

Meeting Minutes

105th School Council Meeting of Jockey Club Sarah Roe School

(Approved at the 106th Meeting on 7 June 2017)

Venue:	The Library, Jockey Club Sarah Roe School	
Date:	Wednesday, 8 March 2017	
Time:	5:00 pm	
Present:	Virginia Morris Karin Wetselaar Sandra Lee Alan Collins Anna Cheung	Nicki Holmes Mike Watson Jackie Newman Daphne Ip
Apology:	Ed Wickins (KLC)	
Observer:	Rohnii Tse, Belinda Greer	
In-attendance:	Jenny Lingham, Rita Au (note-taking)	
Item	Meeting Minutes	Action
1.	Virginia welcomed the new member, Jackie, for attending the meeting the first time and Belinda from ESFC as observer. Rohnii joined the meeting as an observer and may be nominated as a Community Rep on JCSRS School Council.	Virginia/ Karin
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 29/11/2016 The minutes of the 104 th School Council Meeting held on 29 November 2016, were approved, proposed by Anna and seconded by Nicki.	
4.	Matters Arising a) Jackie Newman was elected as the new Teacher Rep. b) JCSRS Positive Behaviour Support Policy – Jenny had shared the training in school on positive behaviour support with Nicki who found the information useful. She would adapt as training for the ESF SEN Coordinators. c) Caretaker quarters – ESF HR confirms that there is no legal implication for the caretaker to return the vacated quarters to the school. d) SLT will share the risk management matrix with the F&F Committee in May meeting.	SLT
5.	Principal's Report Karin highlighted a few points: a) Currently there are 69 students on the roll. New students for 2017/18 school year will have a transition plan in Term 2 & 3. The vacated place would not be filled in this school year as it was a secondary place while ESF/JCSRS would like to allocate the place for a primary student in the next school year. b) Staffing – Karin informed the members that Lorna Banfield had tendered her resignation and would be leaving at the end of the school year. Karin remarked that Lorna is an outstanding teacher and has done an excellent job as a Lead Teacher. Recruitment process will be in place soon. c) ESF 50 th Anniversary Secondary Concert – some of our students had joined the choir performance on 22 February. It was an excellent showcase of inclusion and the audience was impressed by the participation of JCSRS students.	

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	<p>d) CIS First Report on Progress & Planning – The report was circulated to all members. Virginia expressed her thanks to Karin and the whole school team for the evident effort taken to compile the report.</p> <p>Alan commented that in view of the time and manpower to prepare the report, whether it was worthwhile to make such an effort. Karin said actually during the self-evaluation process, the school took the opportunity to “celebrate” the achievements and the good practices. Mike and Jackie, who were also involved in the process, thought it also helped the school to check whether the school was staying on track. Daphne pointed out the CIS review had brought good outcomes, eg for curriculum development, the teachers and therapists were having weekly curriculum planning meeting together and demonstrated good collaboration for the benefits of the students.</p> <p>Karin has been invited to join the CIS panel visit to a special school in Kuwait in May 2017. This was a 5-year visit and will be a good learning opportunity.</p> <p>e) Karin reported that a computer virus had attacked the school server and it would be replaced by a new one server.</p> <p>f) KLC – Alan asked if there would be any established protocol to embed the spirit of collaboration and inclusion among the three schools without the formal setup of KLC. Belinda advised there would be new principals joining KGV and KJS, ESF would ensure the new persons shared the ESF philosophy of inclusion. Virginia, being an ESF Board member, said that the Board has recommended that “inclusion” be part of the principals’ performance requirements. Karin said she would be a member of the selection panel for both principals and would also take up the role to build relationship with the other two principals once appointed.</p>	
6.	<p>Finance & Facilities Committee Report</p> <p>Anna reported that meeting on 1 March was cancelled as all information was circulated and there was no agenda items required in-depth discussion.</p> <p>The minutes of the Finance & Facilities Committee meeting on 23 November 2016 were adopted with no amendment. JCSRS Summer Works plan was updated and circulated to all members. Rita reported there were two unexpected incomes and the school budget would be adjusted to reflect the change. School bus donation was in place and would be reflected in the report.</p>	
7.	<p>Learning & HR Committee Report</p> <p>Minutes were circulated. Sandra reported the main discussion of the meeting was on the CIS Report.</p>	
8.	<p>PTA Report</p> <p>Sandra reported the following:</p> <ul style="list-style-type: none"> - ESF’s Got Talents was successfully held in January 2017. Kim Anderson, ex-ESF parent, agreed to organise the next one in 2018. - There was suggestion to organise an ESF Family Jazz Festival and it was still under discussion. - John Green would step-down as PTA Chair as his son will graduate this school year. School would bid farewell and show appreciation for John’s contribution to the school at one of the assemblies. Council members will be invited to join. - There would be a PTA ExCo meeting in next week. - April will be SEN Awareness Month and Nicki confirms that ESFC would lead the sales of SEN awareness wrist band. 	SLT

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9.	ESF Report The report was circulated to all members. Nicki reported that educational psychologist recruitment was in progress and expected to be in place in August 2017.	
10.	AOB Nil	
13.	Date of Next Meeting 7 June (Wednesday), 5 pm, JCSRS Reminder: Learning & HR Committee – 24 May 2017 (Wed), 4:30 pm, ESFC Finance & Facilities Committee – 31 May 2017 (Wed), 5 pm, ESFC	

Meeting adjourned at 6:15 pm.

Signed by

Approved

Virginia Morris, Chairman