

Minutes of Meeting 3 of 2023
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 13 June 2023 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Alicia Blunt – Secretary, Simone Becker – Staff Representative, Phillip Draber (Chair) – Community Representative, Martin Dempsey – Community Representative – on phone, Dr Fiona Navin – Community Representative, Anna Samul – Student Representative, Liza Beinart – Community Representative, Robel Adisu – Student Representative, Dr Kathleen Franklyn – Guest, Cath MacDougall – Hospitality Teacher – Presenter.

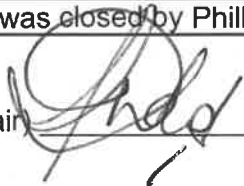
1.0	Welcome and Apologies	ACTIONS
1.1	<p>Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.05pm.</p> <p>The Whadjuk people of the Noongar nation and their Elders, past, present and emerging were acknowledged as the traditional owners of the land where Cyril Jackson SC is built.</p> <p>Welcome to Dr Kathleen Franklyn who will shortly join the Board to fill the position that became vacant when Mr Russell Brown completed his term of office.</p>	
1.2	<p>Apologies: Peter Stone – Community Representative, Debra Fitzsimons – Staff Representative</p>	
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 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. 3 of 2023.</p>	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 28 March 2023 (Attachment 1) were tabled.</p> <p>Simone Becker and Milton Butcher 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 6 June 2023 (Attachment 2) were tabled.</p> <p>Fiona Navin and Simone Becker moved: <i>“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>Armadale line railway closure – 6.2 on the Agenda.</p>	
4.0	Presentation - Hospitality	
4.1	<p>Presentation from Cath MacDougall – Hospitality teacher.</p> <p>Cath gave a presentation on local and systemic projects in Hospitality that are engaging students and community groups, especially in the Aboriginal space. Her presentation emphasised the work done by these students at the World Indigenous Tourist Summit and her ongoing work with Indigenous students, including the Albany seminar, which resulted in these students designing, preparing and delivering meals using indigenous ingredients from the lands from where the student cohort came.</p> <p>Martin Dempsey and Anna Samul moved: <i>“The Board notes the presentation from Cath MacDougall – Hospitality teacher.”</i> – CARRIED</p>	

5.0	Reports and Operational Matters	
5.1	<p>Finance Report (Attachment 3) was tabled.</p> <p>Alicia spoke to the finance report. The Student-Centred Funding Statement shows the per student funding at Census and the breakdown of the allocation. The One Line Budget shows the Income and Expenditure as at 6 June 2023. The 2023 Maximum Expenditure Requirement shows what is required to be spent on the students for the year.</p> <p>2023 Contributions & Charges Collection Rates are not currently showing good results, but this does improve as the year progresses.</p> <p>Liza Beinart and Fiona Navin moved: <i>"The Board notes the Finance Report."</i> – CARRIED</p>	
5.2	<p>Principal's Report – (Attachment 4)</p> <p>Milton Butcher provided the Principal's Report as follows:</p> <ul style="list-style-type: none"> • Vale Tom Bain – The passing of long serving IEC teacher, Mr Tom Bain, was acknowledged by the school community. Provisions were implemented to support students and staff as per the school's Incident Management framework. • Staffing Changes – IEC enrolments have continued to grow, and new staff have been employed. Student Services teacher, Jayden Roth, has also started. • New Board Member – Welcome to new board member Dr Kathleen Franklyn. Kathleen is the Manager of the Jobs and Skills Resource Unit at the Department of Training and Workforce Development. • International Education – The Department of Education is currently revamping its international education program. CJ is one of 16 schools currently registered to accept international enrolments. CJ and some of its students have been photographed to promote the program, specifically overseas. • COVID-19 – The start of Term 2 saw an increase of COVID-19 in staff. Hard to ascertain number of students contracting COVID, as they tend to report in as "sick" rather than "COVID". RAT kits remain available for issue. • Compliance Audit – Work is continuing. • Vending Machine – The vending machine has finally been installed and is in use. Did take some time to set up as requested by the café manager. • Kiss FM – Steph, the marketing officer, is working with Tim and his production staff to create advertisements consistent with CJ messaging. • NAIDOC Event – Kristy, the schools AIEO, is continuing to work to develop a NAIDOC event for Cyril Jackson SC. Milton is planning to host a lunch for guests and Board members who will be invited to the ceremony and lunch, scheduled for Wednesday, 26 July 2023. • General School Tempo – Term 2 has progressed smoothly. The IEC Presentation Ceremony for Semester 1 is being held on Friday, 30 June 2023. Phillip and Liza will be representing the Board. If Board members wish to attend, you are welcome to do so. • Attendance – An updated graphic for attendance to date was presented. <p>Martin Dempsey and Phillip Draber moved: <i>"The Board notes the Principal's report."</i> – CARRIED</p>	
5.3	<p>Student Representative Report – Verbal</p> <p>A request was put forward for a space to be used as a prayer room. Students at present are going to an area outside down near the oval.</p>	

	Liza Beinart and Phillip Draber moved: <i>"The Board notes the verbal report."</i> – CARRIED	
5.4	<p>Staff Representative Report - Verbal</p> <p>Simone Becker thanked Milton for the way the news of Tom Bain's passing was handled. The gathering of all staff members and information on what was available to staff and students should they need to speak to someone about it was done with the greatest respect.</p> <p>Simone also reported that there is quite a buzz around the campus regarding the school ball. There has been lots of talk and planning from students. It is great to hear.</p> <p>Martin Dempsey and Fiona Navin moved: <i>"The Board notes the verbal report."</i> – CARRIED</p>	
6.0	Discussion Items	
6.1	<p>2023 Board Survey</p> <p>Board members were asked whether they wished to complete the Board survey for 2023. This was discussed and it was agreed that the 2023 survey ought not be conducted.</p> <p>Liza Beinart and Fiona Navin moved: <i>"The Board has decided not to conduct the 2023 Board Survey."</i> – CARRIED</p>	
6.2	<p>Armadale railway line closure – (Attachment 5, 6 and 7)</p> <p>The closure of the Armadale railway line on CJ students will have a major impact on them attending school.</p> <p>Milton and Phillip drafted a letter to the Public Transport Authority (PTA) on how the closure will impact Cyril Jackson SC and its students, especially IEC students. This was discussed by members, most of whom said it needed to be addressed to the Minister for Transport, rather than the PTA as this was considered to be a more effective approach as the Minister would be made aware of the impact of this closure on CJ students, prompting consideration of the solutions posed in the letter. Several Board members made some notes on their copy of the letter for consideration in the redraft.</p> <p>It was agreed by members that the letter should be copied to relevant local members – Bassendean and Armadale.</p> <p>The letter will be redrafted and shared with members for agreement prior to sending.</p> <p>Phillip Draber and Liza Beinart moved: <i>"To revise the letter as per the Board discussion and email to members for consensus agreement prior to sending."</i> – CARRIED</p>	
6.3	<p>Suspension Report for 2022 (Attachment 8)</p> <p>Milton tabled the Suspension Report for 2022 for the Board to give them a sense of understanding, showing that there were very few suspensions for 2022.</p> <p>Fiona Navin and Martin Dempsey moved: <i>"The Board notes the Suspension Report for 2022."</i> – CARRIED</p>	
6.4	<p>Attendance Report for 2022 (Attachment 9)</p> <p>Milton tabled the Attendance Report for 2022.</p>	

	<p>Attendance is an issue at most schools. At Cyril Jackson SC the Year 12s are the worst attenders. Student Services are working on ways to encourage attendance with more direct involvement between the student and their teachers. Aboriginal attendance is low and that is in line with the rest of the state. Suggestions of ways school staff are adopting to improve attendance were discussed. This includes “carrots”, “sticks” and a new mentoring approach.</p> <p>Liza Beinart and Martin Dempsey moved: <i>“The Board notes the Attendance Report for 2022.”</i> – CARRIED</p>	
6.5	<p>Letter of Congratulations to Prof Kingsley Dixon AO (Attachment 10)</p> <p>CJ Champion Professor Kingsley Dixon received the award of the Officer of the Order of Australia in Monday’s Honours list.</p> <p>Milton has drafted a letter to send to Professor Kingsley to congratulate him on his well-deserved award. The acknowledgement of his achievement has also been posted on the website.</p> <p>Fiona Navin and Martin Dempsey moved: <i>“The Board write and congratulate Professor Dixon, AO on his award.”</i> - CARRIED</p>	
7.0	Other Business	
	Nil	
8.0	Next Meeting	
	The next meeting is scheduled for Tuesday, 22 August 2023 at 5:00pm in the Conference Room.	
9.0	Roundtable evaluation of the meeting	
	<p>Dates to keep in mind: Friday 30 June 2023 – IEC Presentation Wednesday 26 July 2023 – NAIDOC Day</p> <p>Collegial meeting with everyone contributing.</p>	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 6:50pm.	

Signed (Chair)



Date:

29 August 2023