



## SUMMARY NOTES OF THE SIXTEENTH ESF BOARD MEETING ON 28 SEPTEMBER 2010

### 1. Report on Chief Executive's Performance Management Review

The Chief Executive's performance management review had taken place. Several positive areas for the organisation were noted such as the schools' success in IB, Advanced Diploma and GCSE/iGCSE examinations, securing government funding support for Kowloon Junior School and the establishment of the Refundable Capital Levy. There was still work to do in developing Board processes.

The Chief Executive added that the teachers and Principals are to be thanked for their efforts in the achievements of the year.

### 2. Chief Executive's Report

A number of items from the Chief Executive's report were highlighted, including:

- Enrolment is close to targeted capacity. Variations in enrolment were questioned at Yr. 10/11 and Yr. 12/13. Management are to review reasons for students leaving at upper secondary level.
- IB Diploma and iGCSE/ GCSE results were successful. The primary INCAS results were pleasing but maths requires further attention and will be a priority for continuing professional development in the current year.
- The Development and Communications roles have been combined with the completion of the external Communications contract. The Director, Development's priority is to support schools in fund-raising.
- The new billing system is running and has been used to collect membership fees for a number of PTAs.
- The Head of Facilities Management and team were thanked for summer works in the schools.
- A survey focussing on ESF Centre services to schools and on the admissions process for Yr. 1 and Yr. 7 has been commissioned.

### 3. Governance Issues

Parent members of the Board had expressed concern about governance including some issues including exclusion from serving on the Standing Committees as well as voting rights on fees.

The legal advice which had been obtained stated that parents could be invited to be members of the Standing Committees. The only matter on which a member of the Board could be precluded from voting was one where he/she had a pecuniary interest. The legal advice indicated that parents had a pecuniary interest in matters to do with fees. (It was later decided to take further legal advice on this subject.) For all other areas apart from fees Parent Board Members will be allowed to vote.

#### **4. ESF/ ESL Relationship**

A report from the external auditors and lawyers advised that the present structure and relationship between ESF and ESL were sound and a better alternative could not be recommended. It was recognised that it was essential to keep the funding of the two organisations separate. The accounts for both organisations were always published on the website and every effort would be made to make them even clearer in the future.

It was agreed to continue the practice of ESL to provide regular reports to the Board. It was further agreed by the board that the ESF/ESL current structure would remain and that a governance paper will be produced.

#### **5. Progress Report on the Operational Plan 2009-12**

Areas of the Strategic and Operational Plan 2009-12 that required further work were highlighted and included professional development, talent development, learning technologies, special educational needs provision, residential asset management and environmental sustainability. The report was noted.

#### **6. Self-Evaluation**

Board members were reminded to complete the self-evaluation form prior to the next meeting.

#### **7. Capital Projects – Green Building Accreditation**

There was a debate about the level of HKBEAM+ green building accreditation to seek, it was a government requirement that accreditation be obtained for Kowloon Junior School as it was part-funded by the government. On the recommendation of the Major Building Projects Committee it was decided that the silver level represented an appropriate balance between environmental commitment and affordability. A similar level would be sought for KGV. Additional funding of HK\$15.5 million was agreed.

#### **8. Update of Bank Signatories for ESF**

Changes in the senior management team required an additional update to the bank signatories. It was agreed to add the Director of Education as a bank signatory.

#### **9. School Council**

It was agreed that JCSRS could expand its School Council to three members in each category.

#### **10. For Information**

- The Director of Human Resources contract had been renewed from April 2011.
- Ms Bronwyn Dredge had been appointed as Community Representative to Bradbury School Council.