

Minutes of 5th RCHK Council Meeting 2024/25

4 pm on Monday 29th May 2025

Present:

Chairman	Lisa Lau (LL)
Principal (ex-officio)	Harry Brown (HB)
CEO's nominated representative	Vivian Cheung (VC) - For Mark Blackshaw
Community Representative	Peter Pang (PP)
Parent Representative	Jerry Siu (JS)
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:

Staff Representative	Rhys Thomas (RT)
Community Representative	Earl Deng (ED)
Community Rep/ Finance Sub-com Chair	Gideon Ho (GH)
Parent Representative	Mehul Tanna (MT)

In attendance:

Business Manager	Anney Chan (ASC)
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1. Welcome and Introduction (LL)

LL welcomed everyone in the meeting and introduced ESF CFO, Vivian Cheung who joined the meeting .

2. Confirmation of minutes of the last meeting

The minutes were confirmed and approved without amendment.

3. Matter arising

None.

4. Principal's Report (HB)

4.1 Number on roll:

991 in the Primary School and 1135 in the Secondary School = **2126** students College-wide.

4.2 Staffing :

Attrition rate is the lowest. Only six teachers left us including the VP in primary school. All teaching staff's vacancy was recruited and ready for school to start in August.

4.3 Premises:

The renovation of the Sports Block is on schedule, with the transformation beginning on 2 June and ideally completed by mid-August. Annual maintenance projects will also be completed this June-August under the heading of "Summer Works."

4.4 Student achievement:
ESF-wide Transition Day is on Friday, 30 May, and both the Primary in Year 1 and the Secondary in Year 7 participate in this event. In addition, RCHK hosts a Transition Week (2-6 June) for students “stepping up” from Year 6 to Year 7. Thanks to RAPT for organizing the coffee morning on the 29th to cover the transition information.

4.5 ESF stakeholder survey result (2024-25):
A summary of the 2025 ESF Stakeholder Survey Results was sent to the council chair and council members prior to the meeting. The survey responses are from parents, students (primary and secondary) and staff. The response rate is on the low side. The results were analysed by AI. HB reviewed the results at the meeting for input and comments.

5. Business Manager’s Report (ASC)

2024/2025 P&L Report as of 31/03/2025

5.1 Income

- Tuition fee incomes are strong and above the forecast (2,126 students as of May 2025 – budget was based on 2,120 students).
- Rental incomes are behind the forecast, but overall income is still very strong.

5.2 Expenses

- Staff expenditures (72% of the total expenses) are within the forecast.
- Other expenses are well-contained, except for general office expenditures, Training, Finance charges and Repair and maintenance.

5.3 Interim result

- Surplus of 9 MHKD as of March 2025; however, that includes some EOTC/CAS trips refund to be arranged, which will reduce to surplus.

5.4 NMR update:
2024/2025 (for the academic year 25/26) - HKD10.9M

- A total of 34 applications have been received so far; 27 of them have paid in full, 3 applicants declined the offer, and 4 were unaccepted and refunded, amounting to HKD10.9M.

5.5 Capital work projects for 2024/25:

I. **New access card system** – Phase 1 and 2 in 2024/25 and 2025/26 – provisional budget of HKD 2.2M. Stage one for the Secondary School Block was completed on time and met all our expectations for HKD 968,000, staying within budget. To ensure the success of Phase 2, which includes the Primary, Admin, SPC, RDC and PAC, we recommend using the same company. The ICT team is working with PingAn to fine-tune the details of Phase 2.

II. **Sports Centre Renovation** - Provisional budget of HKD 28M. The work is expected to start in the first week of June and finish in Aug 2025.

III. A series of feasibility studies for PAC & the New Annex Block with

Consultancy Fee HKD1M and HKD1,4M, respectively. We will be meeting ESF FDD to review the result of the Feasibility Studies.

5.6 Expenses above HKD200,000 since last council meeting:

- Waiver of Tender for 25/26 EOTC/ CAS trip providers:
⇒ CAS/EOTC Trip - Austria (Smart Campus Consultancy Ltd) & Kazakhstan
- Network Infrastructure Project- Firewall Solution (7 Jul 2025 to 6 Jul 2030): Kinetix Systems Limited HKD 588,000
- Anti-Slip vinyl to Primary Block staircases: Omnific HKD 485,652.8
- School uniform supply contract (1 Aug 2025 - 31 Jul 2028): Uniform Station, (with the potential of offering an additional 2-year extension from 1 Aug 2028 to 31 Jul 2030, subject to mutual agreement)
- Primary Stationery 2025/26 (contract /non-contract items): Wiz Office (our current supplier) continue to be our supplier 25/26 & the amount of purchase is HKD238,614.7 (this amount includes contract and non-contract items)
- Dedicated Internet Access Services contract (1 Jun 2025 to 31 May 2030): HGC Global Communications Ltd HKD 475,200

6. Committee Reports

None.

7. ESF School Council Report (VC)

7.1 Pay and Fees:

The ESF Board has agreed our budget for the coming year. From September 2025 teachers and senior staff will receive an uplift of 4.0% while support staff will receive 4.5%. Fee increases for next year at ESF Schools will be an average of 4.8%. RC average fee increase: 4.8%

7.2 Teacher Contracts:

ESF is launching a consultation exercise that will end the current practice of teachers having to renew their contracts every two years. Teachers' contracts will be a permanent one with the opportunity to move on when the time is right. ESF remains committed to paying gratuities to teachers.

7.3 Staff Dialogue Exercise:

To involving staff in designing the future of education, a major staff dialogue exercise will be launched at the start of the next school year. In advance of this, the CEO would visit all 22 schools in Term 3 to meet with as many staff as possible.

7.4 Attrition and Recruitment:

Historically low attrition rates amongst teaching staff. Support staff and EA attrition rates also continue to trend lower than the levels in previous years. Regarding senior position appointments, Chloe Pollack was appointed as Principal of ESF Discovery College.

7.5 Child Safeguarding Conference:

ESF hosted an event at the Centre titled ‘Stronger Safeguarding Together’. There were 150 participants from schools, charities and representatives from law enforcement in Hong Kong. It provided a platform for expert-led discussions on prevention, intervention, and support related to child sexual abuse and online exploitation. It emphasised the importance of primary prevention and responding in a child-supportive manner.

8. AOB
None

9. Date of Next meeting
11th September 2025

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