

Minutes of Meeting 2 of 2022
Cyril Jackson Senior Campus Board
Annual General Meeting
Annual Open Meeting
On-line via Teams
Tuesday, 29 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, Robel Adisu – Student Representative, Masaki Amagasu – Student Representative, Phillip Draber (Chair) – Community Representative, Liza Beinart – Community Representative, Professor Angela Hill – Community Representative, Anne MacDermott – Deputy Principal

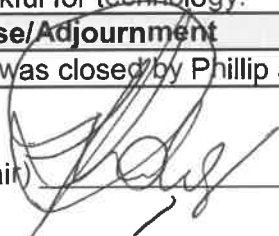
1.0	Welcome and Apologies	ACTIONS
1.1	<p>Opening and Acknowledgement of Country: The meeting, that was also the Annual General Meeting and Annual Open Meeting was opened by Phillip Draber - Chair at 5:07 pm. Most members were on-line. The Whadjuk Noongar people and their Elders, past, present and emerging were acknowledged as the traditional owners of the land where Cyril Jackson SC is built. Welcome to Anne MacDermott (Deputy Principal), who will be stepping in for Milton while he is away on leave in Term 2 and to the new Student Representatives, Robel and Masaki, for joining the Board and being the voices for the students of Cyril Jackson. No one from the public has joined us for the Annual Open Meeting.</p>	
1.2	Apologies: None	
1.3	<p>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.</p>	
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. 2 of 2022 agenda.	
3.0	Minutes of Previous Annual General Meeting	
3.1	<p>The Minutes of the Previous AGM held on 30 March 2021 (attachment 1) were tabled.</p> <p>Russell Brown and Martin Dempsey moved: <i>"The Board endorses the minutes of the previous AGM, held on 30 March 2021, as otherwise complete and accurate."</i> - CARRIED</p>	
3.2	<p>Business and Actions Arising. Nil</p>	
3.3	<p>Election of Office Holder The following motion was put forward and seconded to seek the Election of Chair to the Cyril Jackson SC Board: Milton called for nominations for Chairperson.</p> <p>Phillip Draber said that he was prepared to serve for a second term as Chair.</p> <p>Peter Stone moved and Martin Dempsey seconded: <i>"The Board elects: Phillip Draber as Chair of the Board of Cyril Jackson SC."</i> – CARRIED</p> <p>Phillip is therefore appointed as Chair to the Board.</p>	
3.4	<p>Handover to Chair and Welcome to the new Board Members Phillip thanked the Board members for having the confidence in electing him for the next 12 months and to be able to assist the school and Board. Phillip also</p>	

	once again welcomed the new students to the Board and noted that he looks forward to meeting them in person soon.	
4.0	Minutes of Previous Meeting	
4.1	The Minutes of the previous meeting held on 1 March 2022 (attachment 2) were tabled. Ela Amor-Robertson and Peter Stone moved: <i>"The Board endorses the minutes of the previous meeting as otherwise complete and accurate."</i> – CARRIED	
4.2	Business and Actions Arising. Training for Board members (attachment 3) Attachment 3 contains information on training that is available for members, particularly new members. Due to COVID face-to-face training is not being offered. Members clearly preferred an online platform for this training. Milton will explore with the Leadership Institute if the training can be done online and will get more information.	
4.3	Responding to the budget situation and options. This was raised at the last meeting regarding fundraising and funding options. Schools can take sponsorship and donations. The Board is unable to set up fundraisers but can initiate ideas with connections and partnerships. Where and how to market the school as a second chance school? Digital marketing is definitely the way to go. CJ has a detailed marketing plan. It was suggested that Steph Jeffers (Marketing) present to the Board the marketing plan for CJ. Deb Fitzsimons and Angela Hill moved: <i>"That the Board keeps on considering how they can focus on strategic partnerships."</i> – CARRIED	
5.0	Reports and Operational Matters	
5.1	Board Annual Report (attachment 4) Phillip presented the Annual Report for the Board to the Annual Open Meeting. Peter Stone and Liza Beinart moved: <i>"The Board notes the Annual Report."</i> – CARRIED	
5.2	Finance Report (attachment 5) Alicia spoke to the finance report. The papers showed the projected Financial Position as at 22/03/2022. Report showing funding that has come through as predicted and locally raised funds as revenue. Previous amount that was predicted to be required to be withdrawn from Reserves has decreased and waiting for outcome from a Central Office meeting with regards to IEC funding. Russell Brown and Peter Stone moved: <i>"The Board notes the Finance Report."</i> – CARRIED	
5.3	Principal's Report – (attachment 6) Milton Butcher provided the Principal's Report as follows: <ul style="list-style-type: none"> • New Board – Welcome to the new Student Representatives and thank you to the retiring members. • COVID-19 – COVID has impacted on the school with 45 cases in total now and 16 close contacts. Two staff members have tested positive and 6 have been close contacts. Availability to a computer or the internet has made completing schoolwork whilst isolating difficult for some students. Easing of COVID restrictions are to start in Term 2. • Census – Census has concluded, and all 314.8 FTE students claimed have been agreed and funded. 	Milton will send note to Board on easing of COVID restrictions for Term 2.

	<ul style="list-style-type: none"> • IEC support – There has continued to be enrolments in the IEC with numbers nearly doubled since the start of the year. With the increase means additional classes are required and some “surplus” staff have been withdrawn from other schools to return to CJ. This may mean a reduced IEC funding allocation to the school. • 2022 Budget Position – The one-line budget for 2022 has been settled by the Department and a report has been provided to members. • Explicit Instruction PD – Fantastic work being done with Professor Lorraine Hammond, AM and the 5 teachers taking part. Some of that work is being shown to staff at tomorrow’s Campus Development Day. • Kurongkurl Katitjin Partnership – No change since last meeting but still keen to pursue if possible. • Air circulation – Due to COVID the Department has published requirements for the circulation of air in classrooms. Windows and doors must be opened. Numerous windows in the school do not have insect screening and mosquito infestation is becoming a problem. Waiting on contractors to visit the school to provide a quote on screening, due to the pressure of work on staff. • Next Business Plan – Next Business plan has been reviewed since last meeting with some adjustments with guidance from Peter. A target in the Aboriginal culture PD plan for staff has also been adjusted to 10 staff participating rather than 5. • Membership of the Finance Committee – As per the Terms of Reference for the Finance Committee, the principal is required to advise the Board of the members of the committee for 2022. • Use of Facilities – List of organisations that have a Deed in place to hire school facilities. Work is still progressing with radio station, KISS FM to broadcast into Perth using the school’s antenna. This agreement is still being finalised. • Principal for Term 2 – Milton is required to undertake LSL for next term (Term 2) and Anne MacDermott (Deputy Principal) will be acting in the principal role during his absence. <p>Angela Hill and Robel Adisu moved: <i>“The Board notes the Principal’s report.”</i> – CARRIED</p>	
5.4	<p>Student Representative Report</p> <p>No report – noted.</p>	
5.5	<p>Staff Representative Report.</p> <p>No report – noted.</p>	
6.0	Discussion Items	
6.1	<p>2022 School Budget Refer attachment 7.</p> <p>Alicia presented the 2022 School Budget.</p> <p>Budgeted Revenue exceeds Budgeted Expenditure by \$62,000 in the 2022 Cash Budget.</p> <p>Angela Hill and Peter Stone moved: <i>“The Board notes the 2022 School Budget report.”</i> – CARRIED</p>	Members noted that.
6.2	<p>Statement of Expectation 2021 – 2024</p> <p>Board noted this report last year. It continues in place for 2022. Reminder that it is an expectation from the Department.</p> <p><i>“The Board notes the Statement of Expectation 2021 – 2024 signed in 2021.”</i></p>	

6.3	<p>School Funding Agreement 2022 (attachment 9)</p> <p>The Funding Agreement outlines expectations of the principal in relation to the management of funding to the school. Details of Targeted initiatives that CJ has been allocated funds for this year. The Agreement to be signed by the principal and noted by the Board and to authorise Chair to sign.</p> <p>Martin Dempsey and Russell Brown moved: <i>"That the Board notes the School Funding Agreement, 2022 and authorises the Chair to sign."</i> – CARRIED</p>	
6.4	<p>Annual Report for 2021 (attachment 10)</p> <p>Meets Commonwealth Government requirements, containing information on school progress, achievement and financial data.</p> <p>Note that inside cover is blank as still working with Dillon on the School Acknowledgement of Country.</p> <p>Angela Hill and Liza Beinart moved: <i>"That the Board notes the Annual report for 2021."</i> – CARRIED</p> <p>The Annual Report will now be forwarded to the Department for uploading and will be placed on the school's website.</p>	
6.5	<p>Business Plan, 2022-2024 (attachment 11)</p> <p>Note that inside cover is blank as still working with Dillon on the School Acknowledgement of Country. The font has been changed following Peter's suggestion, the order of items adjusted to make it flow better and one Target has been adjusted.</p> <p>Ela Amor-Robertson and Angela Hill: <i>"That the Board notes the Business Plan 2022-2024."</i> – CARRIED</p> <p>The Business Plan will now be printed, sent to the Department for uploading and also placed on the school's website.</p>	
6.6	<p>School Acknowledgement of Country statement (attachment 12)</p> <p>Milton has spoken with Dillon with regards to the School Acknowledgment of Country statement and to various Noongar elders and they are happy with what Dillon has put together. Dillon is now considering releasing the Art Work.</p> <p>Martin Dempsey and Robel Adisu: <i>"That the Board notes the school's intention and the progress on the School Acknowledgement of Country statement."</i> - CARRIED</p>	
7.0	Other Business	
	Nil	
8.0	Next Meeting	
	The next meeting is scheduled for Tuesday, 31 May 2022. Conference Room at 5:00pm.	
9.0	Roundtable evaluation of the meeting	
	Phillip is thankful for technology.	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 6:41 pm	

Signed (Chair) _____



Date: _____

31 May 2022