



HYUNDAI
FOREIGN SCHOOL

**School Consultative Group
Agenda and Minutes**

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| Time/date | Wednesday 12th June 2024 - 5pm |
| Location | HFS - Hall |
| Invitees | Mr Dan Green - DG (Chair), Mr Paul Kim - PK (Executive Board Member), Mr Nathan Dunn - ND (Teacher representative), Ms Esther Yeo - EY (administrative representative), Miss Isla Yunju Jeong - IYJ (Minutes), Mr JK Lee - JKL (Parent representative), Mr SY Lee - SYL (Parent representative) |
| Apologies | None |
| Minutes | IYJ and DG |

| Name | Item | Notes, Actions and Responsibilities |
|-------------|---|--|
| DG | Welcomes | <ul style="list-style-type: none">• DG welcomed and introduced each member |
| DG | Review of SCG Policy | <ul style="list-style-type: none">• DG presented the SCG policy and asked for feedback• Copies were circulated and electronic version will be email along with minutes• Feedback will be discussed at next meeting• DG to email policy |
| DG | SCG Parent Representative Nominations feedback | DG explained: <ul style="list-style-type: none">• 7 responses were received• 7 different people were nominated• 4 refusals• 1 no response• 2 accepted• No election was held• DG proposed term of office for parent representatives to run for 2024/25 academic year - all members agreed |
| | SCG Meeting procedures | DG explained: <ul style="list-style-type: none">• Audio is recorded• meeting conducted in English with translation for clarification offered• the group represents all members of the school community• meetings are closed• all opinions will be heard and clarification will be sought• all meetings will be minuted and published in the newsletter <ul style="list-style-type: none">• All members agreed to procedures |
| | Gathering opinions and providing feedback to groups represented | <ul style="list-style-type: none">• DG asked for clarification on how each constituent group would seek the opinions of the group they represent and how they would provide feedback |

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| | | <p>Admin - all present PK to feedback to board NK to feedback to staff</p> <ul style="list-style-type: none"> Parents - It was agreed that a tab will be added to the school website with contact details for parent representatives DG to set-up tab on website |
| JKL | Communications | <ul style="list-style-type: none"> JKL suggested the school clarify roles and responsibilities of school staff to allow parents to know who to contact with enquiries SYL asked for clarification of the role of the PTA ND suggested fixing PTA events before the start of the school year DG to update contact page on website and parent handbook to clarify communication channels DG to fix major PTA events for new academic year DG to discuss corporate fundraising with PTA |
| JKL | After School Activity - Ice Hockey | <ul style="list-style-type: none"> JKL highlighted the ice hockey club run at the Ulsan College and asked if the school could make connections JKL asked the school to consider creating an ice-hockey team representing the school and the school agreed to consider JKL to provide contact details for coach PK to meet with coach to discuss collaboration The school is willing to post details of the ice hockey team in the after school activities program |
| PK | School fee increase and finances | <ul style="list-style-type: none"> PK presented a overview of the school finances including <ul style="list-style-type: none"> Tuition Fee Status for the 2023-24 Academic Year Financial Status of the School Expenditure Plan Staffing Status / Staffing Plan Tuition Fee Increase for the 2024-25 Academic Year: 6.5% SYL and JKL proposed the school consider implementing the fee increase differently for different school section including FS1 to lessen the burden on higher grades(eg. middle school) for the 2025-26 academic year and the school would consider. PK to feedback to board |
| DG | Date for next meeting | <ul style="list-style-type: none"> DG proposed - Wednesday 16th October EY proposed one week later to allow for preparation of draft school budget New proposed date Wednesday 23rd October PK/EY to present draft school budget to this meeting |
| DG | Minutes | <ul style="list-style-type: none"> Minutes circulated for approval by members - Friday 14th June Minutes published in newsletter - Friday 21st June |

Meeting ended - 6:00pm