

Minutes of Meeting 5 of 2022
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 29 November 2022 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Alicia Blunt – Secretary, Ela Amor-Robertson – Staff Representative, Phillip Draber (Chair) – Community Representative, Peter Stone – Community Representative, Martin Dempsey – Community Representative – on phone, Dr Fiona Navin – Community Representative.

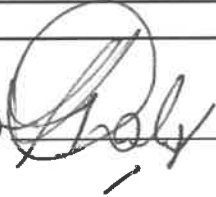
1.0	Welcome and Apologies	ACTIONS
1.1	<p>Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.12pm.</p> <p>The Whadjuk Noongar people and their Elders, past, present and emerging were acknowledged as the traditional owners of the land where Cyril Jackson SC is built.</p> <p>Welcomed to the final Board meeting for 2022.</p> <p>Acknowledged Anna Samul as the new student representative to the Board.</p>	
1.2	<p>Apologies: Liza Beinart – Community Representative, Debra Fitzsimons – Staff Representative, Robel Adisu – Student Representative, Anna Samul – Student Representative, Russell Brown – Community Representative.</p>	
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 members via email.</p>	
2.0	Disclosure of Interest	
2.1	<p>The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the agenda items for Meeting No. 5 of 2022.</p>	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 30 August 2022 (Attachment 1) were tabled.</p> <p>The Minutes of the Electronic meeting held on 14 October 2022 (Attachment 2) were tabled.</p> <p>Ela Amor-Robertson and Peter Stone moved: <i>“The Board endorses the minutes of the previous meeting as otherwise complete and accurate and the Board endorses the minutes of the electronic meeting as otherwise complete and accurate.”</i> – CARRIED</p>	
3.2	<p>Business and Actions Arising.</p> <p>Nil</p>	
4.0	Reports and Operational Matters	
4.1	<p>Finance Report (Attachment 3) was tabled.</p> <p>Alicia presented the Budget Adjustments that were approved by the Finance Committee. Alicia spoke to the finance report. Alicia presented a one-line budget comparison data document and the Financial Summary with the report.</p> <p>The One Line Budget shows the Income and Expenditure as at 25 November 2022.</p> <p>Fiona Navin and Peter Stone moved: <i>“The Board notes the Adjustment to the 2022 Budget and the Finance Report.”</i> – CARRIED</p>	

	<p>Compliance Audit (Attachment 4) was tabled.</p> <p>In early August Cyril Jackson Senior Campus underwent a compliance audit. Some detail was provided at the last meeting. Since that meeting the report has been received and the MCS has responded with a financial improvement plan. The attachment shows the result of the audit.</p> <p>Ela Amor-Robertson and Martin Dempsey moved: <i>“The Board notes the Compliance Audit report.”</i> – CARRIED</p>	
4.2	<p>Principal’s Report – (Attachment 5)</p> <p>Milton Butcher provided the Principal’s Report as follows:</p> <ul style="list-style-type: none"> • Projected Numbers for 2023 – Projected numbers for 2023 look to be in the vicinity of 350 to 360 students. Year 11 enrolment appointments are below the trend for recent years and may be due to “free TAFE” and the buoyant job market. IEC student numbers are strong and the advocacy of Liza and her team at Red Cross for families to consider CJ is acknowledged. • COVID-19 – COVID continues as a factor in school operations. Over the course of 2022 some 220 students and 68 staff have been infected – some twice. • AIEO – Ms Kristy Cook has been appointed to the school as an AIEO. • Kurongkurl Katitjin Partnership – CJ still remains keen to explore the “art of possible” with KK. CJ staff have met with Fiona and her team. Milton would like Kristy to meet with the relevant KK staff to assist in the transition of any potential CJ students. • Aboriginal Culture PD – This has been delayed to 2023. A meeting has been scheduled for next week to map out details. • Explicit Instruction PD – Dr Lorraine Hammond, AM is recovering well and a meeting with her will chart the remainder of the course for the current group and the future of the program. • Attendance – COVID has been a hit to attendance and currently on one tool Semester 2 sits at 76.7%, Year 11 at 78.4% and Year 12 at 70.02%. The target for the whole school is 76.0%. Regular attendance target is 33% and is currently sitting at 32.4% for Semester 2. It is likely that the whole school regular attendance target will be met. • Curriculum Leader Network Meeting – Milton is seeking to establish the concept of network and PD for senior school leaders and teachers. The first meeting, for English leaders, was held with twelve leaders attending. There was positive feedback to the value of the network meeting. The Standards and Curriculum Authority (SCSA) supported the meeting. The intent is to continue to drive the interactive and assess the situation in 2023. • Award for International Education – CJ has won an award in the school’s category from the Council for International Students of Western Australia (CISWA). The submission was focused on support for individual students. Mishayla Webber and Belinda Stewart are going to the award ceremony tomorrow evening to receive the award. • Vending Machine – The project of the Student Advisory Group for a vending machine to be installed in the cafe is in progress. • Kiss FM – Kiss FM is now broadcasting following the execution of the Agreement, which took over a year to finalise. The Manager, Tim is keen to work with staff to establish the advertising program for CJ on the station after endorsement by the department. • CJ Advertising for 2023 – The social media platform and billboard campaign for 2023 enrolment has been approved and the program is in place. 	

	<ul style="list-style-type: none"> Year 12 Presentation Ceremony – The farewell to the class of 2022 took place on Friday, 25 November 2022. It was a very successful event with family and friends as guests. The work of all staff in planning and delivering is acknowledged. IEC Graduation – The graduation for the current IEC 3 group will be held tomorrow (30 November 2022) in the gym. Quality Teaching Strategy – The Department has launched and initiative, the Quality Teaching Strategy. <p>Ela Amor-Robertson and Fiona Navin 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>Personal Items List (Booklist) 2023 – (Attachment 6)</p> <p>The Personal Items List (Booklist) 2023 was presented to the Board for approval.</p> <p>Martin Dempsey and Peter Stone moved: <i>“The Board approves the Personal Items List (Booklist) for 2023.”</i> – CARRIED</p>	
5.2	<p>Statement of Expectation – (Attachment 7)</p> <p>Milton presented the report on progress to achieving the Statement of Expectation, 2021 – 2024. Although there is no obligation to report on the Statement of Expectation, it has been his practice to provide the Board members with a report on progress.</p> <p>Peter Stone and Martin Dempsey moved: <i>“The Board notes the Report.”</i> – CARRIED</p>	
5.3	<p>National School Opinion Survey Results 2022 – (Attachment 8)</p> <p>Milton presented a PowerPoint on the result of NSOS surveys completed by parents, students and staff. School view is that 3.5 is the score for each question that is considered acceptable. All questions scored in excess of 3.5. Data from the survey provides information for improvement.</p> <p>Fiona Navin and Martin Dempsey moved: <i>“The Board notes the 2022 survey results.”</i> – CARRIED</p>	
5.4	<p>Champions of CJ for 2022</p> <p>The induction lunch for Champions of CJ was held on Tuesday, 25 October 2022. Milton presented the document from the day that contains summaries of the five CJ Champions on the day. Plan is this to continue in 2023 and there are already candidates being nominated.</p> <p>Martin Dempsey and Ela Amor-Robertson moved: <i>“The Board notes the 2022 Champions of CJ.”</i> – CARRIED</p>	

5.5	<p>Meeting schedule for 2023 (Attachment 10 - Proposed Board Meetings 2023)</p> <p>Milton presented a list of proposed Board meeting dates and key business for 2023 for approval.</p> <p>Peter Stone and Fiona Navin moved: <i>"The Board approves the meeting schedule for 2023."</i> – CARRIED</p>	
6.0	Other Business	
	Nil	
7.0	Next Meeting	
	<p>The next meeting is scheduled for Tuesday, 28 February 2023.</p> <p>Conference Room at 5:00pm.</p>	
8.0	Roundtable evaluation of the meeting	
	<p>Phillip thanked each and every one on the Board for their contributions, teachers, administration staff and Milton for making a difference to the school. He also wished everyone a wonderful festive season.</p>	
9.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 6:27pm.	

Signed (Chair)



Date:

28 Feb 2023