

Minutes of Meeting 1 of 2022
Cyril Jackson Senior Campus - Board Meeting
Library
Tuesday, 1 March 2022 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Martin Dempsey – Community Representative– on phone, Russell Brown – Community Representative, Alicia Blunt – Secretary, Ela Amor-Robertson – Staff Representative, Debra Fitzsimons – Staff Representative, Peter Stone – Community Representative, Geordie Smith – Student Representative, Phillip Draber (Chair) – Community Representative, Marie Molloy – Staff Representative, Liza Beinart – Community Representative, Professor Angela Hill – Community Representative

1.0	Welcome and Apologies	ACTIONS
1.1	Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber - Chair at 5:05 pm. The Whadjuk Noongar people and their elders, past, present and emerging were acknowledged as the traditional owners of the land where Cyril Jackson SC is built.	
1.2	Apologies: Leila Withrow – Student Representative, Jim Stewart – Student Representative	
1.3	Confirmation of Agenda: Phillip confirmed the agenda for the meeting. All documents relating to the meeting should have been received by the Board via email and were also provided in files.	
2.0	Disclosure of Interest	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting No. 1 of 2022 agenda.	
3.0	Minutes of Previous Meeting	
3.1	The Minutes of the previous meeting held on 30 November 2021. (attachment 1) were tabled. Russell Brown and Peter Stone moved: <i>“The Board endorses the minutes of the previous meeting as otherwise complete and accurate.”</i> – CARRIED	
3.2	Business and Actions Arising. Nil	
4.0	Reports and Operational Matters	
4.1	Finance Report (attachment 2) Alicia spoke to the finance report. Financial Summary as at 31/12/2021. Report includes salary and cash with budgeted figures against final figures for last year. Compliance report showing that the required 96% to be spent on the students during the year and noted this was achieved. Ela Amor-Robertson and Debra Fitzsimons moved: <i>“The Board notes the Finance Report.”</i> - CARRIED	
4.2	Principal’s Report – (attachment 3) Milton Butcher provided the Principal’s Report as follows: <ul style="list-style-type: none"> • Staff changes from 2021 - new staff in school. • Staff return to work - 2022 proceeded as planned, unlike in 2021. Students returned as scheduled as well. • COVID-19 – When writing this report there had been no COVID cases at Cyril Jackson. Currently have 4 confirmed cases, 3 cases have not attended school for the last week and 1 has been at school but do not see there being any issues from that case. • Census – More information will be provided later in meeting. The 	

	<p>predicted enrolment number for budget planning was 340 students but sitting on 314.8. This equates into a shortfall of about \$600,000 than planned for 2022 (the planned deficit was \$200,000). IEC has exceeded predicted numbers which will position Cyril Jackson better in future years. The shortfall of students is largely due to a number taking advantage of free TAFE and moving into employment rather than enrolling/staying at school.</p> <ul style="list-style-type: none"> • IEC support – The Department is continuing to fund the IEC staff surplus. Those staff are going to school with high EALD students. With the number of students increasing staff are needing to return to Cyril Jackson Senior Campus. • 2022 Budget Position – 2022 budget is yet to be finalised by the Department. Predicted scenario will be outline later in the meeting. • Explicit Instruction PD – 5 teachers started working with Professor Lorraine Hammond, AM last week. Lorraine conducted some professional development and will coach each teacher. • Kurongkurl Katitjin Partnership – Thank you to Angela Hill for her support. There have been no referrals as yet but remain keen to explore the potential of a partnership - maybe something will come through for mid-year. Milton will make plans to catch up with Angela. • Grounds and Facilities – Director of Capital Works and Infrastructure visited in early 2021. Some projects were agreed but only the dust extraction system in D & T and some external painting has been finalised. • Facilities – Work is required to fix the irrigation on the oval. Due to the current budget situation, this is not possible. • Progress Against the Business Plan – The Business Plan 2018-2021 has now concluded. There is a report later in the meeting. • Next Business Plan – Next Business plan, to cover 2022-2024 is being finalised. Draft plan is provided for Board members. • 2021 Performance Data – There is a separate presentation later in the meeting. Cyril Jackson Senior Campus has for the first time had an Exhibition win by Rosie Crammond in the VET Retail Course. Four students received and ATAR of 90 or better. Congratulations. • Board – Tonight is the last meeting for 2021 Board. Many thanks to all. I would like to acknowledge Marie Molloy, Geordie Smith, Jim Stewart and Leila Withrow for their service. <p>Angela Hill and Geordie Smith moved: <i>“The Board notes the Principal’s report.”</i> – CARRIED</p>	
4.3	<p>Student Representative Report</p> <p>No report – noted.</p>	
4.4	<p>Staff Representative Report.</p> <p>No report – noted.</p>	
5.0	Discussion Items	
5.1	<p>Report on potential 2022 budget position. Refer attachment 4.</p> <p>This report aligns back to the Census outcome. 70% of student charges goes back to learning areas. Costs could have been reduced by cutting back staff, student services and reducing psych time. The decision was made to retain these services and the principal accepts this decision, even though the cost is to diminish Reserves.</p> <p>There was a discussion, amongst the board members on the potential impacts of</p>	

	<p>this on our existing and potential students; particularly the IEC cohort. Further there were comments and discussion around 2023 and further out should the funding situation, remain unchanged,</p> <p>The Board endorsed the Principal's decision as it took the view that the Campus provides an important but unnoticed service to the community by providing these services.</p> <p>Peter Stone and Angela Hill moved: <i>"The Board notes the potential 2022 Budget Position report."</i> – CARRIED</p>	
5.2	<p>Report on 2021 Year 12 results. Refer to attachment 5 and 6.</p> <p>Milton presented a PowerPoint on the 2021 Year 12 results.</p> <p>Martin Dempsey and Russell Brown moved: <i>"That the Board notes the 2021 Year 12 results report."</i> - CARRIED</p>	
5.3	<p>Report on Business Plan, 2018-2021. Refer to attachments 7 and 8.</p> <p>Milton presented the Report on Business Plan, 2018-2021. A traffic light system has been used to show target achievement. Cyril Jackson Senior Campus has done as well as could be expected. The goals of the plan were achieved.</p> <p>Debra Fitzsimons and Angela Hill moved: <i>"That the Board notes the Report on Business Plan, 2018-2021."</i> - CARRIED</p>	
5.4	<p>Update on Next Business Plan, 2022-2024. Refer to attachments 9 and 10.</p> <p>Circumstances associated with the student demographic is making the "base", used to measure targets difficult to give realistic performance measures. Outside agencies, such as TISC and SCSA, publish data, however, they often have a different base. This makes setting reasonable targets difficult.</p> <p>Business Plan is hot off the press – Milton Butcher will continue to work with the school's marketing officer, Steph Jeffers, and the writing group to finalise the design.</p> <p>Milton Butcher is working with Dillon and his mother with regards to CJSC's use of his artwork for the Acknowledgement of Country.</p> <p>Peter Stone and Debra Fitzsimons: <i>"That the Board notes the report and progress on the next Business Plan."</i> – CARRIED</p> <p>The intention is to bring Business Plan back to the next meeting after meeting with the writing group.</p> <p>If any Board members have any issues or suggestions with regards to the design of the Business Plan please let the principal know. Any input would be appreciated. Peter Stone said he was happy to provide advice on fonts.</p> <p>Peter Stone and Debra Fitzsimons moved: <i>"That the Next Business Plan will be presented to the Board after meeting with the writing group."</i> – CARRIED</p>	
5.5	<p>Training for Board Members. Refer to attachment 11.</p>	

	<p>The Board was very busy during 2021. One of the discussion points from the Board survey results was regarding training for Board members. Attachment 11 contains information on training that is available for members, particularly to the new Board. This information is to be considered as business arising for the next meeting.</p> <p>Martin Dempsey and Russell Brown moved: <i>"That the Board notes the information and that the Board considers a training option for the next meeting."</i> – CARRIED</p>	
5.6	<p>School Acknowledgement of Country statement. Refer to attachment 12.</p> <p>The principal asked that this be deferred as discussions are still ongoing with Dillon.</p> <p>Debra Fitzsimons and Peter Stone moved: <i>"That the Board defers discussion of School Acknowledgement of Country statement."</i> - CARRIED</p>	
6.0	Other Business	
	<p>Peter Stone revisited the funding issue. Can the school be paid to send students here along the lines of a scholarship or sponsorship? Phillip Draber suggested that if we can find out from the school what can be provided and how it can be used. This topic could be a discussion item for the next meeting, and potentially an area of focus for the Board during 2022</p>	
7.0	Next Meeting	
	<p>The next meeting is scheduled for Tuesday, 29 March 2022 at 5:00pm. Due to COVID restrictions an electronic meeting (Teams) will be held. Angela Hill has offered to set this up.</p>	
8.0	Roundtable evaluation of the meeting	
	Nil	
9.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 7:05 pm	

Signed (Chair) _____



Date: _____

29 March 22