

**Minutes of Meeting 2 of 2025  
Cyril Jackson Senior Campus Board  
Annual General Meeting and  
Annual Open Meeting  
Conference Room  
Tuesday, 25 March 2025 at 5:00pm**

**ATTENDEES:**

Milton Butcher – Principal, Phillip Draber, Chair – Community Representative, Martin Dempsey – Community Representative – on phone, Debra Fitzsimons - Staff Representative – on phone, Peter Stone – Community Representative, Dr Fiona Navin – Community Representative, Ela Amor-Robertson – Staff Representative, Alicia Blunt – Secretary, Bill Smith – Student Representative, Mary Hastings – Student Representative, Amy Kazim – Guest Speaker

| <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>  |                |
| 1.2        | <p>Phillip welcomed the new student representative, Mary Hastings, to the board and thanked her for her willingness to make this commitment.</p> <p>Apologies: Dr Kathleen Franklyn – Community Representative.</p> <p>Absent: Kerriann Larsen – Community Representative.</p>  |                |
| 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        | <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. 2 of 2025.</p>   |                |
| <b>3.0</b> | <b>Presentation – Careers Co-Ordinator</b>  |                |
| 3.1        | <p>Amy Kazim, Careers Co-Ordinator, spoke about the grant that the school received from Schools Plus in 2024 and from that she was appointed as the Careers Co-Ordinator for 2025. The school has introduced a new course, Careers &amp; Enterprise, to support students to build their skills so they are ready for work and enhance their knowledge so they can plan realistic study and career pathways. The biggest barrier is finding placements for work experience, especially for the EALD (English as a Second Language) students. Year 11 students were surveyed and approximately 46% would like to do some sort of work experience. Amy and Marnie are trying to expand the network and spread the word to help these students. Amy handed out a flyer with information on what is involved in offering a work placement to a student as well as school contact details. Board members can support this program by socialising the details in their networks.</p> |                |
| <b>4.0</b> | <b>Minutes of Previous Meeting</b>  |                |
| 4.1        | <p>The Minutes of the previous AGM, held on 26 March 2024 (Attachment 1), were tabled.</p> <p>Bill Smith and Peter Stone moved: <i>“The Board endorses the minutes of the previous AGM, held on 26 March 2024 as otherwise complete and accurate.”</i> – <b>CARRIED</b></p>   |                |

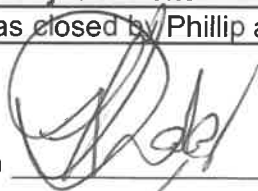
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| 4.2        | Business and Actions Arising.<br><br>Nil  |  |
| 4.3        | Board Annual Report 2024 (Attachment 2)<br><br>Phillip presented the Annual Report for the Board to the Annual Open Meeting.<br><br>Fiona Navin and Martin Dempsey moved: <i>“The Board notes the Board Annual Report for 2024.”</i>  |  |
| 4.4        | Election of Office Holders<br><br>Phillip handed over to Milton to seek the Election of Chair to the Cyril Jackson SC Board:<br><br>Milton called for nominations for Chairperson.<br><br>Peter Stone nominated Phillip Draber. Bill Smith seconded.<br><br>Phillip Draber accepted the nomination to serve for a fifth term as Chair.<br>All were in favour.<br><br>Phillip is therefore appointed as Chair of the Board for 2025.   |  |
| 4.5        | Phillip took the chair and welcomed the 2025 Board members.   |  |
| 4.6        | Training for Board Members (Attachment 3) was tabled.<br><br>Attachment 3 contains information on training that is available for members, mainly on-line and some face-to-face. Members are welcome to complete this training. There were also some other training possibilities suggested by members that could be explored outside of the Department list.<br><br>Ela Amor-Robertson and Peter Stone moved: <i>“The Board consider a number of training options for all and those for individual members.”</i> – <b>CARRIED</b>   |  |
| <b>5.0</b> | <b>Minutes of Previous Meeting</b>  |  |
| 5.1        | The minutes of the previous meeting held on 25 February 2025 (Attachment 4) were tabled.<br><br>Martin Dempsey and Peter Stone moved: <i>“The Board endorses the minutes of the meeting held on 25 February 2025 as otherwise complete and accurate.”</i> – <b>CARRIED</b>  |  |
| 5.2        | Business and Actions Arising<br><br>Fare Free Travel<br><br>Ela Amor-Robertson and Belinda Stewart had a meeting with Frances Kosseh from the Department of Home Affairs and she raised the inequity surrounding the students and their costs of public transport. Frances is aware of the work the Board has been doing regarding the public transport fares. Belinda is forwarding data of student numbers that are affected by this to Frances for further follow up. Ela will update the Board with any further information.<br><br>No correspondence from the Hon Minister or the PTA has been received as of this date. |  |
| <b>6.0</b> | <b>Reports and Operational Matters</b>  |  |

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| 6.1 | <p>Finance Report</p> <p>Budget data is not available. This item was deferred until the data is provided.</p>  |  |
| 6.2 | <p>Principal's Report – (Attachment 6)</p> <p>Milton Butcher provided the Principal's Report as follows:</p> <ul style="list-style-type: none"> <li>• Staffing Changes – Long term Deputy Principal, Anne MacDermott has decided to retire at the end of the term. Her job has been advertised, and a replacement is expected to commence in Term 2. Members noted her long service to the school and wish her well in retirement.</li> <li>• New Board – This meeting marks the changeover of members to the 2025 Board. The retiring member has been recognised with a letter of appreciation. One Community position may need to be considered after this meeting.</li> <li>• COVID-19 – No change since the last report.</li> <li>• Census 2025 – Census 2025 has not been confirmed. In 2024 FTE funded was 519. The expected 2025 funded cohort is 601.4 FTE, a significant increase in numbers.</li> <li>• 2025 Budget Position – The one-line budget for 2025 has not been settled by the Department. It is expected that budget information will be provided to schools on 1 April 2025.</li> <li>• Visit by the Foreign Minister – The Foreign Minister, Senator the Hon Penny Wong, visited the school on 18 March 2025. She visited an IEC class and then had a Q &amp; A session with students.</li> <li>• Teacher Award – Ms Cath MacDougal, Hospitality teacher, has been named as the best Home Economics teacher in Australia for 2025. The Board extends its congratulations to Cath on this award.</li> <li>• Compliance Audit – Work continues on resolving the recommendations from the 2022 audit. One matter remains outstanding for sign-off.</li> <li>• Harmony Day – This event, along with the Heath Festival, will be held in Week 10, Term 1 on Wednesday 9 April 2025. Deb is currently working on a plan to execute the event.</li> <li>• Free Fare Travel – To this date neither Phillip nor I have received any feedback to our correspondence in relation to public transport travel costs to school for adult students. Fare free travel has been continued by the State Government for the duration of 2025.</li> <li>• Woodwork Rooms – The woodwork rooms remain a work in progress. At the date set for handover, there were a number of deficiencies that need remediation. Machinery is still being installed and not expected to be completed until perhaps, May 2025.</li> <li>• Flagpole – Repairs to the flagpole have been followed up with the Department. Advice is that there is no funding line, at present, to support remediation.</li> <li>• KISS FM – Following the Board resolution at the last meeting, the sponsorship agreement has been forwarded to KISS FM for concurrence. It will be signed and returned shortly.</li> <li>• New Administrative System – The new Kaartdijin administrative system is being deployed at CJ. Several key staff members attended a one-hour VTC that covered the basic modules that will be provided. There will be face-to-face training later in the term, for three staff, and then a train-the-trainer approach to induct remaining staff on the use of the system. The system will go live at CJ on Tuesday, 27 May 2025. There was a short question and answer session between the Chair and Ela about the checks and processes surrounding the implementation. The answers provided assurance to the Board that these were in place.</li> <li>• Membership of the Finance Committee – The Terms of Reference for the Finance Committee state that the principal will advise the Board of</li> </ul> |  |

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|     | <p>membership. Membership is Milton Butcher, Alicia Blunt, Anne MacDermott (and her replacement), Belinda Stewart, Joanna Krysiak, Bruce Leggett, Hayder Atti, Vanessa Burke, Dot Millar and Pippa Beetson.</p> <ul style="list-style-type: none"> <li>• Use of Facilities – A current list of Licence for Third Party Use of School Property was in the tabled report. The organisers pay for the use of agreed facilities and make a contribution to the school’s income stream.</li> <li>• Attendance – It is pleasing to note that Year 12 attendance has risen from the last report and Year 11 has declined very slightly.</li> </ul> <p>Mary Hastings and Bill Smith moved: <i>“The Board notes the Principal’s report.”</i>–<br/><b>CARRIED</b></p>  |  |
| 6.3 | <p>Student Representative Report – Verbal</p> <p>Bill was happy to read that attendance numbers are up. He has been speaking with students and reminding them of how important it is to attend classes.</p> <p>Second Bite support (food charity) is appreciated by students.</p> <p>Students were grateful for the visit from Senator Penny Wong, the Foreign Minister, and appreciated that some of them had the chance to ask her questions.</p> <p>Peter Stone and Ela Amor-Robertson moved: <i>“The Board notes the verbal report.”</i>– <b>CARRIED</b></p>   |  |
| 6.4 | <p>Staff Representative Report – Verbal</p> <p>Debra is working on the Harmony and Health Day that will take place in Week 10 on Wednesday, 9 April 2025. Students are encouraged to wear orange. An invite is extended to Board members.</p> <p>Debra mentioned that the Cyril Jackson Education Support Centre is celebrating 40 years this Friday 28 March 2025.</p> <p>Ela spoke about the Student Services initiative that Mishayla Webber (IEC Student Services) has been running this term and will continue through the year using the school’s values (Respect, Resilience, Achievement, Inclusivity and Opportunity). Students have been enjoying the rewards when they receive the blue slip.</p> <p>Ela distributed a document with the Cyril Jackson Senior Campus Containers for Change QR code on. If anyone uses the QR code, funds go towards the CJ Driving Lesson Grant which helps to subsidise driving lessons for students. Milton will forward details by email.</p> <p>The IEC are seeking donations of new or near new school backpack and school stationery for the new IEC students that come from humanitarian backgrounds. This helps to ease the financial and cognitive burden for parents and students when they first attend school.</p> <p>Bill Smith and Mary Hastings moved: <i>“The Board notes the verbal report.”</i>–<br/><b>CARRIED</b></p> |  |
| 7.0 | <b>Discussion Items</b>  |  |
| 7.1 | <p>2025 Projected School Budget (Attachment 7) was tabled.</p> <p>Members noted the projected budget and that the school is in a good financial position as student enrolments increased in 2025.</p>  |  |

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|             | Peter Stone and Martin Dempsey moved: <i>"The Board notes the general budget position for 2025 and the requirement for an electronic meeting resolution to note the budget once the Education Department figures are made available to the School."</i> – <b>CARRIED</b>  |  |
| 7.2         | Statement of Expectation 2021 – 2024 - (Attachment 8 - This remains extant in 2025).<br><br>Milton tabled the Statement of Expectation 2021 – 2024, this has a 4-year life span and was approved in April 2021 and is ongoing but is due to expire at the end of 2024. The new Director General has rolled this over for 2025.<br><br>Peter Stone and Fiona Navin moved: <i>"The Board notes the Statement of Expectation 2021 – 2024 signed in 2021, which remains extant in 2025."</i> – <b>CARRIED</b>                                   |  |
| 7.3         | School Funding Agreement, 2025<br><br>As this is document is not available until at least 1 April 2025 the matter is deferred. A motion to endorse Phillip signing the Agreement will be included in the electronic meeting to note the 2025 budget.  |  |
| 7.4         | Annual Report for 2024 (Attachment 10)<br><br>Milton tabled the 2024 Annual Report. This meets requirements, containing information on school progress, achievement and financial data.<br><br>Acknowledgement is made to Steph Jeffers, Marketing, for the great work that she has done and to others for their contributions.<br><br>When endorsed, the Report will be uploaded to the Schools On-Line and the CJ website.<br><br>Bill Smith and Peter Stone moved: <i>"The Board notes the Annual Report for 2024."</i> – <b>CARRIED</b> |  |
| <b>8.0</b>  | <b>Other Business</b>   |  |
|             | Nil   |  |
| <b>9.0</b>  | <b>Round table evaluation</b>   |  |
|             | Phillip thanked the members for good collegiality during the meeting and around the room.   |  |
| <b>10.0</b> | <b>Next Meeting</b>   |  |
|             | There will be an electronic meeting to note the budget as soon as possible. The next meeting is scheduled for Tuesday, 10 June 2025 at 5:00pm in the Conference Room.   |  |
| <b>11.0</b> | <b>Meeting Close/Adjournment</b>  |  |
|             | The meeting was closed by Phillip at 6.30pm.  |  |

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



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

10 June 2025

