

**Minutes of Meeting 1 of 2024**  
**Cyril Jackson Senior Campus Board – Board Meeting**  
**Conference Room**  
**Tuesday, 27 February 2024 at 5:00pm**

**ATTENDEES:**

Milton Butcher – Principal, Phillip Draber Chair – Community Representative, Martin Dempsey – Community Representative – on phone, Debra Fitzsimons - Staff Representative, Dr Fiona Navin – Community Representative, Alicia Blunt – Secretary, Liza Beinart – Community Representative, Cheyenne Clark – Student Representative, Bill Smith – Student Representative, Julie Grey – Guest Presenter.

<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 first Board meeting for 2024.</p> <p>Phillip acknowledged Cheyenne Clark and Bill Smith as the new student representatives to the Board.</p>	
1.2	Apologies: Simone Becker – Staff Representative, Peter Stone – Community Representative, Dr Kathleen Franklyn – 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 disclosed real, perceived or potential conflicts of interest by any Board member in relation to the agenda items for Meeting No. 1 of 2024.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	<p>The Minutes of the previous meeting held on 28 November 2023 (Attachment 1) were tabled.</p> <p>Martin Dempsey and Debra Fitzsimons moved: <i>“The Board endorses the minutes of the previous meeting as otherwise complete and accurate.”</i> –</p> <p><b>CARRIED</b></p>	
3.2	<p>Business and Actions Arising.</p> <p>Board members update</p> <p>Cheyenne Clark and Bill Smith come in as the new student representatives. Simone Becker is on Long Service Leave and will be replaced by Ela Amor-Robertson as Staff representative. Community Representatives Fiona Navin, Peter Stone, Martin Dempsey and Phillip Draber will return. Liza Beinart will stand down but will attend the next meeting and a replacement is being sought.</p> <p>Letters of thanks to retiring members</p> <p>Liza Beinart (community representative), Simone Becker (staff representative), Anna Samul and Robel Adisu (student representatives) are retiring. Milton will send a letter of thanks.</p>	
<b>4.0</b>	<b>Presentation – Support Program</b>	
	Julie Grey, teacher in the school’s Support (remedial) program, delivered a Powerpoint on her work in OLNA preparation and working with students and former IEC students requiring literacy and numeracy revision. The aim of the	

	<p>class is to assist students to pass OLNA and improve fundamental skills. Data was presented to show how the program has helped students to improve their literacy as well as their academic outcomes.</p> <p>Fiona Navin and Bill Smith moved: <i>“The Board notes the presentation from Julie Grey on the school’s Support Program.”</i> – <b>CARRIED</b></p>	
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<p>Finance Report (Attachment 2).</p> <p>Alicia spoke to the new look finance report. She reported that Cyril Jackson SC finished 2023 in a good position. Alicia also presented the One Line Budget showing the Income and Expenditure as at 31 December 2023. It is noted that the minimum expenditure requirement was met. Included in the report was the 2023 Contribution and Charges Collection Rates data which showed the Subject Charges Collection Rate sitting at 75% for 2023.</p> <p>Debra Fitzsimons and Cheyenne Clark moved: <i>“The Board notes the Finance Report.”</i> – <b>CARRIED</b></p>	
5.2	<p>Principal’s Report – (Attachment 3)</p> <p>Milton Butcher provided the Principal’s Report as follows:</p> <ul style="list-style-type: none"> <li>• 2024 School Year – Commencement of the school year started smoothly. Numerous new teachers and the returning of some. Semester 2 will probably see the need to employ additional teachers due to the number of students that will transition from IEC to mainstream.</li> <li>• Census 2024 – Census date was Friday, 16 February 2024. Predicted numbers from August 2023 for enrolments was an FTE count of 450, on Census day enrolment FTE was 519.</li> <li>• Fire in Woodwork Rooms – Early detection of the fire has proven to be a lifesaver as the damage was limited to the two Woodwork rooms and the machinery room. New tools and machines will need to be replaced. Repairs and rebuilding of these rooms is not likely to be scheduled until 2025. Other obstacles occurring due to the fire is the finding of gas leaks and work is continuing on finding and repairing these leaks.</li> <li>• Vending Machine – The decision is to purchase the vending machine and this will be enacted with the provider in the next month or so.</li> <li>• International Education – Work continues on refining the website, where Cyril Jackson SC is featured, for the international market that has been developed by the Department.</li> <li>• COVID-19 – COVID is still a factor in school operations, more so with staff than with students.</li> <li>• 2024 Marketing Program – The 2024 enrolment campaign is assessed as being successful with the messaging to parents of compulsory aged students who are unhappy in their home school to consider CJ.</li> <li>• Aboriginal Cultural PD Course – The Aboriginal Cultural PD was completed in 2023 by approximately 30 staff. This will be run again in 2024 for another 30 staff.</li> <li>• School Upgrade Fund – An application for Commonwealth government funding was made but was not supported by the Department of Education.</li> <li>• Attendance – Attendance remains a challenge for staff as there was a persistent decline over 2023. Year 12 attendance currently sits in excess of 80% which is greater than at the same time in 2023. Improving attendance in the final year group needs to be a main effort and excluding those who choose not to attend sooner rather than carrying them is something that will be looked at.</li> </ul>	

	Martin Dempsey and Debra Fitzsimons moved: <i>"The Board notes the Principal's report."</i> – <b>CARRIED</b>	
5.3	<p>Student Representative Report – Verbal</p> <p>Bill reported as a new student to the campus he is very impressed with the facilities and atmosphere and has heard good feedback from students. It was asked that bottled water be available in the vending machine. Plans are for Bill and Cheyenne to meet up and discuss how to find out what students want.</p> <p>Liza Beinart and Fiona Navin moved: <i>"The Board notes the verbal report."</i> – <b>CARRIED</b></p>	
5.4	<p>Staff Representative Report – Verbal</p> <p>No report – noted.</p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p>Report on potential 2024 budget position – (Attachment 4)</p> <p>Milton presented a report on the potential 2024 budget position. This is a "big picture" position that will likely change following the confirmation of Census. The final budget will be presented at the next meeting.</p> <p>Bill Smith and Cheyenne Clark moved: <i>"The Board notes the Report."</i> – <b>CARRIED</b></p>	
6.2	<p>Report on 2023 Year 12 results - (Attachments 5 and 6)</p> <p>Milton presented a Powerpoint on the 2023 Year 12 results. The great results from the 2023 students and staff were noted as was enhancement to the school's reputation and the exemplar that such results provide to students who are supported by the CJ staff during their learning journey. The results, in part, also demonstrate the positive impact of the OLNA program.</p> <p>Cheyenne Clark and Fiona Navin moved: <i>"The Board notes the Report."</i> - <b>CARRIED</b></p>	
6.3	<p>Report on Business Plan, 2022-2024 – (Attachments 7 and 8)</p> <p>Milton presented the report on the Business Plan. Progression is being made in several key areas. Work will start on the new Business Plan in Semester 2 due to the expiry of the current plan.</p> <p>Liza Beinart and Bill Smith moved: <i>"The Board notes the Report."</i> – <b>CARRIED</b></p>	
6.4	<p>Fare Free Travel to School by Mature Aged Full Time School Students – (Attachment 9)</p> <p>The message of free travel for students with a valid Student SmithRider is not inclusive of the mature age students at Cyril Jackson SC. Milton has sent a letter through to the CEO of the Public Transport Authority and to date has had no response. The Board decided to reinforce the case and send a letter to the</p>	

	<p>Minister for Transport with copies to Hon David Kelly, MLA and the Minister for Education, Hon Tony Buti, MLA. Phillip Draber, Chairman, will attend to this.</p> <p>Cheyenne Clark and Bill Smith moved: <i>“The Board endorses the Chair to sign the attached letter to the Hon Minister for Transport to seek free travel for full-time mature aged school students.”</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, the AGM and annual public meeting, is scheduled for Tuesday, 26 March 2024 at 5:00pm in the Staff Room.	
<b>9.0</b>	<b>Round table evaluation of the meeting</b>	
	Phillip thanked everyone for attending and once again welcome the new student representatives.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Phillip at 6.50pm.	

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



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

26 March 24