

**Minutes of Meeting 4 of 2025**  
**Cyril Jackson Senior Campus Board – Board Meeting**  
**Conference Room**  
**Tuesday, 26 August 2025 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, Ela Amor-Robertson – Staff Representative, , Bill Smith – Student Representative, Mary Hastings – Student Representative, Murali Kumar – Community Representative, Dr Kathleen Franklyn – Community, Pippa Beetson (Presenter) and Alicia Blunt – Secretary

1.0	Welcome and Apologies	ACTIONS
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>Apologies: Peter Stone – 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>	
2.0	Disclosure of Interest	
2.1	<p>The Board noted Ela Amor-Robertson requested to excuse herself for item 6.3 as she has a potential conflict of interest in relation to that agenda item.</p>	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 11 June 2025 (Attachment 1), were tabled.</p> <p>Dr Fiona Navin and Martin Dempsey moved: <i>“The Board endorses the minutes of the meeting on 11 June 2025 as complete and accurate.”</i> – <b>CARRIED</b></p>	
3.2	<p>Business and Actions Arising.</p> <p>Nil</p>	
4.0	Presentation – Pippa Beetson (Verbal)	
4.1	<p>Pippa Beetson, the HOLA EALD, introduced herself and her position at the school. She gave an overview of EALD staff qualifications and how the qualifications to teach EALD has moved from university qualifications to the National TESOL body and how this has raised concerns nationally. CJSC EALD staff are engaged actively with Maggie McAlinden from ECU to make long term change and productivity within the EALD learning area. She outlined the nature of EALD, the curriculum and assessment.</p>	
5.0	Reports and Operational Matters	
5.1	<p>Finance Summary, Operational One Line Budget Statement, Student-Centred Funding Statement, 2025 Minimum Expenditure Requirement and the Collection Rate comprising the Finance Report (Attachment 2). The school is tracking to meet the 96% expenditure rate, and the collection rate is as expected for this time of the year. Alicia reported that the school is in a good financial position. She noted salaries take 99% of the Student-Centred Funding budget. 60 International Fee-Paying Students, all paying about \$20,000 each are also included.</p>	

	<p>Phillip noted a projected \$1,700,000 surplus.</p> <p>Deb Fitzsimons and Bill Smith 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>• Staffing – The Census in August saw a rise in numbers at CJ, resulting in a possible good financial budget for 2026.</li> <li>• Free Student Travel – No update but will continue to pursue it.</li> <li>• Design and Technology – Warranty work still on going. Asbestos still present. The Department has accepted the building and it can now be used.</li> <li>• Flagpole – No money in the budget for the foreseeable future.</li> <li>• KISS FM – Until KISS FM starts broadcasting, advertising is mute. Tim is not returning calls or emails.</li> <li>• New Administrative System – The new Kaartdijin administrative system is a work in progress. Issues specific to CJSC are being addressed including students with one name only and timetabling.</li> <li>• ATAR update from SCSA - ATAR being compared to General courses are being seen as more difficult and this may stop some students from studying them. SCSA is looking at a potential change of grade from D to C if the student scores around 40% or higher. This may enable some ATAR students to gain the WACE and encourage them to do the more difficult course set.</li> <li>• NAIDOC – Was celebrated in Week 2 of this term. Thanks to Board members who attended.</li> <li>• Aboriginal Enrolment – Carol Garlett and Isabelle Adams are working with school to promote Aboriginal enrolment at CJSC.</li> <li>• School Ball – Friday 12 September. 114 CJ students to attend and about 40 from Education Support.</li> <li>• Galaxy Basketball Club – The Department's Commercial Services is still looking at the 3-year Licence for Community Use of School Property.</li> <li>• Surveys – The NSOS instrument is available for use.</li> <li>• Public School Review - This is progressing.</li> </ul> <p>Kathleen Franklyn and Murali Kumar moved: <i>"The Board notes the Principal's report."</i> – <b>CARRIED</b></p>	
5.3	<p>Student Representative Report – Verbal</p> <p>Bill Smith - reported that the Year 12s are confident in taking a day off due to on-line resources being readily available.</p> <p>CJ Robotics Club – All Saints College has been contacted for advice, and they have advised to look at social media for information. Ela advised that Yuan has met with Milton with a proposal and Linda Samuels is interested to be involved. Fiona will make enquiries with her STEM contacts. Martin has provided a catalogue from a supplier and Yuan has this.</p> <p>Mary Hastings - No additional comments.</p> <p>Ela Amor-Robertson and Debra Fitzsimons moved: <i>"The Board notes the verbal report."</i> – <b>CARRIED</b></p>	
5.4	<p>Staff Representative Report – Verbal</p> <p>Deb Fitzsimons – CJ NAIDOC Week 2. Dancers attended from Governor Stirling SHS and were very well received. Vaughn McGuire did a great Welcome to Country and connected well with the youth.</p>	

	<p>Luncheon at Jacksons Café. Indigenous Chef, Dan Lyndon, guided students through a wonderful bush food meal. Great experience for students and guests.</p> <p>East Metro Health Services held an event attended by new AIEO, Carol Kickett, and Deb Fitzsimons. They spoke with students from Governor Stirling SHS and Guildford Grammar, staff from Headspace as well as other community groups and members. The message was CJSC is a 16 year old plus campus that is available and welcomes you. They made connections with the community and showed the school intent.</p> <p>Bill Smith and Murali Kumar moved: <i>"The Board notes the verbal report."</i> – <b>CARRIED</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p>Contributions and Charges for 2026 (Attachment 4):</p> <p>Alicia presented a document showing figures for the Contributions and Charges for 2026. Charges are shown for 2024-2026 so changes can be compared. New courses are shown in red. Fees and Charges were explained and presented. All charges need approving. Extra cost option presented also requiring approval. Courses will have transparent costs and all possibilities shown so all are aware of what costs might arise.</p> <ul style="list-style-type: none"> <li>• Ball - Price not changed as school has an agreement with the venue.</li> <li>• Deb discussed excursion fund with HOLA Hayder.</li> <li>• IT Course has doubled because it is now run as a year course and not over 2 years.</li> <li>• SCSA – some Economics subjects cancelled by SCSA and new ones are awaiting approval for replacement. The last 2 units will be kept if new units are not approved.</li> <li>• Food Science fee increased because the price of food has increased.</li> </ul> <p>All Charges are noted on the report.</p> <p>Mary Hastings and Kathleen Franklyn moved: <i>"The Board approves the Contributions and Charges for 2026"</i> - <b>CARRIED</b></p>	
6.2	<p>Camera CCTV (Attachment 5).</p> <p>Milton presented a CCTV application form with a map showing placement. It is proposed to install a CCTV in the examination room to prevent and identify potential cheating. Proposed camera locations are shown on the map presented. The quotation attached includes camera and installation to the network. No student permission is required for privacy reasons for the use of CCTV, however, they will need a public notice to be put in place.</p> <p>Deb Fitzsimons and Martin Dempsey moved: <i>"To approve the application for CCTV for the examination room"</i> - <b>CARRIED</b></p>	
6.3	<p>Introduction of a Level 3 Promotional Position for IEC (Attachment 6)</p> <p>Ela Amor-Robertson declared a potential conflict of interest and left the meeting for the item.</p> <p>Due to continuing migration, IEC numbers will remain at a sustainable level. The administration work done by the current Level 2 2IC for the Deputy is likely work valued more at Level 3. Due to the nature of the request, it is being brought to the Board for endorsement. It is seen as an investment in the school.</p> <p>A report was presented outlining the case for the budget adjustment and the work value/load involved. If IEC numbers decline and the position can no longer be afforded on the school profile, the teacher at the time would be referred for placement with the Department. Phillip commented that this upgraded position at the school is desirable for the range and complexity of tasks involved.</p>	

	<p>Martin Dempsey and Murali Kumar moved: <i>"The Board supports the Level 3 position in the IEC."</i> – <b>CARRIED</b></p> <p>Ela Amor-Robertson returned the meeting subsequent to the item being resolved..</p>	
6.4	<p>Update on 2022 Compliance Audit (Attachment 7):</p> <p>Milton congratulated Alicia on the "herculean" task of completing the 2022 audit remediation. Information in the system had been lost and difficult to replace/trace for the replacement schedule.</p> <p><i>Martin Dempsey and Kathleen Franklyn moved: "Report 5 on Compliance Audit."</i> <b>CARRIED</b></p>	
6.5	<p>Board Survey (Attachment 8):</p> <p>The new NSOS only contains the election mechanism for the parents to elect a representative and not the Board survey as indicated earlier. The Board decided to wait to see if the NSOS instrument includes a Board survey next year and felt it best to defer the item until 2026 to see if there is clarity over the matter.</p> <p><i>Mary Hastings and Kathleen Franklyn moved to "Defer any Board survey to 2026" -</i> <b>CARRIED</b></p>	
6.6	<p>Public School Review – 9 September 2025.</p> <p>Board members are invited to attend the PSB interview for external partners. A number of partners will also be attending. The return of NSOS was supposed to bring back the Board survey. This is not available however, Milton will contact Board members in the next few days regarding the PSR interview schedule.</p>	
<b>7.0</b>	<b>Other Business</b>	
	Nil	
<b>8.0</b>	<b>Round table evaluation</b>	
	<p>Phillip thanked the members for a productive meeting with great reports presented.</p> <p>Milton will send invitations to Board members to Champions of CJ event held 21 October 2025, Year 12 Graduation 28 November and IEC graduation 3 December.</p>	
<b>9.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Tuesday, 18 November 2025 at 5:00pm in the Conference Room.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Phillip at 6.35pm.	

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



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

25 November 2025