

## Minutes of 4th RCHK Council Meeting 2024/25

4 pm on Monday 24<sup>th</sup> March 2025

### Present:

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

### Absent with Apologies:

CEO (ex-officio)	Belinda Greer
CFO	Vivian Cheung (VC)
Parent Representative	Jerry Siu (JS)
Staff Representative	Rhys Thomas (RT)

### In attendance:

Business Manager	Anney Chan (ASC)
Senior Executive-Financial Contral office	Ann Chan (AC)

## 1. Welcome and Introduction (LL)

LL welcomed everyone in the meeting and introduced Ann Chan (AC) who presented RCHK budget proposal for 25-26.

## 2. Presentations - RCHK budget proposal 25-26 (AC)

### 2.1 Enrolment & School Fees

Budget enrolment - 2,124 ( vs 24-25 budget 2,120)

Fee increase (proposed) -RCHK 4.8% & ESF Schools' proposed 25-26 fee increase 4.8%

### 2.2 Other Parameters

#### 2.2.1 Salary increment (Proposed)

4% Senior & Teaching Staff / 4.5% Non-teaching staff

#### 2.2.2 Staffing request

New Educational Psychologist for LOA (Level of Adjustment) 3 & 4's, RCKG transitioning, funded out of scholarship

#### 2.2.3 non-staffing

- CPI increase of 1.5%
- Centralised systems (incremental): LMS/SIS/Billing and HR systems

- ESF Management Fee: \$8.4m (vs. 24-25: \$7.9m)
- 2.2.4 Major projects
  - Sports Hall renovation \$28m (amount suggested by AC) in summer 2025, the project added reflooring for SEC and PRI gym.
  - Access card system (phase 2) \$1m in summer 2026
  - Other feasibilities studies in the pipeline:
    - Assembly Hall expansion
    - New Annex Block
- 2.2.5 Summary of 2025-26 budget (income and expenses)
- 2.2.6 The school council approved the budget proposal for 25/26.
- 2.2.7 Post meeting note: the budget 25/26 was approved by Board on 31 March 2025.
- 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:  
990 in the Primary School and 1137 in the Secondary School = **2127** students College-wide.
  - 5.2 Staffing :  
Barring any late resignations or promotions, the new 2025-26 teaching staff is nearly assembled and prepared to begin in August.
  - 5.3 Premises:  
The plans for the renovation of the Sports Block have been approved by the ESF Facilities Department who worked closely with RCHK on the upgrade. The work begins this spring and will require the closing of the Sports Block from June through late August.
  - 5.4 Y13 students finished school on 3<sup>rd</sup> April and the exam is in April till May. Y6 students PYP exhibition is on 2 April. RAPT-sponsored Joyful Fruit Day is on 23 April.
  - 5.5 The College Council Finance Subcommittee met on 6 March 25 with Vivian Cheung and Ann Chan and heard the initial budget proposal.
- 6. Business Manager's Report (ASC)**  
2024/2025 P&L Report as of 31/01/2025
  - 6.1 Income
    - Tuition fee incomes are strong and above the forecast (2,127 students as of Mar 2025 – budget was based on 2,120 students)
    - Interest incomes and rental incomes are slightly behind the forecast.
  - 6.2 Expenses
    - Staff expenditures (71% of the total expenses) are within the forecast.

- Other expenses are well-contained, except for general office expenditures, Repair and maintenance.
- 6.3 Interim result
- Surplus of 7 MHKD as of January 2025; however, that includes some EOTC/ CAS trips refund to be arranged, which will reduce to surplus.
- 6.4 NMR update:  
2024/2025 (for the academic year 25/26) - HKD10.1M
- A total of 31 applications have been received so far; 25 of them have paid in full, 2 applicants declined the offer, and 4 were unaccepted and refunded, amounting to HKD10.1M.
- 6.5 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. Stage one for Secondary School Block will be completed after the Easter break.
- II. **Sports Centre Renovation** - Provisional budget of HKD 28M (changed from 24M to 28M with AC's support) the additional request of the floor replacement for the Primary and Secondary gym. The work is expected to start on the first week of June and finish in Aug 2025.
- ⇒ Scope of work
- G/F: Primary Gym- new floor, new Primary Storage
  - 1/F: Swimming Pool Zone: Staff changing facilities, Lifeguard office, First aid room
  - 2/F: Primary PHE office/ meeting area
  - 3/F: Secondary Gym- new floor, Student Changing Room Facilities
  - 4/F: Secondary PHE office, Student Weight/Fitness Room
  - 5/F: Working office space for student Athletic council & Marketing team
- 6.6 ASC asked School Council's approval for Sports Centre Renovation provisional budget 28M. Council approved it during the meeting.
- 6.7 A series of feasibility studies for PAC & the New Annex Block with Consultancy Fee HKD1M and HKD1,4M, respectively. ESF FDD will conduct the Feasibility Studies and advise us on the next step.
- 6.8 Expenses above HKD200,000 since last council meeting:
- Loose furniture at Further Education office, T&S office Furniture HK\$272,600
  - Purchase MacBook Air & School On-site Service HKD 327,750
  - Waiver of Tender Extension for 25/26 EOTC/ CAS trip providers
    - HKPS
    - HKAYP
    - Int'l Surf Camp
    - Shanxi CTS
    - ECOFIELDTRIPS
    - World Volunteer

- The Hutong
- Indigo
- China New Horizons - overseas in 2025

## 7. **Committee Reports**

The College Council Finance Subcommittee met with VC and AC at RC on 6 March 25 to discuss the budget 25/26. The minutes are attached.

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

### 8.1 Attrition and recruitment:

Low rates of attrition amongst staff. Year-to-date attrition for teaching staff is 3.7%; support staff and EA is also trending lower compared to previous years. Regarding senior appointments, Nina Gunson will take up the position of Principal of ESF Island School at the start of term two. The Head of Education, Chloe Pollack will replace James Smith as the Principal of ESF Discovery College starts from the 25/26 academic year.

### 8.2 All-Staff Conference :

The conference was held on 3<sup>rd</sup> February. It was a resounding success. Feedback from staff was overwhelmingly positive.

### 8.3 Learning Management System:

A tender panel of teachers, school leaders, and ESFC staff reviewed proposals received in January and interviewed shortlisted vendors in February. ESF would then seek Board approval for the recommended system and implementation plan. The project will modernise school operations, improve student data systems and streamline processes such as attendance, activity planning and bus management. It also includes curriculum and course mapping, along with enhanced teaching and learning tools. Cost will be partially offset by reduced IT support needs.

### 8.4 High Education:

Continue to develop and enhance the High Education Counselling that is offered to our students and their families across the organisation in navigating the US admissions process.

### 8.5 ESFC office update:

The purchase of ESF new office space has been completed. Target to move into the new offices by the end of the calendar year 2025.

### 8.6 School Website Project:

The project to refresh all 22 school website was completed and the sites have been launched.

## 9. **AOB**

None

## 10 **Date of Next meeting**

29 May 2025

(Meeting adjourned at 5:56 p.m.)