

## Meeting Minutes

### 102<sup>nd</sup> School Council Meeting of Jockey Club Sarah Roe School

(Approved at the 103<sup>rd</sup> Meeting on 21<sup>st</sup> September 2016)

Venue:	The Library, Jockey Club Sarah Roe School	
Date:	Tuesday, 7 <sup>th</sup> June 2016	
Time:	5:00 pm	
Present:	Virginia Morris Louise Thomas Karin Wetselaar Alan Collins Sandra Lee	David Whalley Lorna Banfield Daphne Ip Carol Li
Apology:	Anna Cheung	
In-attendance:	Ed Wickins (KLC), Jenny Lingham, Rita Au (note-taking)	
<b>Item</b>	<b>Meeting Minutes</b>	<b>Action</b>
1.	Anna sent her apology due to other commitment. Virginia informed that she would be late for the meeting and Louise had kindly agreed to be the chair.	
2.	<b>Declaration of Interest</b>  All Council members were required to declare any pecuniary or personal interests they may have in a particular agenda item. No item was declared.	
3.	<b>Approval of Minutes from 16/03/2016</b>  The minutes of the 101 <sup>st</sup> School Council Meeting held on 16 <sup>th</sup> March 2016, were approved, proposed by Karin and seconded by Carol.	
4.	<b>Matters Arising</b>  a) Health & Safety Report ESF Template – Still awaiting advice from the ESF Safety Manager. b) Official Opening of the Playground & Art Room – Due to Typhoon Number 3 on 27 May, the opening will now be combined with the last assembly on 24 June, 11 am – 11:30 am. c) The update on the salary package for the therapists who are on support staff category will be reported at the Finance & Facilities Committee report. d) Virginia had sent a thank you note to Mr Neville Shroff. e) Art Exhibition – members all agreed that the event was very successful and the students' art pieces were amazing. Funds raised through the auction was around HK\$14,000.	All
5.	<b>Principal's Report</b>  Karin highlighted a few points: a) Farewell to Mimi & Floria: all Council members were invited to join the last Assembly of the school year on 24 June (Friday) to bid farewell to the two retiring teachers. b) The SLT is working on a new structure for next school year. c) Amendment on Pt 6(a) – it should read as "achieving 20 out of 26 goals".  Karin would also like to thank you all staff and everyone who has provided so much support to the school throughout the year.	
6.	<b>Kowloon Learning Campus</b>  Ed shared the updated website with all members and highlighted the section on "Frequent Questions". Alan raised the point that the current focus is mainly on breaking down barriers, which didn't seem positive. Ed explained there were both physical and mental	

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	barriers. The KLC SLT has identified the “links” in between each school and is working on areas of common interest.	
7.	<p><b>JCSRS Annual Implementation Plan 2015/16 with final review</b></p> <p>The plan was circulated to all members and the teaching staff without further comments.</p> <p>The school had achieved 20 goals out of the 26. Those partially achieved or not achieved goals will be included in the 2016/17 Plan. Karin also informed the members that the SLT was drafting the 2016/17 Plan and with so much changes in place, especially in the curriculum, the next school year will be a year of embedding.</p> <p>Virginia congratulated Karin and the team for achieving so much in the past year.</p>	
8.	<p><b>ESF Stakeholder Survey (JCSRS)</b></p> <p>A quantitative report (prepared by ESFC) and a qualitative report (prepared by Karin) were circulated to the members. Based on the feedback from the EAs, a lot of issues were raised and therefore SLT will continue to focus on addressing their issues. All the “Action” in the summary report prepared by Karin will be part of the Annual Implementation Plan for 2016/17.</p> <p>Virginia requested SLT to get the mean response rate of other ESF through-schools as comparative reference.</p>	SLT
9.	<p><b>School Council Self-Evaluation Report</b></p> <p>The summary result was circulated to all members. Virginia highlighted that there was one respondent who chose “Strongly Disagree” in all questions and she invited the respondent for a separate conversation to discuss any concerns. Due to the surprising nature of this result, it was suggested there was a possibility that the respondent misread the scale.</p>	
10.	<p><b>School Council Membership</b></p> <p>There were a few members who’s term would end as Council member in September:</p> <ul style="list-style-type: none"> <li>- Louise Thomas would not take up her second term due to her relocation plan and the Council took this opportunity to thank her for her support and contribution especially her active participation as being a member of the interview panel for various teaching positions.</li> <li>- Alan Collins agreed to stand for a second term and School will organise the election among the parents in the new school year</li> <li>- Sandra Lee had informed PTA that she is willing to continue to be the PTA representative at the School Council</li> </ul>	Rita
11.	<p><b>Finance &amp; Facilities Committee</b></p> <p>Virginia briefed the members that the last meeting on 1 June mainly focused on discussing the salary adjustment for those therapists on support staff employment conditions. The Committee emphasised that the proposed adjustment must be on a fair basis for all parties concerned. The decisions made were:</p> <ul style="list-style-type: none"> <li>- Speech &amp; Language Therapist: increments will be based only on the basic salary and not include the special allowance</li> <li>- Occupational Therapist: agreed with the proposed salary made by the SLT</li> <li>- Music Therapist (MT): to await further information from ESF HR on getting a more relevant</li> </ul>	

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	<p>pay scale for reference and MT's salary be in par with other therapists</p> <ul style="list-style-type: none"> <li>- All additional increment must be capped at 10% per ESF guideline</li> <li>- All adjustments must be within the school's available funding</li> </ul> <p>Committee also approved the 3-Year Budget ICT Plan.</p>	
12.	<p><b>Learning &amp; HR Committee</b></p> <p>The meeting notes were circulated to all members. Sandra highlighted that the Committee also discussed the salary adjustment for the therapists on support staff category. Jenny briefed the members on the provisional CPD plan for 2016/17 which will focus on EA's training, Team Teach and Coaching.</p> <p>The Positive Behaviour Support Policy was approved, proposed by Virginia and seconded by Sandra.</p>	
13.	<p><b>PTA Report</b></p> <p>The total donation from 2016 Jazz Fest to the School was \$138,000 of which \$40,000 was for EyeGaze while the balance will be for inclusive technology. Confirmed there will be no Jazz Fest in 2017 but PTA is planning some other fundraising events.</p>	
14.	<p><b>ESF Report</b></p> <p>The report was circulated to all members. David highlighted the section on Child Protection, ESF Branding and Uniform.</p>	
15.	<p><b>AOB</b></p> <p>Council members requested the school to reconsider for organising the Art Exhibition next year, though the teacher-in-charge will be on maternity leave in Term 1. This was because it was important to build up the momentum in order to draw more attention from the community.</p> <p>The 2016/17 Council and Committee meeting dates were circulated to all members for advance information. (Post-meeting note: The new date for the November Council meeting has been rescheduled to 29 November 2016 (Tuesday) as Karin needs to attend the ESF Executive Leadership Conference which will be held from 30 November 2016 evening)</p> <p>Council meeting dates: 21 September 2016, 29 November 2016, 8 March 2017, 7 June 2017</p>	<p>SLT</p> <p>All</p>
16.	<p><b>Date of Next Meeting</b> 21<sup>st</sup> September 2016 (Wed), 5 pm, JCSRS</p> <p>Reminder: Learning &amp; HR Committee – 7 September 2016 (Wed), 4:30 pm, venue tbc Finance &amp; Facilities Committee – 14 September 2016 (Wed), 5 pm, venue tbc</p>	

Meeting adjourned at 6:30 pm.

(SIGNED)

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Virginia Morris, Chairman