

Minutes of Meeting 5 of 2024
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 19 November 2024 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Phillip Draber, Chair – Community Representative, Martin Dempsey – Community Representative – on phone, Peter Stone – Community Representative, Debra Fitzsimons - Staff Representative – on phone, Dr Fiona Navin – Community Representative, Ela Amor-Robertson – Staff Representative, Alicia Blunt – Secretary, Belinda Stewart – Guest Presenter

Apologies: Dr Kathleen Franklyn – Community Representative, Cheyenne Clark – Student Representative, Bill Smith – Student Representative

Absent: Kerriann Larsen – Community Representative

1.0	Welcome and Apologies	ACTIONS
1.1	<p>Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.10pm.</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> <p>Phillip welcomed everyone to the final board meeting for the year.</p>	
1.2	<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	Disclosures of Interest	
2.1	<p>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. 5 of 2024.</p>	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 27 August 2024 (Attachment 1) were tabled.</p> <p>Fiona Navin and Ela Amor-Robertson: <i>“The Board endorses the minutes of the previous meeting held on 27 August 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>There has been no outcome despite the effort with numerous letters, emails and even a radio interview on the ABC Morning Show. Thanks to the local members of parliament who advocated for the students affected with government. The Board acknowledged Martin and Phillip for all their work in this matter.</p>	
4.0	Presentation – Deputy Principal of IEC (Intensive English Centre)	
4.1	<p>Belinda Stewart, Deputy Principal of IEC, delivered a Powerpoint on a new program for the IEC and Foundation mainstream students with regards to the employment pathways for students. There has been a lot of interest from the students and there have been visiting groups, excursions and parent and carer information evenings. The school has committed to continuing the program in 2025 and beyond.</p> <p>Martin Dempsey and Peter Stone moved: <i>“The Board notes the IEC presentation from Belinda Stewart – Deputy Principal of IEC.”</i> – CARRIED</p>	

5.0	Reports and Operational Matters	
5.1	<p>Finance Report (Attachment 2) was tabled.</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 has been quite a lot of spending on replacing items around the campus. The One Line Budget shows the Income and Expenditure as at 8 November 2024. 2024 Contribution & Charges Collection Rates have improved since the last meeting mainly due to the reminder to students to pay their fees when they have their reenrolment appointment. All in all, the school is in a good financial position.</p> <p>Peter Stone and Ela Amor-Robertson moved: <i>“The Board notes the Finance Report.”</i> – CARRIED</p>	
5.2	<p>Principal’s Report – (Attachment 3) was tabled.</p> <p>Milton Butcher provided the Principal’s Report as follows:</p> <ul style="list-style-type: none"> • Staffing for 2025 – Executive is continuing to plan the staffing position for 2025. Key factor in planning is to live with in the expected budget. • COVID-19 – The impact of COVID continues to decline. • OHS Audit – No change from the last report. • Fare Free Travel – has been previously discussed. The matter remains unresolved. • Woodwork Rooms – The builder to complete work restoring the Woodwork room has been engaged. Work will be conducted over the Christmas break and may be completed so the rooms could be utilised in Semester 2, 2025. • Common Room – Room 13 has been required to be used as an IEC classroom due to an increase in student numbers. This will again be required in 2025. • Flagpole – No change since the last meeting. • IEC Transition to Work Program – Work on this project continues and is being considered in the planning for next year – and future years. Belinda gave a Powerpoint presentation, and the program is having a positive impact on the students. The school has committed to it as it is showing signs to be of assistance to students. • Explicit Instruction Program – Professor Lorraine Hammond, AM, from ECU, is working with volunteer teachers. I am seeking to establish this for 2025. • Champions of CJ – The 2024 Champions of CJ Presentation Luncheon took place in October. The 2025 event will be held around the same time next year. • 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. This work will continue in 2025 and is recommended as a business plan strategy. • Campus Ball – The annual school ball, conducted with the Education Support Centre, was held on Friday, 6 September 2024. The night was enjoyed by those attending. The 2025 ball has been booked for the same week of Term 3 and the same venue. • Kiss FM – For several reasons Kiss FM is considering the viability of broadcasting into WA using the CJ antenna. The station is likely to resign the agreement with the Department and assess continuing broadcasting. More information to follow. • Spring Festival – The 2024 Spring Festival event was a success and marks the final event at school for Year 12 students. It was held on the same day as the Champions of CJ in the hopes of more attendees. This was not the case, and it will not be done like this in 2025. • Year 12 Awards Ceremony – The annual Year 12 Ceremony is scheduled for this Friday, 22 November 2024. Phillip is attending representing the 	

	<p>Board. A number of awards will be presented.</p> <ul style="list-style-type: none"> • IEC Graduation Ceremony – The Semester 2 IEC 3 Graduation Ceremony is being held on Wednesday, 27 November 2024. Phillip will again be attending, representing the Board. • Aboriginal Cultural PD Course – The Aboriginal Cultural PD course introduced last year was undertaken by a new group of staff during Semester 2. Thirty staff completed the program, and it will be offered again in 2025 with IEC teachers being the main component. • ATAR Exam Placement in 2025 – SCSA has advised that the ATAR final examination period will be advanced into Week 3 of Term 4 next year. The school has advised SCSA that we oppose this measure. • General School Tempo – Term 4 can be seen as achieving milestones, usually associated with students being assessed, reported on and exiting. Mainstream classes have now concluded with the IEC in several weeks. • Attendance – Attendance remains a challenge for staff and as the statistics show, there is a persistent decline which is following a similar pattern to 2023. 2024 represented an improvement over last year for the first three milestones dates, however, there is a decline in comparison to this time last year across most points. <p>Ela Amor-Robertson and Peter Stone moved: <i>“The Board notes the Principal’s report.”</i> – CARRIED</p>	
5.3	Student Representative Report – No Report	
5.4	Staff Representative Report – Verbal	
	Ela mentioned that although most of the students had already finished for the year, the staff are still working hard.	
6.0	Discussion Items	
6.1	<p>Contributions and Charges 2025 (Attachment 4) was tabled.</p> <p>Alicia tabled the revised Contribution and Charges for 2025 document for the Board’s approval. One course was missing and is now included. All costings that the school may charge must be on this document as there cannot be charges for anything outside of this.</p> <p>Peter Stone and Fiona Navin moved: <i>“The Board approves the revised schedule of Contributions and Charges for 2025.”</i> – CARRIED</p>	
6.2	<p>Personal Items List (Booklist) 2025 (Attachment 5) was tabled.</p> <p>Alicia tabled the Personal Items List (Booklist) for 2025 for the Board’s approval. This is required to be put up on the campus website. Students may opt to purchase items. There is no compulsion.</p> <p>Debra Fitsimmons and Martin Dempsey moved: <i>“The Board approves the Personal Items List (Booklist) for 2025.”</i> – CARRIED</p>	
6.3	<p>Statement of Expectation (Attachment 6) was tabled.</p> <p>Milton presented the report on progress to achieving the Statement of Expectation, 2021 – 2024. Although there is no obligation to report on the Statement of Expectation, it has been his practice to provide the Board members with a report on progress. The work of Greg Smith in shaping the graphics was acknowledged.</p> <p>Peter Stone and Ela Amor-Robertson moved: <i>“The Board notes the Report.”</i> – CARRIED</p>	

6.4	<p>Next Business Plan 2025 – 20xx (Attachment 7) was tabled.</p> <p>Milton tabled documents in relation to the development of the next Business Plan. Work has already begun on the new plan and the Board will be kept up to date as it progresses.</p> <p>Fiona Navin and Martin Dempsey moved: <i>“The Board notes the next Business Plan 2025 – 20XX and Feedback on Current Plan reports.”</i> – CARRIED</p>	
6.5	<p>Champions of CJ for 2024 (Attachment 8) was tabled.</p> <p>The induction lunch for Champions of CJ was held on Wednesday, 16 October 2024. Milton presented the document from the day that contains summaries of the five CJ Champions on the day. The Plan is to continue in 2025 and appreciation was noted for those that are involved in bring the event together.</p> <p>Peter Stone and Phillip Draber moved: <i>“The Board notes the 2024 Champions of CJ.”</i> – CARRIED</p>	
6.6	<p>Meeting Schedule for 2025 (Attachment 9) was tabled.</p> <p>Milton presented a list of proposed Board meeting dates and key business for 2024 for approval.</p> <p>Martin Dempsey and Fiona Navin moved: <i>“The Board approves the meeting schedule for 2025.”</i> – CARRIED</p>	
6.7	<p>Board Membership 2025 – 2026</p> <p>There will be a couple of members who finish their term in 2025. A new student representative will be required as Cheyanne has completed Year 12 and a new staff delegate will also be required due to the end of Debra Fitzsimons’s term. Replacements will be sought.</p>	
7.0	Other Business	
	Nil	
8.0	Round table evaluation	
	Phillip thanked every one on the Board for their contributions, teachers, administration staff and Milton for making a difference to the school. He also wished everyone a wonderful Festive season.	
9.0	Next Meeting	
	The next meeting is scheduled for Tuesday, 25 February 2025 at 5:00pm in the Conference Room.	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 6:25pm.	

Signed (Chair) _____



Date: _____

25 February 2025