

## Minutes of 2nd RCHK Council Meeting 2024/25

4 pm on Thursday 7<sup>th</sup> November 2024

### Present:

Chairman	Lisa Lau (LL)
Principal (ex-officio)	Harry Brown (HB)
CEO's nominated representative	Mark Blackshaw (MB)
Community Rep/ Finance Sub-com Chair	Gideon Ho (GH)
Community Representative	Earl Deng (ED)
Community Representative	Peter Pang (PP)
Parent Representative	Mehul Tanna (MT)
Parent Representative	Irene Wang (IW)
Staff Representative	Marta Drzewakowska (MD)
Secretary	Alice Har (ALH)

### Absent with Apologies:

CEO (ex-officio)	Belinda Greer
Staff Representative / Staff Sub-com Chair	Katie Stears (KS)
Staff Representative	Rhys Thomas (RT)
Parent Representative	Jerry Siu (JS)

### In attendance:

Business Manager	Anney Chan (ASC)
Vice Principal of Secondary	Jennifer Whitehair (JW)

### 1. Welcome and Introduction (LL)

LL welcomed everyone in the meeting room and ED via Zoom. Communication Manager Marta Drzewakowska replaced Anney Chan as our new staff representative.

### 2. Review of the MYP results from the Class of 2024 (JW)

- 2.1 MYP results introduction: 8 components together – English, Maths , Science, & Individuals Societies, Chinese, Art, PHE & Design. Maximums overall grade is 7. Final MYP total usually out of 63. English, Maths , Science, & Individuals Societies, Chinese must be taken by all students throughout the whole MYP. Up to two of (Art, PHE & Design) can be dropped in Year 10 & 11. All of the 8 subjects are internally assessed. Personal Project (PP), maximums overall grade is 7, internally assessed and externally moderated by IB. Service as Action, internally assessed, results is met requirement or not.
- 2.2 Y11 MYP results overview:
  - Number of students is 160 (2023-24)
  - 100% of students met the MYP requirement
  - 100% students completed the Personal Project
  - 100 % students met the Service As Action requirements
  - Mean total is 50.2 out of 63
  - RCHK students' average is 5.6
- 2.3 Y11 PP results overview
  - Personal Project is internally assessed and externally moderated
  - All Y11 students complete their Personal Project

- Every PP report is marked by their supervising teacher
- Supervising teachers moderate each other's marking to ensure alignment
- All finalised grades sent to the IB
- IB request to see a sample of 10 student's reports
- IB may then adjust the whole cohort's final grades
- All students submitted a Personal Project
- All students achieved a level 3 or above
- Moderation from the IB (up and down) - more at the higher end than usual
- RC average (4.42) is high than World average (4.02)

#### 2.3.1 Y11 PP next steps

- PP Coordinator in touch with other schools & IB
- PP Coordinator training - new insights, sharing ideas and close communication with PP examiners
- Introduce the PP earlier & provide more scaffolding for students along with regular help sessions
- Additional layers of moderation prior to IB submission

#### 2.4 Results analysis

##### 2.4.1 MYP results analysis timeline

- Continue to make data accessible, understandable, and familiar
- Review/update written curriculum & classroom practices
- Directly inform teaching and learning
- Currently looking at all 11 MYP data (2023-25)

JW showed the 23/24 MYP data. The data was shared with the HODs and departments with guiding questions. Data analysis by department teams, department action plans created which also link to the strategic plan. Departments continue to reflect on and update MYP curriculum, also increased time and support for PP - students & teachers.

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

The minutes were confirmed and approved without amendment.

#### 4. **Matter arising**

None.

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

5.1 Number on roll: A record enrolment. 992 in the Primary School and 1140 in the Secondary School = **2132** students College-wide.

5.2 Staffing issues: The 30 September ESF deadline has passed for teacher resignations for next school year. RC in the single digits even with Primary and Secondary combined. School do have personnel who are in the pipeline for potential promotions, but anticipate a very low turnover. Effective on 22 April 2025, Primary VP Joanne Ferrari is transferring to ESF Bradbury School. School will recruit for the position for year 25/26 soon.

5.3 Premises Issue: The initial feedback from the College Council approved Feasibility Studies for the upgrades to the music and performing spaces we commissioned with the

ESF Facilities Department (FDD) has come back for review. The College leadership, along with the Performing Arts team, will continue to consult with ESF on the next steps.

- 5.4 HB announced the upcoming school, parents and communities activities in November and December.
- 5.5 Update on the school development plan : HB shared the feedback from the annual ESF Partnership Visit in September.

## **6. Business Manager's Report (ASC)**

### **6.1 Final accounts 2023/2024:**

- Accounts were closed on the 31 August 2024
- The final operational surplus was HKD 16.2 million (unaudited)
- Income from tuition fees, rental income, application fees (other fees income), and interest exceeded the budgeted amounts.
- Income: Tuition fee income showed a significant surplus, as RCHK maintained high enrollment numbers throughout the year with a very low attrition rate.
- Expense: Staff expenditures, which account for 72% of total expenses, were within budget
- Expense: Other expenditures, e.g., utility costs, maintenance expenses, and teaching materials, were higher than anticipated.

### **6.2 Budget 2024/2025 – key points:**

- Up-to-date enrollment no.: 2132 students (the budget was based on a forecast of 2,120 students)
- 4% salary increase for teachers and 4.5% support staff
- The average tuition fee increase is 4.70%.
- An operating surplus of 7.2 MHKD is budgeted
- The first payroll of September 2024 shows salary expenses in line with the budget, representing more than 72% of the operating expenses.

### **6.3 NMR update:**

- 2023/2024 (for the academic year 24/25) - Amount to Total HKD 17,700,000
- 2024/2025 (for the academic year 25/26) - 31 applications have been received so far, amount to HKD 1.5M

### **6.4 Capital work projects for 2024/25:**

- I. New access card system – different stages on 24/25 and 25/26 - provisional budget of HKD 2.2M
- II. Sports Centre Renovation - provisional budget of HKD 23.5M with the possibility of additional costs involved. Approved by the Council: Lead Consultancy Services  
Cost: HKD1,335,000, with Percy Thomas Partnership (HK) Ltd.
- III. A series of feasibility studies for PAC & the New Annex Block  
This target aims to optimize PAC's space usage and create new usable areas for performing arts, such as music rooms and theatres.

- Performing Arts Centre (PAC) Renovation:  
Approved by the Council: Feasibility Study Consultancy Fee HKD1,080,000, with Fruit Design and Build Ltd (FDB). Various options will be investigated.
- New Annex Block:  
Approved by the Council: Feasibility Study Consultancy: HKD 1,460,000, with Studio One Design Ltd. (SOD).

ESF FDD will conduct the Feasibility Studies and advise us on the next step.

#### 6.5 Expenses above HKD200,000 since last council meeting:

- Replacement of suspended ceiling system at Primary Gym at RCHK: HKD443,545
- Lead Consultancy Services Cost for the Sports Centre Renovation: HKD 1,335,000
- Feasibility Study Consultancy Fee for Performing Arts Centre (PAC) Renovation: HKD 1,080,000
- Feasibility Study Consultancy Fee for a New Annex Block (Constructing a New Building at the School's Car Entrance): HKD 1,460,000

#### 6.6 Council approved the collection of the miscellaneous fees for school. (Post meeting note: EDB has issued a letter stated the application for the collection of the miscellaneous fees is approved on 20th December 2024.)

### 7. **Committee Reports**

There is no committee report.

### 8. **ESF School Council Report (MB)**

#### 8.1 As of September 30, teacher attrition is at 2.4% year-to-date.

#### 8.2 The IB results were very positive, with a mean total point of 36.4. This is ESF's highest - ever mean score (aside from the Covid-impacted years of 2020-23). At the very top end, 17(need to check latest) students achieved 45 points. 49 students also achieved the IBCP award (out of 50 students entered for it).

#### 8.3 The ESF Education has embarked on the school partnership visits which involves engaging with all the 22 ESF schools. The partnership visits sit within the ESF new and developing school Enhancement Framework that outlines a comprehensive range of planning and improvement processes scheduled annually and over a five-year cycle. Two key elements of the framework are the offset 5-year IB review and ESF Review processes. RC welcome the education team visit at school in September, the follow-up report was shared.

#### 8.4 Y9 Limitless 24 -25 programme: Eight passionate ESF teachers keen to join the next expedition "down under" in Queensland Australia. 92 students across ESF schools are joining. The trip starts from the second week of May to the end of the term.

#### 8.5 Sai Sha Kindergarten is due to open in 2026. Students who attend the kindergarten will guaranteed a place at RC.

**9. Date of Next meeting**

16 Jan 2025

(Meeting adjourned at 5:16 p.m.)