

Minutes of 5th RCHK Council Meeting 2023/24

4 pm on Thursday 30th May 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	Irene Wang (IW)
Parent Representative	Mehul Tanna (MT)
Staff Representative	Rhys Thomas (RT) (cover Sinita - ML)
Staff Representative / Staff Sub-com Chair	Katie Stears (KS)
Staff Representative	Anney Chan (ASC)
Secretary	Alice Har (ALH)

Absent with Apologies:

CEO (ex-officio)	Belinda Greer
Parent Representative	Jerry Siu (JS)

In attendance:

Business Manager	Samuel Hureau (SH)
P.E Teacher/CAS Coordinator	Jeremy Chiang (JC)
Maths Teacher//EOTC Coordinator	Ray Chang (RC)
RAPT co-chair	Eddie Chow (EC)

1. Welcome and Introduction

LL welcomed everyone in the meeting room and ED via Zoom. RC and JC were introduced and invited to present the EOTC & CAS.

1.1. RCHK EOTC & CAS (RC and JC)

1.1.1 EOTC (RCHK's 3rd Bedrock Principle)

- Emb@RC Week - November 4th-8th 2024 (Exploration, Motivation, and Boundless) CAS/Camp Activities/Work Experience. All in one week.
- More choices for our students, and more links with the curriculum.
- Rising Y10s were offered 18 choices. Rising Y9s were offered 3 choices
- Y7-10s (Continued partnerships with some NGOs: Chinese YMCA of Hong Kong, Hong Kong Playground Association, The Hong Kong Award for Young People, and CNH (China New Horizons). Excellent feedback regarding CNH.
- 2024 International Trip Options: London and Bali (Y10) & Xian (Y9 &10)
- Y10-Bali (ISSC) , Y9 and Y10 - Xi'an (SHANXI CTS) , Y10 and Y12 - London Theatre trip (TEACHER-ARRANGED)

1.1.2 CAS (Creativity, Activity, Service)

- 2024 International Trip Options:
ECOFIELDTRIPS (Bali), WORLD VOLUNTEER(Malaysia & Nepal), THE HUTONG (Northern Yunnan), INDAGO (Cambodia) and Performing Arts Department (London)
- 2023 Trip Providers:
ECOFIELDTRIPS, WORLD VOLUNTEER and INDAGO
Consideration: Safety, child protection, well-being risk management protocols.
 - Safety, exceptional standards for child protection, and well-being.
 - Authentic Experiences
 - Communication and Affordability
- 2024 Trip Providers:
 - Feedback from students, World Volunteer who ran the Malaysia trip last year, the most popular trip, received excellent feedback and reviews. Expand the partnership with them to Nepal.
 - Exploration into Mainland China. Looked at several proposals and opted to go with the Hutong, well-known for their trips to China. Northern Yunnan trip which looks at culture and exploration of one of the most beautiful regions across Asia. It is the most heavily subscribed for next year with over 34 students enrolled.

1.1.3 The council approved the overseas trip vendors as related to the EOTC and CAS presentation. Details are stated in the business manager report - point 5.6 in this minutes.

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 1107 in the Secondary School = **2096** students College-wide.

4.2 Samuel Hureau, Business Manager has been working in RC for 11 years. He has accepted a new post at the International School of Brussels, Belgium beginning in July 2024. Recruitment and interviews were done for the open position. Anney Chan, currently the RCHK Finance and HR Manager, has accepted our offer as Samuel's successor. It will be a seamless transition with Anney already on site.

4.3 Ongoing repair and maintenance, but no major renovations at this time. Summer works projects are being reviewed and scheduled.

4.4 Current student achievement data for PYP, MYP, and DP/CP has been shared at earlier meetings this year. HB provided to the Council the results of the 2023-24 RCHK/ESF Stakeholder Survey.

4.5 HB reported school/parent and community activities.

- 4.6 An updated plan for 2024-25 is due to the Director of Education at ESFC at the end of June and will be presented to the Council to launch the new school year in August.
- 4.7 HB showed the survey results from students, parents, and staff. The data was compared across ESF schools. Overall data showed students in RC enjoyed school and said their teachers knew their strengths and weaknesses. Parents also said their children enjoyed school and they have received help to support their children's learning. There is improvement in staff feeling support for their wellbeing. We will continue to look at other areas to improve students' and staff's wellbeing.

5. Business Manager's Report (SH)

5.1 P&L Report as of 30/04/2024 (1st document)

5.1.1 Incomes:

- Tuition fee incomes are significantly above the forecast by almost 3 MHKD. Enrolment has been consistently beyond 2,095 students compared to a budget based on 2,082 students.
- Admission fees are also above the forecast.
- Interest incomes are rocketing (a forecast of almost double the budgeted amount of 2 MHKD).
- Rental incomes are back to pre-covid time.

5.1.2 Expenditures

- Staff expenditures (73% of the total expenses) are within the forecast as well as most of the other expenses.

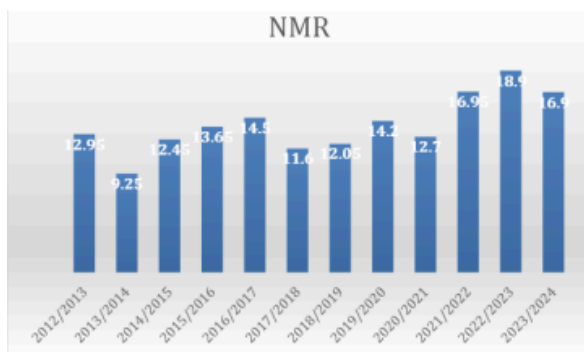
5.1.3 Interim result

- Surplus of 10 MHKD as of April 2024.
- The 2023/2024 budget is not showing any difficulties and will end up with a significant surplus.

5.2 Nomination Rights Update

2023/2024 (for the coming academic year 24/25)

- 62 NMR applications have been received so far (48 for Y1 and 14 for Y2 and above)
- 42 full payments already (17 from ESF KGs)
- 2 offers declined
- 12 unaccepted and refund
- 6 under review



5.3 **SCHOOL CAMPS & TRIPS (EOTC/CAS): WAIVER FOR COLLEGE COUNCIL SIGNATURE ABOVE 200,000 HKD**

- College Council has given to the Principal the delegation to sign expenses above 200,000 HKD for EOTC and CAS trips until 2023/2024 – see minutes of Council held on 13/05/2021. BM asked the council to permit the Principal to continue to sign expenses above 200,000 HKD for EOTC and CAS till 2026/27. Council approved the request.
- A new delegation is asked for the next 3 years (2024/2025, 2025/2026, 2026/2027).
- EOTC = Education Outside the Classroom (Y4 to Y10)
- CAS = Creativity, Action and Service (Y12)

5.4 **PRIMARY SCHOOL TRIPS (EOTC - Y4, Y5, Y6): NORMAL TENDER PROCESS CONCLUDED IN FEBRUARY 2024**

- The Primary office sent out 8 invitation emails for EOTC 2024-2027 and received 5 tenders which are APA, Oceanic Sports, Dragonfly, The Hutong, and Asia Adventure Sports.
- After several meetings and interviews conducted by the vice principal and team leaders, the final decision was made to award the contracts to **Asian Adventure Sports (Y4-Y5)** and **The Hutong (Y6 camp & Y6 China)**. The decision was made according to price, interview score, learning program and health & safety procedures.
- Tender results were already approved by the College Council Chairwoman on 11/04/2024.

5.5 **SECONDARY LOCAL SCHOOL TRIPS (EOTC - Y7 TO Y10): WAIVER FOR TENDER**

- Following the College Council Chairman’s approval in June 2023, no tender was done for 2023/2024 but we worked with NGOs as they were offering good service and between 80% to 100% refund.
- A waiver for tender is submitted again for 2024/2025 with the same NGOs: Y7 - **YMCA**; Y8 - **HKPA** (Hong Kong Playground Association); Y9 - **HKAYP** (Hong Kong Award for Young People); Y10 - new private company for local camp: **China New Horizons (CNH)**
 - o Company based in Sai Kung

- Small-scale camp (around 25 participants)
- Known provider as we used them last year for a CAS camp
- Facilities and location favourable being in Pak Lap and easy access to the nature

5.6 **SECONDARY OVERSEAS TRIPS (EOTC AND CAS): WAIVER FOR TENDER**

5.6.1 **INTERNATIONAL SURF SCHOOL CAMP (ISSC) - Bali - Y10 for around 50 students**

- Trip comparison done with 3 other companies last year (Ecofieldtrips, Indago and Travelbound) and ISSC has offered the best trip program.
- ISSC used to run a program for RCHK.
- Known provider in ESF (IS) and other international schools (Harrow, GSIS, KIS, FIS, HKIS).

5.6.2 London (**Teacher Arrange**) - Y12 students (6), Y10 students (26)

- Bookings made through ESF travel agents.
- Purchasing of tickets directly.
- Program ran successfully by teacher at KGV.

5.6.3 **SHANXI CTS** - Xian (China) - Y10 students (25), Y9 students (16)

- Trip comparison done with 2 other companies (CTL and Four Seas), and SHANXI offered the best price
- The trip has been run by the Chinese department in previous schools.

5.6.4. **ECOFIELDTRIPS** organized a successful Bali trip for Year 12 students as part of their CAS requirement, accommodating a group size of 20 to 30 students.

- The trip received positive reviews from parents, teachers, and students during the 2023-2024 EMB@RC Week.
- After comparing offerings from GVI, Indago, and Adventure Indonesia, Ecofieldtrips was found to have the best trip program. They are recognized as a reputable provider in ESF schools (KGV, IS SIS, WIS) and other international schools (Creative School, GSIS, Singapore International School, VSA).

5.6.5. **WORLD VOLUNTEER** (Malaysia) organized a successful Malaysia trip for Year 12 students as part of their CAS requirement, accommodating a group size of 20 to 30 students.

- The trip received positive reviews from parents, teachers, and students during the 2023-2024 EMB@RC Week.
- After comparing offerings from Wide Eyes Tour and Travel, World Volunteers was found to have the best trip program. They are recognized as a reputable provider in ESF schools such as Shatin College, IS, and WIS, as well as other international schools like Harrow, Saint Paul co-educational college, and GSIS.
- There are an estimated 23-26 trips being led by World Volunteer in 2024-2025 across ESF.

5.6.6. **WORLD VOLUNTEER** (Nepal) organized a successful Malaysia trip for Year 12 students as part of their CAS requirement, accommodating a group size of 20 to 30 students.

- The trip received positive reviews from parents, teachers, and students during the 2023-2024 EMB@RC Week.
- After comparing offerings from Wide Eyes Tour and Travel, World Volunteers was found to have the best trip program. They are recognized as a reputable provider in ESF schools such as Shatin College, IS, and WIS, as well as other international schools like Harrow, Saint Paul co-educational college, and GSIS.
- There are an estimated 23-26 trips being led by World Volunteer in 2024-2025 across ESF.

5.6.7. **THE HUTONG**, a reputable company specializing in educational trips, presents a new excursion to Yunnan for Year 12 students as part of their CAS requirement. Catering to groups of 20 to 30 students, The Hutong is known for organizing trips from Hong Kong to Mainland China.

- Colleagues from ESF, HKIS, ISF, and CDNIS highly recommend The Hutong due to their exceptional commitment to safety, professionalism, and the qualifications of their staff, all while maintaining an affordable price point.
- To ensure the best possible experience, a comprehensive comparison was conducted, evaluating the offerings of other companies such as Snow Leopards, Southern Sky Adventures, Sai Kung Scuba, and OrcaNation.

5.6.8. **INDAGO** offers an engaging trip to Cambodia designed for Year 12 students as part of their CAS requirement, accommodating a group size of 20 to 30 students.

- The trip received exceptional feedback during the 2023-2024 EMB@RC Week, receiving positive reviews from parents, teachers, and students.
- A thorough comparison was conducted, evaluating the offerings of two other companies, namely Infuse Travel and Wide Eyes Tour and Travel. It was concluded that Indago presented the best trip program among the three.
- Indago has established itself as a reputable provider in ESF schools such as Shatin College, IS, and WIS, as well as other international schools including Harrow, Saint Paul co-educational college, and GSIS.

5.6.9. 5.6.1 to 5.6.8 are approved by the council during the meeting.

5.7 **CAPITAL EXPENDITURES 2023/2024 (FUNDED BY NOMINATION RIGHTS AND BUILDING LEVIES)**

Toilets refurbishment (4th phase - Summer 2024)

- Assembly Hall Block (G/F) – 60m²
- A provisional sum of 6 MHKD was tagged for Summer 2024
- Tender result May 2024:
 - 5 companies were contacted (Hon Fung, Evergreen, T&S, Omnitech, CK contracting)
 - 2 offers (Hon Fung - Evergreen)
 - The contract will be granted to Hon Fung which is a regular contractor and is offering the most competitive price of 2.2 MHKD

5.8 **CAPITAL WORKS PROJECTS FOR 2024/2025**

5.8.1 Toilets renovation (5th phase - Summer 2025) - provisional budget of 19.8MHKD

- Sports Centre (1/F) – 35m2
- Sports Centre (3/F) – 40m2
- Sports Centre (4/F) – 140m2

5.8.2 New access card system - Summer 2025 - provisional budget of 2.5 MHKD

5.8.3 A series of feasibility studies (budget TBC):

- PAC building refurbishment (addition of a mezzanine floor)
- Feasibility study of covering the PAC rooftop
- Feasibility study of erecting a new building at the school's car entrance

5.9 **TENDERS APPROVED IN 2023/2024**

5.9.1 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

5.9.2 Tenders organized by RCHK and validated by the Council Chairwoman:

- School uniforms: extension for one year for practical reasons to Uniform Station (cf. minutes of January 24 meeting - approval by College Council). A tender will be organized in 2024/25.
- Black Kites (Athletics dept) uniforms: tender was done in June 2023 and granted to Uniform Station (cf. minutes of September 23 meeting) - first order made in May 2024 - tender result approved by College Council Chairwoman on 07/05/2024.
- Catering services: 5 tenderers (Café de Coral, Maxim's, Chartwells, Sodexo, Kin). 3 shortlisted: Chartwells, Sodexo and Kin. Contract attributed to Sodexo for the next 3+2 years - tender result approved by the College Council Chairwoman on 19/04/2024
- Anti-Slip vinyl Flooring system to staircase: Post meeting note- BM sent the details to the council chair to seek approval to appoint Omnific (HK\$523,919.60 including HK\$50,000 contingency) as the main contractor for the floor works the day after the meeting. The request was approved by the council chair. BM will report this in the next meeting.

5.10 **RENEWAL OF FREELANCE SERVICE AGREEMENT:**

5.10.1 Social Workers' agreements for 2024/2025 (two part-time freelancers): 736,725 HKD renewed for Cindy Latour and Joyce Chan. The council approved the agreements during the meeting. The social workers' hourly rate and their number of hours of service were sent to the council chair after the meeting.

5.11 **EXPENSES ABOVE 200,000 HKD SINCE LAST COUNCIL MEETING**

5.11.1 Senco Masslink - Filewave IT renewal: 205,650 HKD

6. **Committee Reports**

6.1 There is no committee report.

7. ESF School Council Report (MB)

- 7.1 MB updated the teacher attrition rate. It is low, currently is 4.5%. Two ESF-wide CPD events, “Planning for Diversity in Today’s Classrooms” and “The Three Ecologies” – Sustainability, DEI, and Wellbeing were held. Senior Leadership Conference 2024 was created under the Bolder, Better, and Stronger theme and was held on the 14th and 15th of March.
- 7.2 MB also updated the Admissions for K1, Y1 and Y7 Central Applications for August 2024. As of February 2024, total primary enrolment is 100.1% and secondary enrolment is 99.4% to targets across ESF Schools. The total kindergarten enrolment is 99.1% to target.
- 7.3 A revised online School Council Self-evaluation based on an ipsative survey was presented by Dr Alexey Popov to the ComChair. School Councils may opt to use this revised version instead of paper. RC school council will use this revised survey for this year.
- 7.4 The school website project is moving on at pace. An overall set of templates have been developed and schools are busy preparing the content for their new sites.
- 7.5 MB also reported the trip of Limitless in Kenilworth, Australia. It was great and successful. Students are doing a lot of outdoor activities.

8. Date of Next meeting

TBA

(Meeting adjourned at 5:13 p.m.)