

Minutes of Meeting 4 of 2023
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 29 August 2023 at 5:00pm

ATTENDEES:

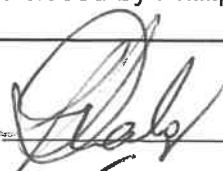
Milton Butcher – Principal, Alicia Blunt – Secretary, Simone Becker – Staff Representative, Phillip Draber Chair – Community Representative, Peter Stone – Community Representative, Martin Dempsey – Community Representative – on phone, Debra Fitzsimons - Staff Representative on phone, Dr Fiona Navin – Community Representative, Anna Samul – Student Representative, Liza Beinart – Community Representative, Robel Adisu – Student Representative, Dr Kathleen Franklyn, Bruce Leggett – Mathematics and Design & Technology HOLA – Presenter.

1.0	Welcome and Apologies	ACTIONS
1.1	<p>Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.10pm.</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>	
1.2	Apologies:	
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	The Board noted that there were no disclosed real, perceived or potential conflicts of interest by any Board member in relation to the agenda items for Meeting No. 4 of 2023.	
3.0	Presentation – Mathematics and Design & Technology Learning Area	
3.1	<p>Presentation from Bruce Leggett – Head of Mathematics and Design & Technology.</p> <p>Bruce gave a presentation of his areas of responsibility starting with the backgrounds of staff, including their strengths and diversity. He showed the growth of the department’s student cohort since COVID dissipated and borders reopened, leading to an increased flow from IEC students moving into the mainstream mathematics classes. Bruce also gave comparative data showing classes in his area that students are choosing to study and the reasoning behind those choices. He also displayed systemic data showing that CJSC student grades are comparable to similar schools and are acceptable when compared to their cohort.</p> <p>Liza and Fiona moved: <i>“The Board notes the presentation from Bruce Leggett – Mathematics and Design & Technology leader.”</i> – CARRIED</p>	
4.0	Minutes of Previous Meeting	
4.1	<p>The Minutes of the previous meeting held on 13 June 2023 (Attachment 1) were tabled.</p> <p>Liza and Peter moved: <i>“The Board endorses the minutes of the previous meeting as otherwise complete and accurate.”</i> – CARRIED</p>	

4.2	<p>Business and Actions Arising.</p> <p>Closure of the Armadale Train Line: The Chair wrote to the Minister for Transport, The Hon Rita Saffioti, outlining the school's concern regarding student accessibility to campus given the Armadale rail closure. Her Chief of Staff responded on the Minister's behalf re-iterating the long-term benefit to the community, while apologising for the disruption. She outlined the replacement services and that information for the school can be sought from the Public Transport Authority The reply had been provided to members earlier.</p> <p>The Chair also sent a letter of congratulations to Professor Kingsley, AO for his award in the recent Honours List.</p>	
5.0	<p>Reports and Operational Matters</p>	
5.1	<p>Finance Report (Attachment 4). Alicia presented the Financial Report. She outlined the One-Line Budget as presented. Philip queried the \$40,000 variance reported in the paper and asked how the 2 reports interact. Alicia explained the fluctuation.</p> <p>Simone and Peter moved: <i>"The Board notes the Finance Report."</i> – CARRIED</p> <p>Alicia explained that \$40 000 needs to be transferred from the Salary variance to pay for the school's Wi-Fi upgrade. This a mandatory upgrade directed by the Education Department and has been approved by the Finance Committee. Three quotes are required, and work is to be completed by December 2023.</p> <p>Liza and Peter Moved: <i>The Board notes the wi-fi expenditure and approves the transfer of funds from the Salary variance to meet the cost.</i> CARRIED</p>	
5.2	<p>Principal's Report – (Attachment 5)</p> <p>Milton Butcher provided the Principal's Report as follows:</p> <ul style="list-style-type: none"> • Islamic Prayer Room – CJSC has an Islamic prayer room and services are delivered by a teacher. This was a response to a question raised at the last Board meeting. • Vending Machine – There were challenges in getting the machine installed and these continue. Students were expecting different items in the machine than re available. The café manager finds the company difficult to deal with. There was difficulty setting up the machine to accommodate items selected to sell in machine and meet student demand. Phillip asked Fiona to see if she could find out from ECU who provides their vending machine. Liza advised that this had been an issue for 2 years and needs to be given some priority to get it done as having a vending machine encouraged students to stay on campus, eat well and not leave the campus to find food and possibly not return. • NAIDOC Lunch - Milton thanked the members of the Board who attended. Rescheduling NAIDOC ceremony was not possible due to finding a common date with service providers. • There was an incident on Ashfield Reserve where a student was stabbed. The matter is subject to Police action. The victim is recovering and where the school needs to take action, this is underway. Lisa suggested that when the victim returns to school, CJ could try to get the police to talk to the family to explain the process from a victim's perspective. <p>Martin and Deb moved: <i>"The Board notes the Principal's report."</i> – CARRIED</p>	
5.3	<p>Student Representative Report - There was no report provided.</p>	
5.4	<p>Staff Representative Report – There was no report provided.</p>	

6.0	Discussion Items	
6.1	<p>Contributions and Charges, 2024 – (Attachment 6)</p> <p>The Finance Committee and the Board need to approve the 2024 Contributions and Charges 2 months before they are provided to students and families. Voluntary contributions are set to remain the same for 2024. Some subject charges for 2024 are set to increase considering rises in the cost of consumables and curriculum leaders have recommended the charge for 2024. Extra cost options are for items students wish to use or participate in such as excursions and study guides. Most charges are expected to be similar to this year's charges.</p> <p>There was a discussion about the 2024 contributions and charges.</p> <p>Peter and Liza moved: <i>"The Board approves the schedule of Contributions and Charges for 2024."</i> – CARRIED</p>	
6.2	<p>Booklist.</p> <p>The booklist item was withdrawn as the supplier has only recently provided the template and it is being built by school staff. It will be brought to the next meeting.</p>	
6.3	<p>Update on 2022 Compliance Audit Update – (Attachment 7)</p> <p>Milton provided an update on the work progressing the audit remediation.</p> <p>Simone and Fiona moved: <i>"The Board notes the Compliance update report."</i> – CARRIED</p>	
6.4	<p>Champions of CJ for 2024</p> <p>Milton advised that the induction for the Champions of CJ for 2023 is being held on Tuesday, 17 October 2023. This will be at a lunch commencing at midday and Board members will be invited.</p> <p>Deb and Simone moved: <i>"The Board notes the Champions of CJ for 2024 update."</i> – CARRIED</p>	
7.0	Other Business	
	Nil	
8.0	Next Meeting	
	The next meeting is scheduled for Tuesday, 21 November 2023 at 5:00pm in the Conference Room.	
9.0	Round table evaluation of the meeting	
	Nil.	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 6.40 pm.	

Signed (Chair) _____



Date: _____

28 Nov 23

