jerry Siu (JS)
Parent Representative	Mehul Tanna (MT)

In attendance:

Business Manager	Samuel Hureau (SH)
Acting Head Of Primary	Jason Doucette (JD)
Acting Vice Principal Primary	Tina Lambert (TL)
Director-Corporate Governance	Niamh Mckeague (NM)

1. Welcome and Introduction

1.1 LL welcomed all participants. She introduced Katie Stears, new council member – Teacher/Staff Representative. Members and guest speakers gave a short introduction about themselves.

1.2 ESF School Councils Governance Training 2023 (NM)

Training contents included:

- What is Governance?
- ESF's Vision and Mission
- ESF's Strategic Objectives and Values
- ESF's Governing Structure
- ESF's Governance is dictated by the ESF Ordinance, the ESF General Regulation and HK Law.
- Role of the school council: Contributing towards ESF's vision of developing every student to be the best that they can be.
- Role of the school council: Cap 1117, Section 13

- Composition of the School Council
- Terms of Office for School Council Members
- Meetings of School Councils: Cap 1117A
- Standing Orders
- Committees and Working Groups
- Being a good School Council Member : (The Nolan Principles – 7 Principles of Public Life)
- Accountability to stakeholders
- ESF Code of Conduct for School Council Members
- Members of School Councils – Statutory Provisions
- Role of the Chair
- What may happen if a council member breaches a legal duty or the ESF Code of Conduct?
- The School Council Handbook
- Q&A

A copy of the PPT slides was emailed to in the school council.

1.3 Follow-up on the IB Self-Study and PYP result (JD & TL)

1.3.1 BASE, InCAS and ISA (2022-23)

1.3.1.1 Enrollment (by gender and year) 2022-23:

Primary Enrollment (by gender and year) 2022 - 23

Year Level	F	M	Grand Total
Y1	85	83	168
Y2	70	92	162
Y3	75	88	163
Y4	74	88	162
Y5	86	82	168
Y6	90	78	168
Grand Total	480	511	991

1.3.1.2 **BASE** is a new assessment introduced last academic year as a trial and has replaced PIPS. It is a computer-generated baseline assessment and is used in all ESF Year 1 classes.

1.3.1.3 **BASE** measures students’ personal, social, and emotional development, along with key skills and concepts in language and mathematics

1.3.1.4 There is no comparison as this is the first year of completing the data:

Y1 BASE (Mean Standardised Scores)

School	No. students	Maths	Literacy	Total Score
RC	167	134.0	134.2	134.3
ESF	1261	132.7	132.7	132.9
All CEM schools	na	100.0	100.0	100.0

School	Maths		Reading		Total Score	
	Male	Female	Male	Female	Male	Female
RC	138.9	129.3	134.0	134.4	136.7	132.1
ESF	138.9	127.8	134.2	131.0	135.8	129.6

1.3.1.5 **BASE** results use for:

- Meet and discuss with Year One teachers, encourage teachers to cross-reference these results with other assessments undertaken in class each week
- Year Level Leader, LET Head of Department & VP/PYP Coordinator meet to discuss results
- Meet with Primary Leadership Team (PLT 13) - Year Level Leaders, VPs and Head of Primary

1.3.1.6 Responding to the **BASE** results:

- Re-evaluating reading resources
- Enhancing approach to teaching reading
- Supporting learners in targeted groups
- Strengthening the teaching of vocabulary by creating stronger connections to students’ home and family languages
- Purchasing tactile materials to support learning through play

1.3.1.7 **InCAS**

- Year 3 (September 2022); Year 6 (Term 3, 2023)
- British state and independent schools, international schools following National Curriculum for England and Wales
- Computer adaptive. 14 individual assessments: General Mathematics; Mental Arithmetic; Reading; Spelling; Developed Ability (non-verbal reasoning and picture vocabulary)
- Achievement is measured with age-equivalent scores

1.3.1.8 Year 3 **InCAS** Results

Best results we have had since returning from COVID. Many factors could have contributed to this: e.g. more time in school, successful responses to data from previous years, and cohort.

	> 2 years above C.A	0-2 years above C.A	0-2 years below C.A	> 2 years below C.A.	Total	Above C.A.
General Maths	16.6%	72.4%	11.0%	0.0%	100%	89.0%
Mental Arithmetic	18.6%	55.3%	23.0%	3.1%	100%	73.9%
Reading	35.6%	44.2%	17.2%	3.1%	100%	79.8%
Spelling	23.9%	46.6%	27.6%	1.8%	100%	70.6%
Developed Ability	23.3%	57.1%	14.7%	4.9%	100%	80.4%

1.3.1.9 **InCAS** results used for:

- Share and discuss with Year 3 teachers
- Encourage the current Year 3 teacher and past Year 2 teacher to discuss any unexpected results
- Share and discuss with Year Level Leader, LET Head of Department/LET Year 3 Liaison & VP/PYP Coordinator
- Reflect on learning & teaching with Year 2 teachers
- Share results with parents via the ESF app
- Share and discuss with Primary Leadership Team - Year Level Leaders, VPs and Head of Primary

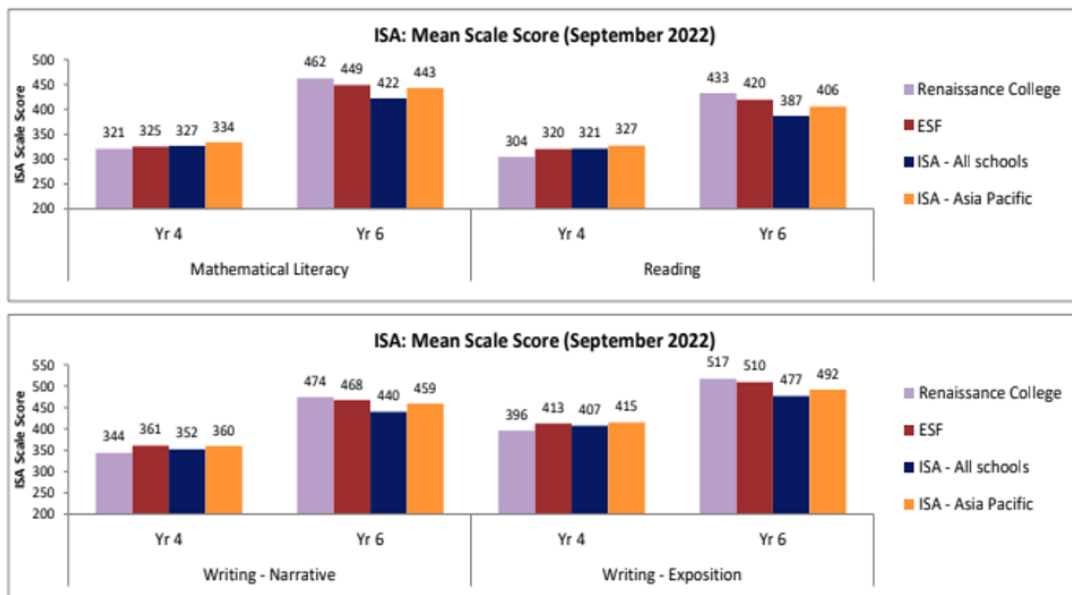
1.3.1.10 Responding to the **InCAS** results:

- Enhanced our approach to teaching reading in the Early Years through targeted learning opportunities to support and extend our learners
- Implemented Nessy reading programme
- Developed a common approach to problem-solving in Mathematics

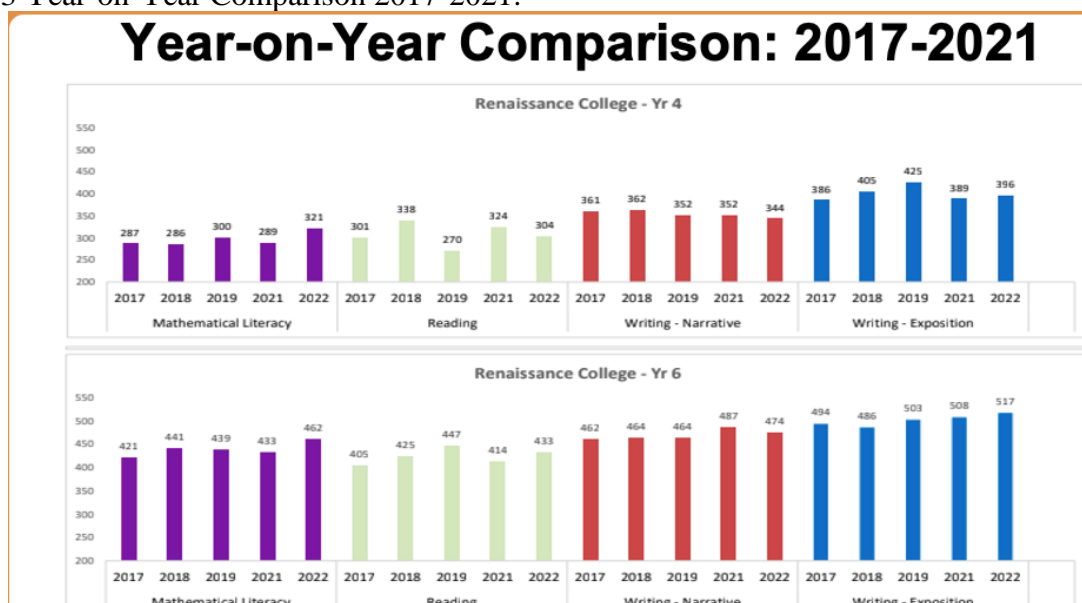
1.3.1.11 **ISA**

- Undertaken in September 2022 by Year 4 & Year 6
- Used by a number of international schools across the world with the majority following IB curriculum
- Measures skills in Mathematical literacy, reading and writing

1.3.1.12 **ISA Mean Scale Score (September 2022):**



1.3.1.13 Year-on-Year Comparison 2017-2021:



1.3.1.14 **ISA** results used for:

- Share, discuss and reflect with Year 4 & 6 teachers
- Encourage current Year 4/6 teacher and past Year 3/5 teacher to discuss results
- Share and discuss with Year Level Leader, LET Head of Department/LET Y6 Liaison & VP/PYP Coordinator
- Reflect on learning & teaching with Year 3 & 5 teachers
- Share results with parents via the ESF app
- Share and discuss with Primary Leadership Team - Year Level Leaders, VPs and Principal

1.3.1.15 Responding to the **ISA** results:

- Targeted learning opportunities to support and extend our learners
- Developed a common approach to problem-solving in Mathematics

1.3.1.16 Agency:

Teachers are meeting students where they're at by enabling and extending support during learning engagements. Further developing the embedding of personalized learning goals so students begin to identify their strengths and stretches. Formally shared with parents during 3WC.

1.3.1.17 On the horizon:

- Meeting with Wu Kai Sha Principal and PYP Coordinator to discuss teaching and learning and sharing developed continuums
- Further development of continuums in Chinese
- Strengthening and collaborating with the secondary mathematics department to further develop the continuums
- Continue to strengthen the SWI approach to learning more about words in regard to spelling, meaning, and how they are used as writers.
- Educating parents about gender bias through admissions/ parent university in the upcoming Parent University.

1.3.2 IB studies follow-up (JD)

JD talked the College Council through the IB Self-Study standards and practices applicable to the role of the Council. Council members shared reflections on where they thought we sat in relation to the standards and practices, rating them as developing, developed, or highly developed. Council members shared evidence to support their reflections, sharing potential next steps for future school development.

2. Confirmation of minutes of the 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 students in the Primary School and 1097 students in the Secondary School, a total of 2075 students College-wide.

4.2 Staffing:

4.2.1 New teacher recruitment is well underway for 2023-24. Seven leavers in the Primary School, eight in the Secondary School, and one all through Social Worker position. More than half of these openings have been filled with the remainder to be hired before the Easter break.

4.2.2 Stuart (Stu) Lowe, Learning Technology Specialist at ESF Beacon Hill School has been selected following an international search as the new Vice-Principal for Learning Technologies with Ania Zielinska's departure this summer. Stu has a long and successful track record in ESF leading digital teaching and learning at both the school level and across the Foundation.

4.3 Premises Issues :

Japanese street artist, Taka has been working with teachers and scholars in the Visual Arts department to produce a captivating mural at the MTR entrance on three walls. This project has been several years in the making with delays due to the pandemic.

4.4 Upcoming School/Parent/ Community activities:

Staff spring dinner (3 Feb), ESF Innofair (4 Feb), ESF Design Day (15 Feb), and Year 11 Personal Project Exhibition (11 Feb).

5 Business Manager's Report (SH)

5.1 2022/2023 P&L Report as of 30/11/2022 (first document)

5.1.1 Incomes:

- Tuition fee incomes are slightly below the forecast (2,075 students as of today –the budget was based on 2,084 students). The usual Christmas attrition has been compensated by new students.
- Interest incomes are rising.
- Rental incomes are under the budget as there were still covid related restrictions at the beginning of the school year. A significant improvement should be seen in the coming months.

5.1.2 Expenses:

- Staff expenditures are well contained. The Senior staff salary deficit is compensated by the Interco incomes and is related to two interims of RCHK staff at ESFC and KJS.

- Other expenses are well-contained except for IT and general office expenditures which are usually high at the beginning of the school year.

5.1.3 Interim result:

- Surplus of 1.7 MHKD as of November 2022 but many school activities expenses (EOTC camps) were not paid in full at that time.

5.2 **Budget 2023/2024**

5.2.1 RCHK and ESF are working on the 2023/2024 draft budget

5.2.2 The draft budget and the tuition fee increase proposal will be presented by ESF Finance Department at the next College Council Meeting on 21 March 2023. (a Finance Committee Meeting will take place before)
Post-meeting note: Finance Committee met with CFO, Vivian Cheung, and Senior Executive Ann Chan in ESFC on 8 March 23.

5.2.3 Three parameters are important to determine the tuition fee increase:

- The enrollment forecast done by RCHK - 2,077 forecasted in 2023/20234 (compared to 2.084 this year)
- The staff salary increase decided by ESFC
- The tuition fee increase decided by ESFC / College Council
- Current situation:
ESF PRIMARY: 119,100 HKD / RCHK PRIMARY: 133,000 HKD + 11.6%
ESF MYP Y7: 159,300 HKD / RCHK MYP: 176,000 HKD + 10.48%
ESF MYP Y8-11: 137,600 HKD / RCHK MYP: 176,000 HKD + 27.9%
ESF DP: 144,700 HKD / RCHK DP: 178,000 HKD +23%

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: 65 applications (35 full payments): 14.20 MHKD
- 2020/2021: 57 applications (31 full payments): 12.70MHKD
- 2021/2022: 60applications (42 full payments) 16.95 MHKD
- **2022/2023**
 - > 57 applications have been received so far (51 for Y1 and 6 for Y2 and above). It was 50 at the same time last year
 - > 46 full payments already (18 from ESF KGs)
 - Y1 applications for 2023/2024: 1st choice RC: 319 (264 last year and 314 the year before)
 - => 124 coming from ESF Kindergartens and 195 external

5.4 **Capital expenditures 2022/2023:**

- 5.4.1 Swimming pool sound baffles / acoustic ceiling (Christmas 2022)
- Replacement of the current sound baffles
 - Done
 - Budget: 1.2 MHKD
 - Final figure: 1,087,000 HKD (SUNHING)



- 5.4.2 Oil-Free Chillers (on-going)
- Change of PAC chillers (15 years old)
 - Project led by ESF FDD
 - Budget update after tender: 5.263 MHKD
 - › Building works: 4,530,000 HKD (Jardines Engineering Corporation – JEC)
 - › 10% contingency: 453,000 HKD
 - › Consultancy fee: 280,000 HKD (Egis M&E Ltd)



5.5 Toilets refurbishment (3rd phase – summer 2023)

- Toilets Secondary building 4, 5 and 6/F
- Cafeteria G/F and 1/F
- Consultancy awarded to “Fruit Design and Build Company” for 550,000 HKD
- Estimated budget: 7.5 MHKD

Council approved this project in the meeting.

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

None

6. Committee Reports

6.1 None

7. ESF School Council Report (CBDC)

7.1 CBDC updated the council with the recent events across ESF schools.

7.2 A big highlight of Term 2 was the official opening of Island School on 11 Jan 2023

7.3 ESF was currently in the "Fees and Pay" season. Key meeting dates related to deciding on Fees and Pay included: Remuneration Committee (23 Feb), Finance Committee (15 Mar) and Board meeting (27 Mar).

7.4 Overall admission continues to remain strong across ESF schools.

7.5 Teaching staff attrition rate this year as of January is 6.75%, compared to 14.5% (1 year ago), 6.3% (2 years ago), and 7.2% (3 years ago). The attrition rate for EA/support staff is high this year.

8. AOB

None

9. Date of Next meeting

21 Mar 2023

(Meeting adjourned at 6:25 p.m.)