

Minutes of Meeting 4 of 2022
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 30 August 2022 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Russell Brown – Community Representative, Alicia Blunt – Secretary, Ela Amor-Robertson – Staff Representative, Masaki Amagasu – Student Representative, Phillip Draber (Chair) – Community Representative, Liza Beinart – Community Representative, Peter Stone – Community Representative, Debra Fitzsimons – Staff Representative, Robel Adisu – Student Representative, Martin Dempsey – Community Representative – on phone, Dr Fiona Navin – Community Representative, Anna Samul – Student visitor, Belinda Stewart – IEC Deputy Principal – Presenter.

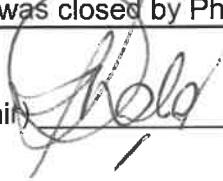
1.0	Welcome and Apologies	ACTIONS
1.1	<p>Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.05pm.</p> <p>The Whadjuk Noongar people and their Elders, past, present and emerging were acknowledged as the traditional owners of the land where Cyril Jackson SC is built.</p> <p>Welcome to Dr Fiona Navin who has come to the Board from ECU and recommended highly by Prof Angela Hill and to Anna Samul, a CJ student.</p>	
1.2	Apologies: Nil	
1.3	<p>Confirmation of Agenda:</p> <p>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. 4 of 2022 agenda.	
3.0	Presentation – Intensive English Centre	
	<p>Presentation from Belinda Stewart – Deputy Principal IEC.</p> <p>Belinda gave an overview of the IEC (Intensive English Centre) and what its role is within the school and the students that are enrolled in the IEC.</p> <p>Belinda also presented a table in what happens when a student enrolls in IEC and the movement they make through the school.</p> <p>Belinda also thanked Board member Liza Beinart (who works for Red Cross) for her help in recommending Cyril Jackson for incoming students.</p> <p>Martin Dempsey and Ela Amor-Robertson moved: <i>“The Board notes the presentation from the IEC.”</i></p>	
4.0	Minutes of Previous Meeting	
4.1	<p>The Minutes of the previous meeting held on 31 May 2022 (attachment 1) were tabled.</p> <p>Ela Amor-Robertson and Russell Brown moved: <i>“The Board endorses the minutes of the previous meeting as otherwise complete and accurate.”</i>– CARRIED</p> <p>The Minutes of the Electronic meeting held on 28 July 2022 (attachment 2) were tabled.</p> <p>Ela Amor-Robertson and Peter Stone moved: <i>“The Board endorses the minutes of the electronic meeting as otherwise complete and accurate.”</i>– CARRIED</p>	

4.2	Business and Actions Arising. Nil	
5.0	Reports and Operational Matters	
5.2	Finance Report (attachment 3) Alicia spoke to the finance report. Alicia presented a one line budget comparison data document with the report as per her suggestion from the previous meeting. The One Line Budget shows the Income and Expenditure as at 22 August 2022. Peter Stone and Liza Beinart moved: <i>"The Board notes the Finance Report."</i> – CARRIED	
5.3	Principal's Report – (attachment 4) Milton Butcher provided the Principal's Report as follows: <ul style="list-style-type: none"> • Principal Term 2, 2022 – Milton acknowledged the work of Anne MacDermott as principal whilst he was away on leave. • Projected Numbers for 2023 – Projected enrolment for 2023 is around 360 students, an increase of potentially 50 students from Census this year. • COVID-19 – Approximately 200 students (2/3 of the student body) and 51 staff (several twice) have been infected. Increased pressure has been placed on gaining relief staff and has had an impact on attendance. • Compliance Audit – Cyril Jackson was subject to an audit by the Education Department Compliance Staff at the beginning of August. There were poor results in several areas, most of had been present for a number of years and of which the MCS was aware. It was noted the strength of Board minutes and governance. Work continues to improve practice and an officer from the Education Department Finance team is to assist the school with the school in addressing matters raised. The school is yet to hear from them. • Kurongkurl Katitjin Partnership – CJ still remains keen to explore and Milton will speak with Fiona on this matter. • NAIDOC Day Observance – The first NAIDOC Day observance, for some time, was commemorated. This was in partnership with the ESC. Thank you to Libby Stone and Deb Fitzsimons for all their organisation and to the Board members who were able to attend. • Aboriginal Culture PD – This has been delayed to 2023 due to COVID and staffing. The numbers for the group sessions desired by the consultant will be difficult to meet (20 to 25) and so agreed to reduce. • Explicit Instruction PD – Dr Lorraine Hammond, AM is still unwell and unable to speak. The hope is that she recovers and can continue with the program. • KISS FM – This matter continues but last-minute update is that that Agreement is ready and has gone upstairs to the Deputy Director General to be signed. The station will work with staff to design advertising for CJ to be aired by the station. • Champion of CJ – There is an induction lunch planned for Tuesday, 25 October 2022. Board members will be invited, please attend if available. Closer to the date there will be more information. Deb Fitzsimons and Martin Dempsey moved: <i>"The Board notes the Principal's report."</i> – CARRIED	

5.4	<p>Student Representative Report – Verbal Report</p> <p>Robel Adisu is also part of the Student Advisory Group (SAG) and reported on a recent meeting.</p> <p>One of their foci for 2022 is working to promote a smoke/vaping free environment using and adapting Department resources.</p> <p>The other and main focus is looking at obtaining a vending machine for the CJ Café to be used after the Café hours. They are working in conjunction with the Deputy Principal and the Café Manager, Lily. They are researching purchasing and funding options for a machine, and it was suggested that the group approach the Board to canvas ideas about possible options that may be available to them to apply for funding for a vending machine.</p> <p>Martin Dempsey and Deb Fitzsimons moved: <i>“The Board notes the verbal report.” – CARRIED</i></p>	<p>Request to take the suggestion on board and see what we can and cannot do in regard to a vending machine. Any information is to be taken back to Angela Italiano and the SAG committee.</p>
5.5	<p>Staff Representative Report – Verbal Report</p> <p>Deb took Board members on a walk outside and spoke about the fruit that is delivered to the school for students from Second Bite.</p> <p>Deb also then went on to show members the artwork that has been done by students and community members and put up outside classrooms. These were printed by Peter Stone.</p> <p>The Campus Ball is happening on Saturday night and there is approximately 180 students from Cyril Jackson, 38 ESC students and 25 staff.</p> <p>The campus had a wear purple day which was well supported by staff and students dressing up in purple. It is an annual LGBTIQ+ awareness day.</p> <p>RUOK? Day is coming up and the campus will hold some activities to support the day.</p> <p>Thank you to all involved in the NAIDOC Day commemoration and thank you to Peter for the signs.</p> <p>Russell Brown and Peter Stone moved: <i>“The Board notes the verbal report.” – CARRIED</i></p>	
6.0	<p>Discussion Items</p>	
6.1	<p>Contributions and Charges, 2023 – (attachment 5)</p> <p>This has been made available earlier this year so it can be sent out with enrolment information. Figures in red are what has changed for 2023 Subject charges, some up and some down. Teachers estimate on what they will need through the year to obtain those figures.</p> <p>Peter Stone and Liza Beinart Hill moved: <i>“The Board approves the schedule of Contributions and Charges for 2023.” – CARRIED</i></p>	
6.2	<p>Workforce Plan 2022 - 2024</p> <p>Milton presented the Workforce Plan 2022 -2024.</p> <p>The purpose of the plan is to understand the current profile, school environment and needs of students, along with budget and projections to meet identified requirements of CJ.</p>	

	<p>Where do we go? Three main objectives identified and work will be undertaken to meet identified needs.</p> <p>The Workforce Plan sits in line with the School Business Plan.</p> <p>Fiona Navin and Russell Brown moved: <i>"The Board notes the Workforce Plan 2022 – 2024."</i> – CARRIED</p>	
6.3	<p>Board Survey for 2022</p> <p>Last year the Board did the Board survey. Is there interest in doing it again? Feeling was that most members of the Board completed the survey last year and an annual event may have minimal impact on improving operations.</p> <p>Liza Beinart and Russell Brown moved: <i>"The Board retake the Survey in 2023."</i> – CARRIED</p>	
6.4	<p>KISS FM Radio Update</p> <p>There is nothing to report than in the Principal's Report.</p>	
6.5	<p>Meeting schedule for the remainder of 2022</p> <p>It was suggested that the Board holds one meeting in Term 4, 2022 – take out the October meeting and make the last one in November. The date for this meeting is to be confirmed later. This was endorsed.</p> <p>Peter Stone and Martin Dempsey moved: <i>"The Board holds one meeting only in Term 4, 2022 on TBA."</i> – CARRIED</p>	
7.0	Other Business	
	Nil	
8.0	Next Meeting	
	<p>The next meeting is scheduled for Tuesday, TBA.</p> <p>Conference Room at 5:00pm.</p>	
9.0	Roundtable evaluation of the meeting	
	Nil	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 7:10 pm	

Signed (Chair) _____



Date: _____

27 Nov 22