

## Minutes of 4<sup>th</sup> RCHK Council Meeting 2023/24

4 pm on Thursday 21<sup>st</sup> March 2024

### Present:

Chairman	Lisa Lau (LL)
Principal (ex-officio)	Harry Brown (HB)
CEO's nominated representative	Vivian Cheung (VC)
Community Representative	Gideon Ho (GH)
Community Representative	Earl Deng (ED)
Parent Representative	Irene Wang (IW)
Staff Representative(cover Sinita - ML)	Rhys Thomas (RT)
Staff Representative	Anney Chan (ASC)
Secretary	Alice Har (ALH)

### Absent with Apologies:

CEO (ex-officio)	Belinda Greer
Staff Representative	Katie Stears (KS)
Community Representative	Peter Pang (PP)
Parent Representative	Mehul Tanna (MT)
Parent Representative	Jerry Siu (JS)

### In attendance:

Business Manager	Samuel Hureau (SH)
Finance Senior Executive	Ann Chan (AC)

### 1. Welcome and Introduction

LL welcomed everyone in the meeting room and ED via Zoom. VC and AC were introduced and invited to present the RCHK budget (24/25).

#### 1.1. RCHK budget (24 – 25) (VC and AC)

RCHK Council Finance Sub-Committee met with VC and AC for the draft of the budget on the 8<sup>th</sup> of March.

##### 1.1.1 Enrolment:

- 2,120 (vs. 23-24 budget: 2,082)

##### 1.1.2 Staffing:

- 4% TS (incl. TLR) / 4.5% NTS (post-meeting note – approved by the Board meeting on 15 April)
- moving 1 TS from scholarship to operation
- additional secondary teacher to handle enrolment increase

##### 1.1.3 Non-staffing changes:

- CPI increase of 2.5% on operating expenses
- ESFC-led projects & events:
  - IT +\$1.2m
  - Communications: +\$0.4m

- ESF Management Fee: +\$0.2m (vs. 23-24)

1.1.4 Major Projects (CAPEX):

- Toilets renovation (Phase 4) - \$15.5m
- Access card system replacement - \$2.5m
- TBC: PAC renovation (Preliminary Works) - \$12m
- Total \$30m

1.1.5 School Fees (RCHK):

Average increase: 4.7% (ESF schools average increase: 4.8%)

Year 1- 6: + 4.98%

Year 7-11: + 4.53%

Year 12-13: + 4.48%

The council approved the budget proposal during the meeting.

**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)**

- 4.1 989 in the Primary School and 1108 in the Secondary School = **2097** students College-wide.

- 4.2 Staffing:

All teaching positions for school year 2024-25 have been filled or are in the last stages of being hired. College Counselor, Moira Conroy-Stocker has been approved for a sabbatical beginning August 2024-February 2025 to attend to family in the UK. The position has been advertised, and a temporary replacement will soon be selected.

Business Manager, Samuel Hureau resigned from his position effective in July. He will depart to Europe and the council wishes him all the best. HB invited AC to be one of the interviewers in the recruitment panel for the position after the Easter break.

- 4.3 Premises Issues :

Ongoing repair and maintenance, but no major renovations at this time. Summer works projects are being reviewed and scheduled. The work for the gym block and performing arts block will be confirmed.

- 4.4 HB thanked Vivian and other Senior leaders for organizing the inspirational leadership conference for all ESF school leaders in Hotel Icon.

## 5. Business Manager's Report (SH)

### 5.1 P&L Report as of 31/01/2024 (1<sup>st</sup> document)

#### 5.1.1 Incomes:

- Tuition fee incomes are significantly above the forecast. Enrolments has been consistently beyond 2,095 students compared to a budget based on 2,082 students.
- Interest incomes are very solid and better rental incomes are now within the forecast.

#### 5.1.2 Expenses:

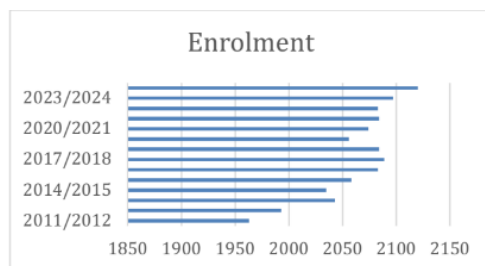
- Staff expenditures (73% of the total expenses) are within the forecast as well as most of the other expenses.
- However, 4 budget lines are monitored:
  - IT and General Office expenditures which are usually high during the first half of the school year.
  - Significant finance charges are due to an increase in the number of PayPal transactions (ESF is charging the Building levy and the 2 months deposit through PayPal).
  - Teaching materials due to a high number of school events (musicals, murals, sports events...)

#### 5.1.3 Interim Result:

- Surplus of 6 MHKD as of January 2024.
- The 2023/2024 budget is not showing any difficulties.

### 5.2 Budget 2024/2025 (second document) – Budget presentation done by VC and AC

- Budget done on 2120 students (compared to 2082 students this year). This is the first time that RCHK will go over 2100 students.



### 5.3 Nomination Rights:

- 2012/2013: 62 applications (32 full payments): 12.95 MHKD
- 2013/2014: 59 applications (24 full payments): 9.25 MHKD
- 2014/2015: 72 applications (26 full payments): 12.45 MHKD
- 2015/2016: 83 applications (33 full payments): 13.65 MHKD
- 2016/2017: 85 applications (35 full payments): 14.50 MHKD
- 2017/2018: 65 applications (27 full payments): 11.60 MHKD
- 2018/2019: 55 applications (30 full payments): 12.05 MHKD
- 2019/2020: 65 applications (35 full payments): 14.20 MHKD
- 2020/2021: 57 applications (31 full payments): 12.70MHKD
- 2021/2022: 60applications (42 full payments): 16.95 MHKD

- 2022/2023: 64 applications (47 full payments): 18.9 MHKD
- 2023/2024 (for the coming academic year 24/25)
  - ⇒ 61NMR applications have been received so far (48 for Y1 and 13 for Y2 and above).
  - ⇒ 41 full payments already (17 from ESF KGs)
  - ⇒ 2 offers declined
  - ⇒ 10 unaccepted and refund
  - ⇒ 8 under review

#### 5.4 Capital Expenditures 2023/2024:

##### Toilets refurbishment (4th phase – summer 2024)

Total renovation area is 275m<sup>2</sup> for a forecasted amount of 22.3 MHKD

- 1) Assembly Hall Block Block (G/F) – 60m<sup>2</sup>
- 2) Sports Centre (1/F) – 35m<sup>2</sup>
- 3) Sports Centre (3/F) – 40m<sup>2</sup>
- 4) Sports Centre (4/F) – 140m<sup>2</sup>

**However just 1) Assembly Hall will be done this summer 2024** as items 2) , 3), and 4) would need Building Submission and hence have been postponed to summer 2025. A provisional sum of 6 MHKD is tagged for summer 2024

Major kitchen work will be conducted by the new caterer this summer.

#### 5.5 TENDERS APPROVED IN 2023/2024

##### **1) Tenders organized by ESFC**

- ⇒ Techni-Photo for School photos - ESF wide
- ⇒ Wizoffice for Stationary – ESF wide
- ⇒ Kwoon Chung Motors for school bus service  
(direct commercial relationship between parents and KCM) – for RCHK

##### **2) Tenders organized by RCHK**

- School uniforms: extension for one year for practical reasons to Uniform Station (cf. minutes of January 24 meeting- approval from College Council). A tender will be organized in 2024/25.
- Black Kites (Athletics uniforms): tender was done in June 2023 (cf. minutes of September 23 meeting – fine-tuning of the design still in process)
- Catering services: Five tenderers (Café de Coral, Maxim’s, Chartwells, Sodexo, Kin). Three of them were shortlisted: Chartwells, Soedexo, and Kin. The decision will be taken in the coming days. (Post-meeting note – Soedexo was selected by the panel)

#### 5.6 List of expenditures above 200,000 HKD approved since the last council meeting:

- Senco HKD582,607  
(MacBook Air and School onsite Service x 43 for staff)

- The council approved ASL to be the provider of the PAC WiFi project (HKD 317,839 ) during the meeting. The contract period is from 01/06/2024 to 30/05/2029.

## 6. Committee Reports

Attached with the minutes of the Finance Sub-Committee Meeting held on 8 March 2024.

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

### 7.1 Admission:

Enrolments are very strong across all ESF schools. It is around 99.7% of the budget. All Y7 seats are taken. A few Y1 seats are open on the Island side.

### 7.2 Staffing

- The staff attrition rate is low (around 4.67%).
- Staff survey indicated the stress level of staff is high. The use of Open Door counseling services is high. ESF is following up on it. There are well-being events planned for staff.
- The inspirational conference mentioned by HB will be held in September again.
- Recruitment for Principals of KGV and IS is in the final stage.

## 8. **Date of Next meeting**

The next meeting is scheduled on 30<sup>th</sup> May 2024

(Meeting adjourned at 5:15 p.m.)