

Minutes of 2nd RCHK Council Meeting 2025/26

4 pm on Thursday, 6th November 2025

Present:

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

Absent with Apologies:

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)
Secondary Vice Principal	Jennifer Whitehair (JWH)

1. Welcome and Introduction (LL)

- 1.1 LL welcomed everyone in the meeting. Dr Peter Pang, one of the community representatives would stay for his second term.

2. Review of the MYP results from the class of 2025 (JWH)

2.1 MYP Results Introduction 2024/25:

- Subjects include English, Maths, Science , I&S, Chinese , Arts, PHE, Design, Personal Project & Service as Action.
- Maximum overall grade for English, Maths, Science , I&S, Chinese , Arts, PHE and Design is 7 . They are internal assessment.
- English, Maths, Science , I&S, Chinese must be taken by all students throughout the whole MYP
- Arts, PHE & Design (up to two of these subjects can be dropped in Year 10 & 11)
- Personal Project is internally assessed and externally moderated by IB. Maximum overall grade is 7.
- Service as Action's Maximum overall grade : Met requirement (internal assessment). If students do not meet requirement means fail.
- Final MYP total usually out of 63

2.2 Y11 Subject Results Overview:

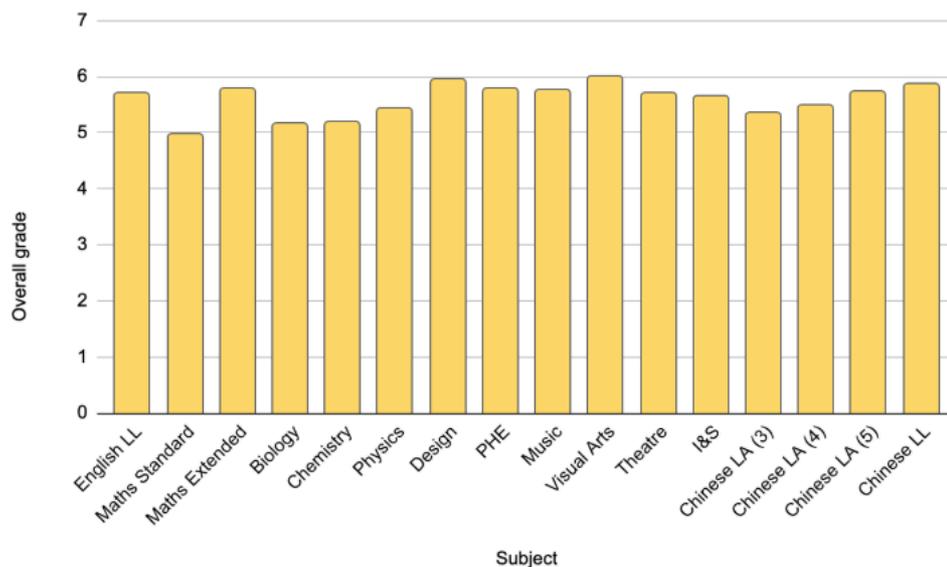
- 100% of students met the MYP requirements, completed the Personal Project and met our Service As Action requirements
- Number of students 162

- Mean (total/63) : 49.7
- RCHK (average/7) : 5.5

2.3 MYP results data:

- Shared with HODs and HOYs - discussions in teams
- Analysis by department teams using guiding questions
- Department action plans created (using both MYP and DP data)
- Departments reflect on and update MYP curriculum and assessments

2.4 Overall grade:



2.5 Next steps:

- Continue to make data accessible, understandable, and familiar
- Review/update written curriculum, assessments & classroom practices
- Directly inform learning and teaching
- Currently studying Year 7-11 MYP data

2.6 Y11 Personal Project Results Overview:

- 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 achieved a level 3 or above
- World average is 3.9, RC average is 4.6

2.7 Y11 Personal Project next steps:

- PP Coordinator completed more training last academic year
- In touch with other schools and PP examiners to ask questions and share ideas
- PP introduced earlier with more scaffolding for students along with regular help sessions
- Additional layers of moderation will continue prior to IB submission

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

The minutes were confirmed and approved without amendment.

4. **Matter arising**

None.

5. **Principal's Report**

- Council member: Dr Peter Pang, community representatives would stay for his second term.
- Number on roll : 997 in the Primary School and 1139 in the Secondary School = **2136** students College-wide.
- Staffing: Primary Art teacher Susanna Psillides has applied for and received approval for a one-year sabbatical for the 2026-27 academic year. School recruited a teacher for that position. Currently recruiting the single resignation in Secondary (Mathematics). This marks the lowest teacher turnover rate in the school's history. A secondary teacher, Anna Chan, from I&S department also applied for a one-year sabbatical for the 2026-27 academic year. It was waiting for approval.(Post meeting note: the application was approved and the opening was advertised)
- Premises: The renovation of the Sports Block is completed. School is now awaiting the installation of the basketball backboards. HB would have a zoom meeting with the Director of Facilities, John Stewart regarding school facilities based on EDB's report.
- Activities in November: Year 5 and 6 camp, International Evening, RAPT Coffee Morning and Family Fun Day. (Post meeting note: Family Fun Day was postponed due to Tai Po Fire)
- School development plan: A successful ESF Partnership Visit and collaboration with the Education Team in September. Further strategic work continues in both the Primary (removing obstacles to learning) and Secondary (formative assessments) in preparation for CPD on 24 February.

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

2024/2025 P&L Report as of 31/08/2025

6.1 **Final accounts 2024/2025**

- Accounts were closed on the 31 August 2025
- The final operational surplus was HKD 15 million (unaudited)
- Income from tuition fees, 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., office expense, training, maintenance expenses, and teaching materials, were higher than anticipated.

6.2 **Budget 2025/2026 – key points**

Staff expenditures (73% of the total expenses) are within the forecast as are most other expenses. However, four budget lines exceed the budget:

- Up-to-date enrollment no.: 2,136 students (the budget was based on a forecast of 2,124 students)

- 4% salary increase for teachers and 4.5% support staff
- The average tuition fee increase is 4.8%.
- An operating surplus of 7.16 MHKD is budgeted

CAPITAL INCOME UPDATE (2024/2025)

6.3 **INR Individual Nomination Right (for the academic year 25/26) – HKD11.36M**

A total of 36 applications has been received so far; 28 of them have paid in full, 4 applicants declined the offer/withdraw, and 4 were unaccepted and refunded, amounting to HKD11.36M.

6.4 NBL Non-refundable Building Levy – HKD8.9M

6.5 **CAPITAL INCOME UPDATE (2025/2026)**

INR Individual Nomination Right (for the academic year 26/27)

- 38 applications have been received so far, amounting to HKD 1.9M

6.6 **AUDIT REVIEW of 24/25**

- The ESF Health & Safety Audit was completed in May 2025: Grade A
- The ESF Horizontal Audit was conducted in July 2025.
- The HR Audit on Salary Review and Promotional Procedures was conducted by ESF HR and PWC in Jan 2025.

6.7 **Capital work projects for 2025/26:**

6.7.1 New access card system – Phase 2: This phase includes installations at the Primary, Admin, SPC, RDC, and PAC. The project cost is HKD 1.1 million. The ICT team has been collaborating with PingAn since the summer break, with a target completion date of December 2025.

6.7.2 A series of feasibility studies for PAC & the New Annex Block with Consultancy Fee HKD1M and HKD1,4M, respectively. The studies indicate that the proposed works are feasible. We will continue discussions with ESF FDD regarding the next steps.

6..8 **Expenses above HKD200,000 since last council meeting**

- Basketball Backstop system replacement: Milestone Builder Engineering HKD 670,000 (RAPT sponsorship HKD 300,000)
- 2026 CPD: Kath Murdoch (Primary and EY section) and Trevor MacKenzie (Secondary section) HKD 509,000

7. **Committee Reports**

There is no committee report.

8. **ESF School Council Report**

8.1 Teacher Attrition: The resignation rate is very low. As of September 30th, the rate is 3.1%. Same time last year was 3.25% , 4.1% (2024/25) and 4.9% (2023/24).

8.2 ESF-Wide Professional Learning Day: It was successfully held on 13th October with over 1700 staff participating. The programme was framed within the Vision 2030.

Key sessions covered neuroscience of early learning, inclusive classroom design and the future of AI in education.

- 8.3 **Mandatory Reporting Child Protection:** It will take effect on January 20, 2026. An intensive staff training sessions implemented via the government official training platform. It provided a clear understanding of the ordinance and reporter guides to mandated reporters. It includes teachers, doctors, nurses, therapist, etc. This new legislation is being integrated into ESF existing policy on safeguarding and child protection, maintain our stance that safeguarding is everyone responsibility, while providing clarity on new mandated reporting procedures. To ensure the right of every child to feel safe within our community remains ESF's paramount consideration.
- 8.4 **Admissions:** Enrolment is strong at the start of this academic year. Total number against target 100.3%. Over 1500 attendees at the central application focus webinars. Central applications for K1, Year 1 and Year 7 are increased compared to last year.
- 8.5 **Parent Teacher Associations (PTAs) Transition Process:** 14 out of 17 PTAs have opted to transition from limited companies to associations under the simpler Societies Ordinance. PTAs in ESF Kennedy School, KJS and RC will remain as limited companies. ESF is working to assist the schools in completing the process by June 2026.

9. **AOB**
None

10. **Date of Next meeting**
22nd January 2026

(Meeting adjourned at 5:19 p.m.)