



**The 119<sup>th</sup> School Council Meeting of the Jockey Club Sarah Roe School  
5:00pm, 15 September 2020, via Zoom**

Attendees:

Chair – Anna Cheung (AC)

Members – Kim Anderson (KA), Sudesh Thevasenabathy (ST), Vivian Cheung (VC), Michelle McEwan (MM), Marie Clarie Slama (MCS), Anna Smakowska (AS), Belinda McLaughlin (BM), Karen Carmody (KC), Holly Manning (HM), Cheryl Lam (CL)

Note taking – Queenie Au (QA)

<u>Minutes:</u>	<u>Action:</u>
1. Apologies & Welcome new Council members <ul style="list-style-type: none"> <li>• Welcome new members</li> <li>• No apologies</li> </ul>	
2. ESF Code of Conduct and Declaration of interest (online) <ul style="list-style-type: none"> <li>• QA reminded members to complete Declaration of Interest form</li> </ul>	
3. Terms of Reference - Council and Committees <ul style="list-style-type: none"> <li>• AC confirmed all members reviewed the terms of reference and understood their roles as council members.</li> </ul>	
4. Approval of Minutes from 2 Jun 2020 <ul style="list-style-type: none"> <li>• The minutes were confirmed, proposed by ST and seconded by AC.</li> </ul>	
5. Matters Arising <ul style="list-style-type: none"> <li>• KA checked for updates on vocational placements.</li> <li>• BM gave verbal update that we were in communication with outside agencies. Some are open and some are not. In current situation with social distancing restriction, will revisit in October. Further updates in the next meeting.</li> </ul>	
6. Principal's Report <ul style="list-style-type: none"> <li>• AS presented the principal's report.</li> <li>• KA checking if the occupation therapist role is filled. BM confirmed the role has been filled and waiting for her registration to work in HK. AS added that May Henderson is hired as speech therapist and has already started.</li> <li>• Wellbeing support for staff – KA raised the question whether ESF or JCSRS has program in place to support staff. AS replied there are programs ESF wide in place like counselling. The school has been checking in with staff via conversations and meetings to ensure their wellbeing.</li> <li>• First CPD day has been cancelled. KA asked if it will be rescheduled. AS explained since it needs to be face-to-face and</li> </ul>	

<p>takes time and planning. ESF will look into whether it can be rescheduled when the travel restriction is lifted, but not likely to be in this academic year.</p> <ul style="list-style-type: none"> <li>• Student progress to be updated in the next meeting when students are back in school.</li> <li>• ST left at 5:30pm</li> </ul>	
<p>7. JCSRS Annual Implementation Plan 2020/21 – AS</p> <ul style="list-style-type: none"> <li>• AS presented the plan and no question raised.</li> <li>• BM proposed and CL seconded. Plan approved.</li> <li>• MCS raised question on number of parent representatives on each sub-committee and QA replied there should be one parent member on each subcommittee and for this year Michelle is on the L&amp;HR committee and Marie Claire on the F&amp;F committee.</li> </ul>	
<p>8. Diversity Equality and Inclusion – AS</p> <ul style="list-style-type: none"> <li>• MCS shared comment on collaboration and partnership with other ESF schools e.g. KGV</li> <li>• AS had meeting with Mark (Principal of KGV) on how to share community space and promote the school in terms of what we can bring to the community.</li> <li>• KA asked if there is more specific plan on how to assess the inward look of the inclusion. AS explained different ways of doing so e.g. schemes to measure quality in UK, parents and student voices in level of inclusion. Action point to be reported back in the council.</li> <li>• KC added that weekly meeting with EAs previously has positive impact but questioned how and what to do going forward with zoom. AS explained it would be continued but in different ways or actions to be explored.</li> <li>• KA requested an update on the progress should be added to the agenda going forward.</li> </ul>	<p>AS to give progress update in next meeting.</p>
<p>9. Finance &amp; Facilities – AC</p> <ul style="list-style-type: none"> <li>• KA requested financial statements to be presented with the minutes of the FFSC meeting.</li> </ul>	<p>QA to upload after meeting.</p>
<p>10. Learning &amp; HR Committee Report – KA (meeting cancelled)</p> <ul style="list-style-type: none"> <li>• AS explained staffing/recruitment updates already covered in the Principal’s report. No other updates as no students in school yet.</li> <li>• Discussion on various channels to recruit new community representatives for the school council as the term of service for AC and KA will be up soon.</li> </ul>	<p>QA to send School Councillors Handbook to KA/MM for referral.</p>
<p>11. PTA report – MCS</p> <ul style="list-style-type: none"> <li>• Updates on new membership <ul style="list-style-type: none"> <li>- Chair – Megan</li> <li>- Vice Chair – Marie Claire</li> <li>- Treasurer – Sandra</li> </ul> </li> </ul>	



<p>- Secretary – Susanna</p> <ul style="list-style-type: none"><li>• New ideas on fundraising events including application of tech funding, working with various NGOs, PTA Care Whatsapp group</li><li>• KA chaired the rest of meeting in absence of AC, left at 6:20pm.</li></ul>	
<p>12. ESF report - VC</p> <ul style="list-style-type: none"><li>• Most of the 22 ESF schools has been approved to resume to school by EDB.</li><li>• Over 70% of parents opted in for the ESF 45% relief grant. Only 15 students outstanding and deadline is extended to 22 Sept.</li><li>• Financial assistance scheme is now extended to students joining first year.</li></ul>	
<p>13. AOB</p> <ul style="list-style-type: none"><li>• No AOB items.</li><li>• Next council meeting 1 December 2020.</li><li>• Next L&amp;HR committee meeting 17 Nov 2020</li><li>• Next F&amp;F committee meeting 24 Nov 2020</li></ul>	

Meeting adjourned at 6:27pm