



## **Summary Report of the Discovery College School Council**

**Tuesday 25 January 2022**

**Present:** Henry Wong – Chair, James Smith, Kris Stanhope, Livia Tang, Uschi Mirus, Kevin Rydeard, Susie Morley, Karen Kwan, Mamta Mukherjee, Pushkar Sane

**In attendance:** Alice Cheng (Business Manager), Karen Shum (PA to Principal), Alan Milliken (Director-Strategies Performance & Quality Assurance)

**Apologies:** Eric Lee, Belinda Greer

### **1. Finance and Property sub-committee**

The following items were approved by the subcommittee prior to the Council/subcommittee meeting:

- The waiver of the tender process and the appointment of Dragonfly to provide activities for our students during No Boundaries week.
- The appointment of Hon Fung Engineering Ltd for the study of access for canopy repair works

At the subcommittee meeting, the following items were approved:

- The waiver of the tender process for procurement of lift maintenance services for the years 2022-27.
- The waiver of the tender process for procurement of Chromebook.
- The continued appointment of Green Pagoda for all College's publications for the academic year 2022-23.
- The Term of Reference of Property and Finance Subcommittee.

The School Council approved the following items:

- The P&L accounts as at 30 November 2021
- Appoint Kone as our preferred supplier for lift maintenance service (2022-27)
- Purchase of a cohort set of Chromebooks for resale to Year 6 and new students in Year 7 and 8 in the academic year 2022-23, be made from Senco-Masslink Technology Ltd
- The updated Emergency Evacuation Policy & Procedures and Emergency Lockdown Procedures

Termination of BAS Engineering for the Building Management System contract will be in effect on 1 April 2022. DC is currently working on the quotation process for the future Building Management System provider.

A total of 477 meters under-railing pipework has been completed during the Christmas holidays.

A 3 year contract for female sanitary disposal services has been awarded to existing service provider - Rentokil Initial, with a change to the service requirements and saving from the existing contract.

After a follow-up review in December 2021, the internal audit team concluded that DC had made improvements in all three key areas - facilities rental, procurement (amounts > HK\$100K) and external service provider agreements.

### **2. Student Wellbeing sub-committee**

Jonny Tate presented reflections on No Boundaries 2021 and the current arrangements for the Community Engagement (CE) and Creativity, Activity, Service (CAS) programmes in Secondary.

Peter Lasscock gave a presentation to inform school council members of the process and their role in the upcoming 5-year cycle of IB programme evaluation which provides continued authorisation



for the school to deliver the current four IB programmes.

ESF has upgraded their alumni platform - ESF Connect. Our growing alumni are staying in touch with new interviews and stories featured in the latest edition of college magazine “Shi Jie”.

### **3. Staff Wellbeing sub-committee**

The 2021-22 Teacher Recruitment update has been shared. The College continues to attend Search Fairs alongside its direct applications procedures in order to maintain a diverse inbound cohort.

ESF has lengthened the summer holiday and scheduled 5 CPD Days for 2022-23 to be held on 15 - 19 August via online mode. This allows more flexibility for staff, students and their families to travel under current restrictions.

The College continues to invest in staff professional learning to help improve professional practice and create alignment around the Strategic Objectives.

### **4. Principal's Report**

Enrollment numbers remain relatively stable compared to the last report.

An early snapshot of DC parents survey results were used to inform initial enrolment projection and budget planning discussion.

Despite the current class suspension, DC staff are well-prepared and experienced to provide effective online learning to students with confidence.

The Principal presented the latest update of the proposed Gross Floor Area increase application for Discovery College. The School Council authorized the Principal to provide approval in principle to HKRI for the appointment of consultants to report on matters affecting Town Planning, Environment, and Traffic in relation to this application.

The School Council ratified the reviewed Critical Incident Policy.

### **5. Any Other Business**

None.