Meeting Minutes
104th School Council Meeting of Jockey Club Sarah Roe School

(Approved at the 105th Meeting on 8 March 2017)

Venue:	The Library, Jockey Club Sarah Roe School	
Date:	Tuesday, 29 November 2016	
Time:	5:00 pm	
Present:	Virginia Morris Karin Wetselaar Sandra Lee Anna Cheung	Carol Li Mike Watson Nicki Holmes
Apology:	Alan Collins Daphne Ip	
In-attendance:	Ed Wickins (KLC), Jenny Lingham, Rita Au (note-taking)	

Item	Meeting Minutes	Action
1.	Alan and Daphne sent their apologies due to other commitments. Virginia welcomed the new members, Mike and Nicki, for attending the meeting the first time. Virginia also thanked Carol for her 6 years of dedicated participation on the Council, noting that this would be her last meeting as Teacher Rep. The nomination of new Teacher Rep would be conducted by the school in the next term.	Rita
2.	**Declaration of Interest** All Council members were also required to declare any pecuniary or personal interests they may have in a particular agenda item. No item was declared.	
3.	**Approval of Minutes from 21/09/2016** The minutes of the 103rd School Council Meeting held on 21 September 2016, were approved, proposed by Carol and seconded by Karin.	
4.	**Matters Arising** a) Evidencer Demonstration – Carol would do that later in this meeting b) KLC Home Learning Agreement – the final copy with KLC branding is not available yet, Sandra Gee will follow-up c) Cost related with school bus – ESF is responsible for arranging insurance for the school buses while PTA is responsible for the running cost eg diesel, maintenance.	
5.	**Kowloon Learning Campus** Rita had circulated a report prior to the meeting explaining that the ESF Board voted at the 28th November meeting that the KLC structure would not continue after the two-year pilot period, ie by end of June 2017. The next stage would be the recruitment of the Principals for KGV and KJS. ESF also requested KLC to come up with an "exit strategy" which would be effective from start of next school year. After the brief discussion, Ed left the meeting at this point. Virginia shared with the members that the overall sentiment of the ESF Board members was they could see the positive benefits bringing to JCSRS of such collaboration and there was high support on collaboration and inclusion for JCSRS students. The main concern of the different stakeholders in the Board was regarding the leadership structure. Board members suggested alternate ways to ensure the continuation of the KLC focus areas, such as incorporating KPIs for the three principals to build deeper relationship across the schools.	

6.	**Principal's Report** Karin highlighted a few points: a) Sam, the maternity-cover teacher, will finish her contract by end of the term. Special thanks to her. b) Budget cut – SLT has come up with a number of measures to address this issue. Details please refer to the F&F Committee meeting. SLT appreciates the efforts made by all staff members on this aspect to work together for the whole school benefit. c) School activities – Thanks to all staff for organising, helping and supporting the activities. d) Volunteer & Intern Policy – The policy was updated per the comments made at the Learning & HR Committee, the only outstanding part was the website link to the ESF Child Protection Policy. The policy was approved, proposed by Anna and seconded by Virginia. On a separate note, Virginia reported that safeguarding is an ESF focus and part of the strategic plan. David Whalley asked for JCSRS to share the Positive Behaviour Support Policy with other LSCs. Nicki advised that their team was checking with the UK trainers re positive touching. Karin would send JCSRS Positive Behaviour Support Policy to Nicki for further sharing across ESF.	Karin / Nicki
7.	**Evidencer** Carol conducted a demonstration on Evidencer, an online platform for assessment and monitoring student's learning. JCSRS parents will be able to view the IEP, ASDAN module, attainment and students' progress via this common platform. E-portfolio will be sent to the UK ASDAN moderator to save resources in sending the paper folders. SLT targets, by 2016/17 Term 3, parents will be able to log-in to Evidencer. JCSRS Evidencer can be a model for other LSCs though they are using different ASDAN modules. Karin thanked Carol for her enthusiasm in developing the project.	
8.	**Finance & Facilities Committee Report** Anna thanked the SLT for being flexible in the staff deployment. School Council would like SLT to check with ESF HR if there is any legal impact for the caretaker who has been living on JCSRS premise for more than 20 years.	SLT
9.	**Learning & HR Committee Report** Minutes were circulated. Karin supplemented that there will be a domestic helper morning tea on 6 January 2017. Regarding the themes of the curriculum, the final version would be "How Things Are Organised".	
10.	**PTA Report** Sandra reported the following: - new arrangement for bus escorts - ordering of uniform - "ESF Got Talents" – a fundraising event in January 2017 - Fundraising support from the Irish Dance Troupe - A part-time PTA Administrator will be employed separately instead of sharing a full time staff with the school Karin supplemented that the SLT met with the PTA on 28 November to clarify the roles and	

	responsibilities with this PTA part time arrangement. School will be responsible to arrange buses for excursions.	
11.	**ESF Report** The report was circulated to all members. Nicki reported that an Inclusive Strategy Working Party was setup to review the SEN strategy. The target was, by the end of the school year, a high level definition on "inclusion" would be available. When the ESF "values" were in place, the next step would be to update the SEN Policy. On separate note, Carol enquired with one of the EPs leaving ESF, would there be an impact on services provide. Nicki confirmed that the 6 working days allocated to JCSRS will remain the same. It was up to the school on how to prioritise the cases for student assessment.	
12	**AOB** At the Committee of Council Chairman, it was mentioned that ESF had a risk management matrix. Virginia would appreciate SLT to share the matrix with the F&F Committee. Karin supplemented the school was also reviewing the School Outing Policy and the matrix would be part of it. School Council Handbook was under review and Virginia requested Rita to send the JCSRS Council Evaluation Survey to John Stewart for reference. Virginia also requested members to inform Rita before the meeting if there is any additional item for discussion. Council can then prioritise the value-adding discussions and may shorten the Committee meeting reports as circulated prior.	SLT Rita All
13.	**Date of Next Meeting** 8 March (Wednesday), 5 pm, JCSRS Reminder: Learning & HR Committee – 22 February 2017 (Wed), 4:30 pm, ESFC Finance & Facilities Committee – 1 March 2017 (Wed), 5 pm, ESFC	

Meeting adjourned at 6:30 pm.

Signed by

Virginia Morris, Chairman