

**Minutes of Meeting 2 of 2023**  
**Cyril Jackson Senior Campus Board**  
**Annual General Meeting**  
**Annual Open Meeting**  
**Conference Room**  
**Tuesday, 28 March 2023 at 5:00pm**

**ATTENDEES:**

Milton Butcher – Principal, Alicia Blunt – Secretary, Simone Becker – Staff Representative, Phillip Draber (Chair) – Community Representative, Peter Stone – Community Representative – on phone, Martin Dempsey – Community Representative – on phone, Anna Samul – Student Representative, Liza Beinart – Community Representative, Debra Fitzsimons – Staff Representative.

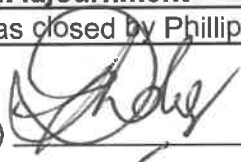
<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	<p>Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.05pm.</p> <p>The Whadjuk people of the Noongar nation and their Elders, past, present and emerging were acknowledged as the traditional owners of the land where Cyril Jackson SC is built.</p> <p>Welcome to the Annual General Meeting and the Annual Open Meeting.</p>	
1.2	Apologies: Robel Adisu – Student Representative, Dr Fiona Navin – Community Representative	
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>	
<b>2.0</b>	<b>Disclosure of Interest</b>	
2.1	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. 2 of 2023.	
<b>3.0</b>	<b>Annual General Meeting Business</b>	
3.1	<p>The Minutes of the previous AGM held on 29 March 2022 (Attachment 1) were tabled.</p> <p>Liza Beinart and Martin Dempsey moved: <i>“The Board endorses the minutes of the previous AGM held on 29 March 2022 as otherwise complete and accurate.”</i> – <b>CARRIED</b></p>	
3.2	<p>Business and Actions Arising.</p> <p>Nil</p>	
3.3	<p>Board Annual Report 2022 (attachment 3)</p> <p>Phillip presented the Annual Report for the Board to the Annual Open Meeting.</p> <p>Debra Fitzsimons and Peter Stone moved: <i>“The Board notes the Board Annual Report for 2022.”</i> - <b>CARRIED</b></p>	
3.4	<p>Election of Office Holder.</p> <p>The following motion was put forward to seek the Election of Chair to the Cyril Jackson SC Board:</p> <p>Milton called for nominations for Chairperson.</p> <p>Debra Fitzsimons nominated Phillip Draber. Peter Stone seconded.</p> <p>Phillip Draber accepted the nomination to serve for a third term as Chair.</p> <p>All were in favour.</p> <p>Phillip is therefore appointed as Chair to the Board.</p>	
3.5	Handover to Chair and Welcome to the 2023 Board.	

3.6	<p>Training for Board Members (Attachment 3) was tabled. Attachment 3 contains information on training that is available for members, mainly on-line and some face-to-face. Members are welcome to complete this training.</p> <p>Noted that this information has been made available to members.</p>	
4.0	<p><b>Minutes of Previous Meeting</b></p>	
4.1	<p>The Minutes of the previous meeting held on 28 February 2023 (Attachment 4) were tabled.</p> <p>Martin Dempsey and Simone Becker moved: <i>“The Board endorses the minutes of the previous meeting as otherwise complete and accurate.”</i> – <b>CARRIED</b></p> <p>The Minutes of the Electronic meeting held on 10 March 2023 (Attachment 5) were tabled.</p> <p>Debra Fitzsimons and Martin Dempsey moved: <i>“The Board endorses the minutes of the electronic meeting as otherwise complete and accurate.”</i> – <b>CARRIED</b></p>	
4.2	<p>Business and Actions Arising</p> <p>Nil</p>	
5.0	<p><b>Reports and Operational Matters</b></p>	
5.1	<p>Finance Report (Attachment 6) was tabled.</p> <p>Alicia spoke to the finance report. She reported that Cyril Jackson SC finished 2022 in a far better position than first thought at the beginning of 2022. The One Line Budget shows the Income and Expenditure as at 28 March 2023.</p> <p>Debra Fitzsimons and Anna Samul moved: <i>“The Board notes the Finance Report.”</i> – <b>CARRIED</b></p>	
5.2	<p>Principal’s Report – (Attachment 7)</p> <p>Milton Butcher provided the Principal’s Report as follows:</p> <ul style="list-style-type: none"> <li>• Staffing changes – Rising numbers in IEC enrolments means additional classes have been formed and teachers employed.</li> <li>• New Board – This meeting marks the changeover of members for the 2023 Board. Appreciation letters to retiring members, Ela and Russell, have been sent acknowledging their excellent service. Deb has been elected for a further two-year term. A Community representative vacancy remains with options being considered. I am confident the vacancy will be filled for the next meeting.</li> <li>• COVID-19 – There has been little impact on the school in 2023.</li> <li>• Census 2023 – Census for 2023 is yet to be confirmed, although the One Line Budget is based on the reported figure of 422 FTE student enrolment.</li> <li>• Compliance Audit – Work continues.</li> <li>• Vending machine - The project of the 2022 Student Advisory Group for a vending machine to be installed in the cafe is in progress. Update that a guarantee was given that it would be installed this Thursday (30 March 2023), so a result may be seen.</li> <li>• KISS FM – Following the positive vote from the electronic meeting, the sponsorship Agreement with KISS FM has been signed by Phillip and Milton and forwarded to Tim for his endorsement.</li> <li>• Former Student Wins WA Multicultural Youth Award – Former Cyril Jackson IEC and mainstream student Lueth Dengdit, won the Youth Award at the WA Multicultural Awards ceremony. His approval is being sought to post his success on the website.</li> </ul>	

	<ul style="list-style-type: none"> <li>• Harmony Day – On Wednesday, 23 March 2023, a successful Harmony Day was conducted.</li> <li>• World Indigenous Tourist Summit – Cath MacDougall, Hospitality teacher, took LWOP to volunteer to provide training opportunities to Aboriginal students at the World Indigenous Tourist Summit held at Crown in March. The event was considered a success and Cath's generosity enabled students and staff to gain industry experience at a high-profile event. Her efforts in this project were acknowledged by a reference in Hansard.</li> <li>• Railway Closure – Armadale to Thornlie – In late 2023 the Armadale railway line will be closed for perhaps several years for works. The closure will affect numerous students, especially those in IEC. A request that the Board consider this matter at the next meeting.</li> <li>• Membership of the Finance Committee – As per the Terms of Reference for the Finance Committee, the principal will advise the Board of membership of the committee for 2023. See the Principal Report for members.</li> <li>• Use of Facilities – There are several organisations that have a Deed in place to hire school facilities. They pay for the use and contribute to the school's income stream. See the Principal Report for the list.</li> <li>• Attendance - An updated graphic for attendance to date was presented. It showed regular attendance at 56.8%.</li> </ul> <p>Martin Dempsey and Simone Becker moved: <i>"The Board notes the Principal's report."</i> – <b>CARRIED</b></p>	<p>Moved that the Chair acknowledge, in writing, Cath MacDougall for her work involving the World Indigenous Tourist Summit.</p> <p>Carried: Peter Stone and Debra Fitzsimons</p> <p>Business Arising at the next meeting - that the Board consider the matter of the Armadale railway line closure and consider raising concerns at the impact on students to the relevant authorities.</p>
5.3	<p>Student Representative Report – Verbal</p> <p>Students are eagerly awaiting on the delivery of the vending machine.</p> <p>The closure of the Midland and Airport railway line will mean getting to school will take longer for some students.</p> <p>The signage around the campus regarding vaping appears to be effective as have not seen students vaping on the campus grounds.</p> <p>Nominations have been called to join the Student Advisory Group. Nominations close on Friday 31 March 2023.</p> <p>Debra Fitzsimons and Liza Beinart moved: <i>"The Board notes the verbal report."</i> – <b>CARRIED</b></p>	
5.4	<p>Staff Representative Report - Verbal</p> <p>Deb Fitzsimons presented a collage of pictures take at Harmony Day. A great day was had by students and staff. The event was a combination of Health and Harmony with craft stalls and sport games going on. It was a nice opportunity for everyone to acknowledge the day. Simone acknowledged that it was a lovely day and the participation by everyone was great.</p> <p>In the Student Reception area the photos are now on display acknowledging the Award winners and the newest members to the 90's Club.</p> <p>Anna Samul and Martin Dempsey moved: <i>"The Board notes the verbal report."</i> – <b>CARRIED</b></p>	

<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p>2023 School Budget – (Attachment 8)</p> <p>Alicia presented the 2023 School Budget.</p> <p>Due to an increase in student numbers in 2023, funding is in a much better position in comparison to 2022.</p> <p>The budget has been approved by the Finance Committee.</p> <p>Simone Becker and Liza Beinart moved: <i>“The Board notes the 2023 School Budget.”</i> – <b>CARRIED</b></p>	
6.2	<p>Statement of Expectation 2021 - 2024 – (Attachment 9)</p> <p>Milton tabled the Statement of Expectation 2021 – 2024, this has a 4-year life span and was approved in April 2021 and is ongoing.</p> <p>Martin Dempsey and Debra Fitzsimons moved: <i>“The Board notes the Statement of Expectation 2021 -2024 signed in 2021.”</i> – <b>CARRIED</b></p>	
6.3	<p>School Funding Agreement, 2023 – (Attachment 10)</p> <p>Milton tabled the Funding Agreement which outlines expectation for the principal in relation to the management of funding to the school.</p> <p>The Agreement to be signed by the principal and noted by the Board and to authorize Chair to sign.</p> <p>Debra Fitzsimons and Anna Samul moved: <i>“The Board notes the School Funding Agreement for 2023 and authorizes the Chair to sign.”</i> – <b>CARRIED</b></p>	
6.4	<p>Annual Report for 2022 – (Attachment 11)</p> <p>Milton tabled the 2022 Annual Report. This meets requirements, containing information on school progress, achievement and financial data.</p> <p>Acknowledgement to Steph Jeffers, Marketing, for the great work that she has done and to others for their contributions.</p> <p>Liza Beinart and Martin Dempsey moved: <i>“The Board notes the Annual Report for 2022.”</i> – <b>CARRIED</b></p>	
<b>7.0</b>	<b>Other Business</b>	
	Nil	
<b>8.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Tuesday, 13 June 2023 at 5:00pm in the Conference Room.	
<b>9.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Debra Fitzsimons put her apologies in for the next meeting (13 June 2023).	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Phillip at 6:15pm.	

Signed (Chair) \_\_\_\_\_



Date: \_\_\_\_\_

*13 June 2023*