

## Minutes of 4th RCHK Council Meeting 2022/ 2023

4 pm on Thursday 21<sup>st</sup> March 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)
Parent Representative	Mehul Tanna (MT)
Staff Representative	Anney Chan (ASC)
Secretary	Alice Har (ALH)

### Absent with Apologies:

CEO (ex-officio)	Belinda Greer
Parent Representative	Jerry Siu (JS)
Staff Representative	Sinita Pandya (SP)
Staff Representative	Katie Stears (KS)

### In attendance:

Business Manager	Samuel Hureau (SH)
ESF Finance Officer	Ann Chan (ACH)

## 1. Welcome and Introduction

1.1 LL welcomed all participants and ACH.

## 2. Presentation: RCHK draft budget for 23/24 (ACH)

2.1 AC presented overall parameters :

2.1.1 Salary increments - 4% for teaching staff + TLR / 4.5% for non-teaching staff

2.1.2 Medical expenses up 6% from 22-23 budget

2.1.3 Non-staffing ( CPI increase of 2%, ESF Mgmt & Admin Fee +3%)

2.1.4 School-specific:

a) Non-staffing (budget enrolment & inclusion of “compulsory charges”)

b) Staffing changes ( Adding one ELSA EA position & moving one EA out of scholarship back into the operating budget and freelance counselors costs)

- 2.1.5 Tuition fee:  
a) Fee increase

**- Weighted average of 5% with compulsory charges**

	2022/23 Annual Tuition Fees HK\$	2023/24 Annual Tuition Fees HK\$	% Increase	Monthly Increase HK\$	Compulsory Charge HK\$	Net % Increase
<b>RCHK</b>						
Year 1-6	127,500	134,600	5.57%	710	860	4.89%
Year 7-11	169,000	176,700	4.56%	770	350	4.35%
Year 12-13	170,900	178,700	4.56%	780	350	4.36%

- b) Fee Comparison with ESF Schools and DC (22/23 & 23/24)  
c) Fee Comparison with Other International Schools ( primary 22/23)  
d) Fee Comparison with Other International Schools ( secondary 22/23)

2.2 RCHK draft budget (2023-24)



# Renaissance College

	2023-24 Budget	2022-23 Forecast	2022-23 Budget
<b>Enrolment:</b>	2082	2077	2084
<b>Average Fee Increase</b>	5.0%	2.2%	2.2%
Primary	\$134,600	\$127,500	\$127,500
Secondary Y7-Y11	\$176,700	\$169,000	\$169,000
Secondary Y12-Y13	\$178,700	\$170,900	\$170,900
<b>TOTAL INCOME</b>	<b>347,038,754</b>	<b>331,762,620</b>	<b>330,589,569</b>
<b>Staff Expenses</b>	<b>(249,073,672)</b>	<b>(239,558,823)</b>	<b>(239,901,367)</b>
<b>Administrative Expenses</b>	<b>(92,758,161)</b>	<b>(91,496,980)</b>	<b>(90,080,477)</b>
<b>TOTAL EXPENSES</b>	<b>(341,831,833)</b>	<b>(331,055,803)</b>	<b>(329,981,844)</b>
% of Income	98%	100%	100%
<b>OPERATING SURPLUS/(DEFICIT) BEFORE CAPITAL ITEMS</b>	<b>5,206,921</b>	<b>706,817</b>	<b>607,725</b>
% of Income	1.5%	0.2%	0.2%
<b>NON-OPERATING (CAPITAL) INCOME</b>			
<b>SURPLUS/(DEFICIT) AFTER CAPITAL ITEMS</b>	<b>31,206,921</b>	<b>25,556,820</b>	<b>25,307,725</b>
% of Income	9.0%	7.7%	7.7%

2.3 ET (Chair of the Finance sub-committee) summarized the subcommittee's recommendations and explained the points to support the budget.

2.4 Council accepted the presented budget.

### 3. Confirmation of minutes of the last meeting

3.1 The minutes were confirmed and approved without amendment.

### 4. Matter arising

4.1 None

## **5. Principal's Report (HB)**

5.1 Number on roll: 987 students in the Primary School and 1089 students in the Secondary School, a total of 2076 students College-wide.

5.2 Staffing:

All but a few new (replacement) teachers have been hired for the upcoming 2023-24 school year. We are currently expecting to welcome six new Primary teachers, seven Secondary teachers, and two College-wide educators (one Vice Principal and one Social Worker).

5.3 Premises Issues :

The screening equipment has been removed from the school entrances following the decision by the government to no longer require temperature checks to enter the campus. Consequently, the school entrance at the Emergency Vehicle Access (EVA) gate on Hang Ming Street is closed and walkers have returned to using the entrance at the MTR gate – a commitment the College made to our neighbors when the pandemic began after being challenged regarding the additional number of people lined up on the street waiting to enter the school.

5.4 School/Parent/ Community Activities:

Activities included Primary School Sports Day, RAPT Poon Choi Dinner, Year 6 Exhibition Week, and Year 12 Trial Exams.

5.5 Preparation for the IB Five-Year Review is still in progress with an update at the College Council meeting in May.

5.6 HB updated the council about building a kindergarten on our campus. EDB has not approved it as the lease of the land was stated for only Primary and Secondary schools.

## **6 Business Manager's Report (SH)**

6.1 **P&L Report as of 31/01/2023(first document)**

6.1.1 Incomes:

- Tuition fee incomes are slightly below the forecast (2,078 students on average during the first 5 months – budget was based on 2,084 students).
- Interest incomes are now substantial.
- Rental incomes are still under the budget. A significant improvement should be seen in the second part of the year.

6.1.2 Expenses

- Staff expenditures are well contained. The teaching staff salary deficit is compensated by Interco. incomes and is related to three interims of RCHK staff within ESF.

- Other expenses are well-contained except for General Office expenditures (high at the beginning of the school year) and Finances charges (increase of the interest rate for the ESF loan, Paypal fee).

### 6.1.3 Interim Result

- Surplus of 2.8 MHKD as of January 2023.

### 6.1.1 **Budget 2023/2024**

6.2.1 Budget done on 2,082 students (compared to 2,084 students this year)

6.2.2 Budget details will be presented by ESF Finances Department

6.2.3 Tuition fees proposal:

RC Tuition Fee	Increase	New Fee	Old Fee	Mth increas
Y1-6	5.57%	134,600	127,500	710
Y7-11	4.56%	176,700	169,000	770
Y12-13	4.56%	178,700	170,900	780
Weighted Average	4.97%			

## 6.3 **Nomination Rights**

6.3.1 NMR update:

- 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 (42 full payments): 16.95 MHKD
- 2022/2023: 55 applications (47 full payments): 18,85 MHKD

## 6.4 **Capital Expenditures 2022/2023:**

6.4.1 Swimming pool sound baffles / acoustic ceiling (Christmas 2022) - Completed

- Replacement of the current sound baffles
- Budget: 1.2 MHKD
- Final figure: 1,087,000 HKD (SUNHING)

6.4.2 Oil Free Chillers; Final handover end of March 2023

- 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)

6.4.3 Toilets refurbishment (3rd phase) – Summer 2023

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

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

Vinyl Replacement Library 2/F and 3/F HKD640,784

**7 Committee Reports**

7.1 On 7 Mar 2023, the Finance Sub-committee (ET, GH, MT & IW), HB, SH, and ASC met via Zoom to prepare for the Finance Subcommittee meeting held on 8 Mar.

7.2 On 8 Mar 2023, the Finance Sub-committee (ET, GH, MT), HB, SH, ASC, ESF CFO – Vivian Cheung, and ACH met in ESFC to discuss the budget for 2023-2024.

7.3 Minutes of both meetings were shared with council members before this meeting.

7.4 Minutes of the Finance Sub-committee Meeting inserted on page 6. (Annex1)

**8. ESF School Council Report (CBDC)**

8.1 CBDC updated:

- a) The recent activities and events across ESF schools.
- b) Staff well-being: Importance to watch out for staff well-being. HR has been keeping track of it since 2018.
- c) Staff development (Child Protection Training & School Council Governance Training)
- d) Recruitment updates: A high number of staff recruited from within Hong Kong. The current attrition rate is 6.75% (teachers), it is low and back to the early/pre-pandemic level, 21% (support staff) and 14.5 % ( EA).
- e) 24% of support staff has received another cycle of salary increment for the last year.
- f) The Support Staff turnover rate is high. Especially some areas of expertise, e.g. IT technicians. HR is considering outsourcing to hire IT technicians.
- g) Other updates: the work in ESF branding; AI (e.g. ChatGPT) workshops to help people to understand the technology.
- h) Admission overall remains strong, some families left Hong Kong and came back.
- i) ESF HR forum will be hosted on 5 May. It is in partnership with Willis Towers Watson. The theme of the event is: "Leading HR Into the New Educational Landscape." RC representatives will join.

**8. AOB**

None

**9. Date of Next meeting**

**8 Jun 2023**

(Meeting adjourned at 5:10 p.m.)