

Minutes of Meeting 3 of 2024
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 11 June 2024 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Phillip Draber, Chair – Community Representative, Martin Dempsey – Community Representative – on phone, Debra Fitzsimons - Staff Representative - online, Dr Kathleen Franklyn – Community Representative, Kerriann Larsen – Community Representative, Ela Amor-Robertson – Staff Representative, Alicia Blunt – Secretary, Cheyenne Clark – Student Representative, Bill Smith – Student Representative

1.0	Welcome and Apologies	ACTIONS
1.1	<p>Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.01pm.</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>Phillip welcomed everyone to the meeting and welcomed Kerriann Larsen as a new Community Representative to the Board.</p>	
1.2	Apologies: Dr Fiona Navin – Community Representative, Peter Stone – 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>	
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. 3 of 2024.	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 26 March 2024 (Attachment 1) were tabled and the minutes of the electronic meeting held on 31 May 2024 (Attachment 2) were tabled.</p> <p>Kathleen Franklyn and Bill Smith moved: <i>“The Board endorses the minutes of the previous meeting held on 26 March 2024 as otherwise complete and accurate.”</i> - CARRIED</p> <p>Kathleen Franklyn and Bill Smith moved: <i>“The Board endorses the minutes of the electronic meeting held on 31 May 2024 as otherwise complete and accurate.”</i> – CARRIED</p>	
3.2	<p>Business and Actions Arising.</p> <p>Update on fee free travel for school students.</p> <p>Milton wrote to the PTA and following Board consideration in February, Phillip wrote to the Minister. At this stage no reply has been received.</p> <p>Martin Dempsey advised that due to this he had approached a local Government Member of Parliament and raised the matter. The MP said he was concerned about the matter and would raise it within Government. Martin said that he would advise of any outcome.</p>	
4.0	Presentation	
4.1	<p>Presentation from Milton Butcher – Principal</p> <p>Milton presented a Powerpoint on the key features of the recently released Senior Secondary Review for the Board. The intent of the review is to investigate if schooling and the pathways meet the needs of young people.</p> <p>Ela Amor-Robertson and Cheyenne Clark moved: <i>“The Board notes the Senior Secondary Review presentation from Milton Butcher - Principal.”</i> – CARRIED</p>	

5.0	Reports and Operational Matters	
5.1	<p>Finance Report (Attachment 3).</p> <p>Alicia spoke to the finance report. The Minimum Expenditure Requirement Summary shows a red box on the report which is what the Department requires the school to spend. There was an increase in income due to the rising number of students. An increase in staff is required and that will not be reflected in the budget today and we should then meet the Departments requirements. The One Line Budget shows the Income and Expenditure as at 10 June 2024. 2024 Contribution & Charges Collection Rates are not currently showing good results, but this does improve as the year progresses. All in all, the school is in a financial good position.</p> <p>Martin Dempsey and Bill Smith moved: <i>"The Board notes the Finance Report."</i> – CARRIED</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"> • Board – A warm welcome to Ms Kerriann Larsen as a new Community Representative to the Board. • Staffing Changes – For Semester 2 were outlined. • Compliance Audit – Work continues on resolving the recommendations from the 2022 audit. A stocktake has been completed – the first for many years. It will be some time before it is finalised as the write-off of items that have been lost or misplaced must be undertaken by the Director-General. • Harmony Day – This event, along with the Heath Festival, was held on 8 May 2024. This was executed by Deb and was, again, a very successful event for the school. • OHS Audit – The papers for audit have been provided, however, there has been no result provided. • Woodwork Rooms – The Woodwork rooms have been cleaned and all equipment in the room removed and disposed of. New items have been purchased. The roof work will be done during the Christmas break. • CCTV – The school wishes to add to the number of CCTV cameras for better security and visibility of anti-social acts and is an agenda item. • Vending Machine – The vending machine in the café has been purchased by the school. Set-up of the machine has not been finalised due to the equipment not yet being available. • Common Room – Room 13 was required to be used as an IEC classroom due to an increase in student numbers. Options are under consideration. Room 13 could be reverted back into a common room for Semester 2 if it is not required by IEC. • Flagpole – Bill raised the state of the flagpoles at the last meeting. The rope was replaced but the provider did not paint the poles. Completion of the repairs have been requested within the 2024/25 financial year. • IEC Transition to Work Program – IEC was accepted for a grant to establish a work transition program for IEC students. Work so far has been to establish a framework for the program and delivery and should commence in Semester 2. The Board will be kept up to date with this project as school funding in the future may need to be considered if the pilot is assessed as worthwhile. • NAIDOC Commemoration – The school will commemorate NAIDOC on Wednesday 17 July 2024. Dancers from Governor Stirling SHS will be invited to perform. A lunch will be provided, and Board members will be invited. • Explicit Instructions Program – Professor Lorraine Hammond, AM, from ECU, has agreed to continue her PD program for teachers. • Champions of CJ – The patron of Champions of CJ, the Hon Dave Kelly, 	

	<p>MLA has donated a function at Parliament House to the school for the Champions program. Details will be provided by Mr Kelly and a plan can be developed. The 2024 Champions program is underway, with four acceptances thus far.</p> <ul style="list-style-type: none"> • Aboriginal Enrolments – A school plan to enhance second chance Aboriginal enrolment is being revised. The current thinking is to develop a social media message that may assist in socialisation. • Kiss FM – The agreement between the Minister for Education and Kiss FM expires next year and work to renew it is taking place. Work with Kiss FM to have a marketing strategy in place for 2025 continues. • General School Tempo – Term 2 is progressing smoothly. • Attendance – 2024 continues to represent an improvement over last year in all milestones. This shows value for the efforts of staff that have been invested in relevant strategies to foster better attendance. <p>Martin Dempsey and Kathleen Franklyn moved: <i>"The Board notes the Principal's report."</i> – CARRIED</p>	
5.3	<p>Student Representative Report – Verbal</p> <p>Bill voiced that it has been brought to his attention, by students, at the amount of vaping that is going on around the campus, particularly in the bathrooms. Concerns should be reported to Student Services.</p> <p>Ela mentioned that students were asking about more microwaves for outside the café area and she has passed on the Student Representatives email address.</p> <p>Ela Amor-Robertson and Kerriann Larsen moved: <i>"The Board notes the verbal report."</i> – CARRIED</p>	
5.4	<p>Staff Representative Report – Verbal</p> <p>Debra - The CJ Wellbeing and Harmony Day Whole Campus Event took place on Wednesday 8 May 2024. The event was aimed at providing unique opportunities for students to engage in a variety of social and educational activities. There were over 40 external agencies and groups involved on the day. Prior to the event the WA Health Promoting Schools Association Breakfast was held in the CJ Hospitality area and was catered for by Cath MacDougall and the Hospitality classes. Most of those participants stayed on and ran stalls at the Wellbeing event. Staff and students were encouraged to wear orange, red, yellow and pink to represent Harmony. Health Studies students from Thornlie and Swan View High Schools attended the day.</p> <p>Cheyenne Clark and Bill Smith moved: <i>"The Board notes the verbal report."</i> – CARRIED</p>	
6.0	Discussion Items	
6.1	<p>Cyril Jackson Senior Campus student demographic (Attachment 6) was tabled.</p> <p>Ela tabled the CJ Student Demographic report for the Board to give them a sense of the cultural diversity of the students that attend Cyril Jackson Senior Campus. Data was presented on where students were born and their first languages.</p> <p>Kerriann Larsen and Bill Smith moved: <i>"The Board notes the CJ Student Demographic report."</i> – CARRIED</p>	

6.2	<p>CCTV Application (Attachment 7)</p> <p>Milton tabled the CCTV Application. The Department requirements for the application have been met and this item enables the Board to be consulted on the proposal.</p> <p>Martin Dempsey and Kathleen Franklyn moved: <i>"The Board notes the CCTV Application."</i> - CARRIED</p>	
6.3	<p>Suspension Report for 2023 (Attachment 8)</p> <p>Milton tabled the Suspension Report for 2023. There was some discussion.</p> <p>Bill Smith and Kerriann Larsen moved: <i>"The Board notes the Suspension Report for 2023."</i> – CARRIED</p>	
6.4	<p>Attendance Report for 2023 (Attachment 9)</p> <p>Milton tabled the Attendance Report for 2023. There was some discussion.</p> <p>Bill Smith and Kerriann Larsen moved: <i>"The Board notes the Attendance Report for 2023."</i> – CARRIED</p>	
6.5	<p>2024 Board Survey</p> <p>Do members wish to complete the Board survey for 2024? It is acknowledged there is no survey tool available.</p> <p>The Board decided not to complete a survey in 2024.</p>	
7.0	Other Business	
	Nil	
8.0	Round table evaluation	
	<p>Phillip thanked the members for good collegiality during the meeting and around the room.</p> <p>Dates for events coming up – IEC Graduation Friday 28 June 2024 and NAIDOC Day Wednesday, 17 July 2024. If available, Board members are welcome.</p>	
9.0	Next Meeting	
	The next meeting is scheduled for Tuesday, 27 August 2024 at 5:00pm in the Conference Room.	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 7:10pm.	

Signed (Chair) _____

Date: 27 August 2024