

Minutes of 2nd RCHK Council Meeting 2023/24

4 pm on Wednesday 6th December 2023

Present:

Chairman	Lisa Lau (LL)
Principal (ex-officio)	Harry Brown (HB)
CEO's nominated representative	Vivian Cheung (VC)
Community Representative	Peter Pang (PP)
Community Representative	Earl Deng (ED)
Community Representative	Gideon Ho (GH)
Parent Representative	Irene Wang (IW)
Parent Representative	Mehul Tanna (MT)
Staff Representative	Anney Chan (ASC)
Staff Representative	Rhys Thomas (RT)
Staff Representative	Katie Stears (KS)
Secretary	Alice Har (ALH)

Absent with Apologies:

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

In attendance:

Business Manager	Samuel Hureau (SH)
Head of Secondary	Geoff Wheeler (GW)
Head of Primary	Jason Doucette (JD)

1. Welcome and Introduction

LL welcomed everyone. The new community representative, Earl Deng introduced himself to everyone.

1.1. IB visit 2023 preliminary result (HB, JD & GW)

HB, JD & and GW present the preliminary result of the visit. It included College-wide (presented by HB), Programme development plans, PYP (presented by JD), MYP, DP, and CP (presented by GW). The final report will be shared when it comes out in January.

Post-meeting note: As requested by the IB team, photos of the safe for IB exam materials stored in the safe room were sent to the IB team on 29th Dec 2023.

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)

4.1 990 in the Primary School and 1108 in the Secondary School = **2098** students College-wide.

4.2 Staffing:

- The deadline for teacher resignations for next school year is 15 December. So far, there is only one open vacancy in Primary and one filled position in Secondary. We are on track for the lowest annual teacher turnover rate since the College opened.
- Steve Brown, currently the PYP Coordinator at Canadian International School Hong Kong, has been selected to serve in the same role and as RCHK Primary Vice Principal commencing in August 2024.

4.3 Premises Issues :

Ongoing repair and maintenance, but no major projects at this time. Rental usage is back up to pre-COVID levels.

4.4 School/Parent/ Community Activities :

Thanks to RAPT, the Family Fun Day on 2 Dec was a successful one. The coming events on the school calendar are:

- Jie Jie Day celebration: 8 December.
- Post-election day (no school): 11 December.
- Sister Act musical performances: 12 and 13 December.
- Last day of school prior to winter break: 15 December.
- Classes resume following winter break: 8 January 2024.

4.5 Update on the school development plan

The results of the IB Five-Year Review, along with the feedback from the Relational Wellbeing Study, will help inform initiatives for the next strategic plan.

5. Business Manager's Report (SH)

5.1 FINAL P&L FOR 2022/2023: (1st document)

- Final operational surplus of + 7.954 MKHD

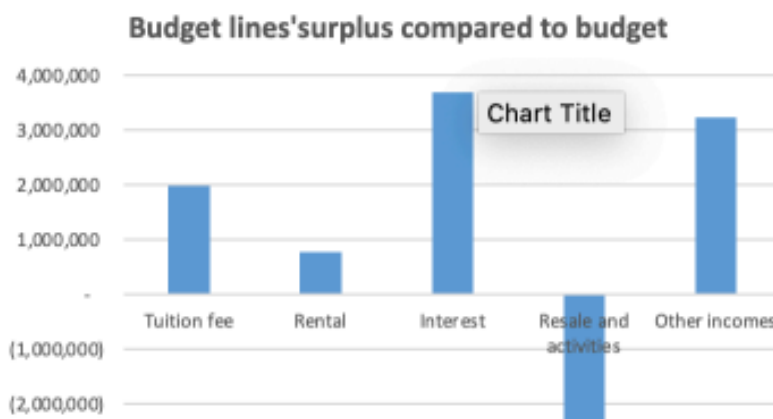


5.2 INCOMES

- Tuition fee income is showing a significant surplus as RCHK has maintained a high enrolment number throughout the year with very low attrition rate
- Rental income is back to its normal level
- A big chunk of other income is mostly a refund from ESFC for staff who were assigned to ESF this year
- The interest income is rocketing with more than 4.5 MHKD whilst only 0.8 MHKD was forecasted

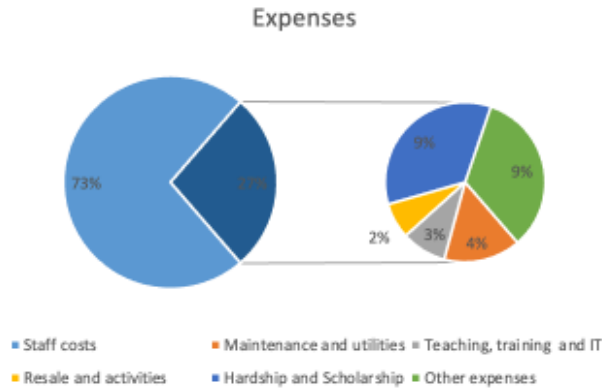


- The main driver of the surplus of income is the unexpected interest income followed by tuition fees (other income is mostly an ESF salary compensation) and negative “ Resale and Activities” income is compensated by corresponding lower expenses)

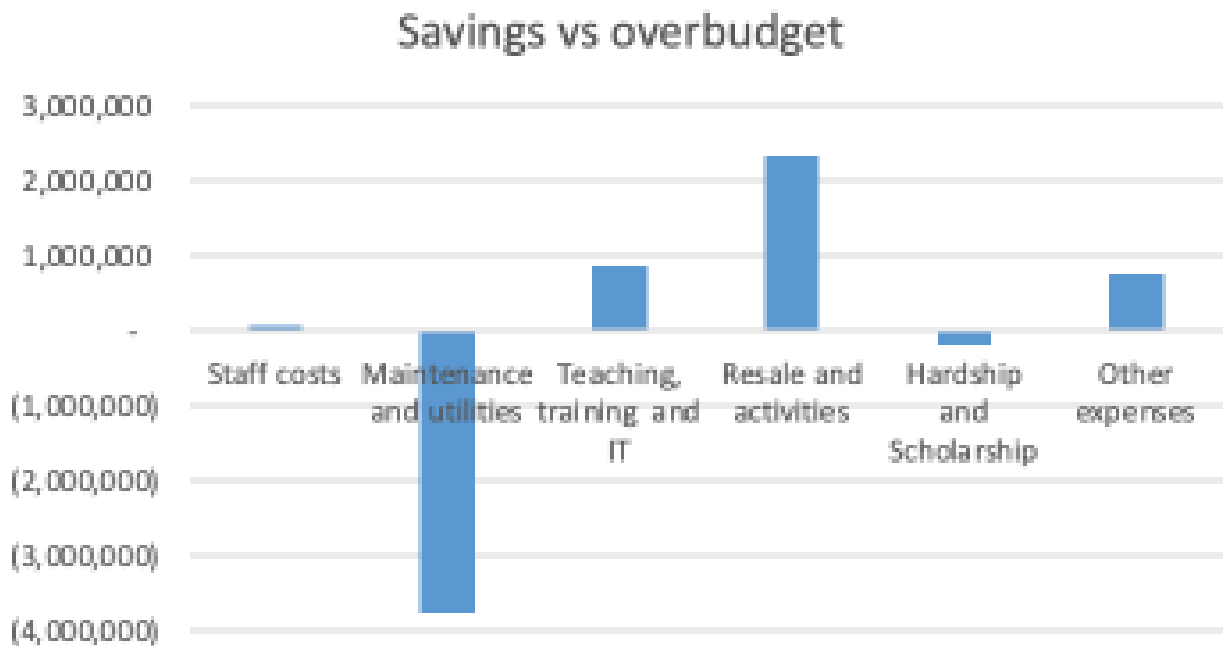


5.3 EXPENSES

- Staff expenditures (73% of the expenses) are within the budget
- Savings on Resale and Activities are compensated by lower corresponding income this year.



- The main driver of overspending is utilities (minus 1.2 million compared to budget, mainly due to electricity) and Maintenance expenses (minus 2.5 MHKD compared to budget)
 - As the interim figures showed the possibility of a significant surplus, some additional works were implemented during the summer (office renovation, Library flooring, A/C works, protective paddings, paintings works, etc)
 - The Maintenance works had slowed down during the COVID period and some catch-up was necessary



5.4 INVESTING ACTIVITIES

- Nomination Rights and Non-Refundable Building Levy are still very solid this year
 - ⇒ NMR: 18,9 MHKD (16,95 MHKD the previous year)
 - ⇒ NBL: 11.005 MHKD (14.010 MHKD the previous year)
 - ⇒ Total Capital income of 29.905 MHKD vs Capital expenses of 27.59 MHKD (loan reimbursement included)

5.5 SCHOLARSHIP FUND

- Scholarship fund is also showing a healthy model
 - ⇒ **September 2022: 7.456 MHKD**
 - ⇒ Addition 2021/2022: 31.197 MHKD
 - ⇒ Minus Scholarships: 18.618 MHKD
 - ⇒ Minus Hardship: 1.343 (lowest figure since 2016)
 - ⇒ Minus Salaries/others: 7.149 MHKD
 - ⇒ **31 August 2023: 11.543 MHKD**

5.6 P&L 2023/2024 (2ND document)

- As of today, enrolment is 2,097 students (the budget was made with 2,082 students)
- September and October Payrolls were showing figures in line with the budgeted amount
- Other incomes and expenses are following expected start-of-the-year behaviours

5.7 ADMISSIONS AND ENROLMENTS 2024/2025

- 112 ESF Kindergartens and 258 Non-ESF applicants for a total of 370 applicants against 319 last year (124 ESF and 195 non-ESF).
- 2024/2025 enrolment campaign has started for August 2024. As of today, 17 NMR from kindergartens have been allocated to RCHK (TBC) and 30 NMR applications from non-ESF kindergartens have been received. A total of 47 against 56 last year as the same time.

5.8 CAPITAL EXPENDITURES 2023/2024:

- Toilets refurbishment (phase 4 – final -PAC and Sports Center): 8 MHKD - Summer 2024
- Staircases flooring (6 staircases): 2 MHKD - Summer 2024 - Electricity and lighting renovation at swimming pool: 2 MHKD – Summer 2024
- External paintings: 6MHKD – Summer 2024

All these projects presented at the last Council will have to be redefined as the toilet refurbishment phase 4's preliminary figures are reaching more than 20 MHKD.

RC borrowed 51M from ESF to erect the SPC building 7 years ago. The final and complete refund of the Principal amount borrowed will be done by the end of this academic year 2023/2024.

6. Committee Reports

None

7. **ESF School Council Report (VC)**

7.1 Staffing

The attrition rate for staff is extremely low, as of the end of November total number is 33. Reasons for leaving include family reasons, work-life balance, and forced relocation (spouse being recruited in other countries). HR will retrieve possible candidates via LinkedIn to fill the vacancies. As of today, there are 2136 applications in the pipeline.

7.2 Admissions update

The student enrolment rate across the Foundation is strong, over 99% to the budget. Some vacancies in schools in Hong Kong Island and DC. Withdrawal numbers are low across ESF schools. The number is 1/3 compared to the same time last year. Mostly because of family relocation.

7.3 Board Election

Four newly elected board members joined their first board meeting this week. They are very positive and supportive of the organization.

7.4 Limitless

A total of 93 students, 40 from RC will join this life-changing programme. ESF is planning to provide this life-changing program to all year 9 students in the future.

7.5 Mental Health First Aid

Open Door service recorded increased cases. A high number of staff reaching out to seek counseling service. Global research revealed that people have more emotional issues post-COVID. HR has launched a CPD course “Mental Health First Aid” for staff to attend, the objective of this course is for staff who complete the course will be able to identify people around them who might need help and know what action to take. This course is running once a month. HR is also looking into sources to provide physical well-being to staff.

8. **Date of Next meeting**

The next meeting scheduled on 31st January 2024

(Meeting adjourned at 5:30 p.m.)