

Minutes of Meeting 3 of 2025
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 11 June 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, Dr Fiona Navin – Community Representative, Ela Amor-Robertson – Staff Representative, Alicia Blunt – Secretary, Bill Smith – Student Representative, Mary Hastings – Student Representative, Murali Kumar – Community Representative, Steven Wolfenden – Deputy Principal (Presenter) Dr Kathleen Franklyn – Community

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>Phillip welcomed the new community representative, Murali Kumar from the Red Cross, to the board and thanked him for making this commitment. Thanks were also extended to Kathleen Franklyn for extending her tenure on the Board.</p> <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 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 2025.</p>	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 25 March 2025 (Attachment 1), were tabled.</p> <p>The minutes of the electronic meeting held on 5 May 2025 (Attachment 2) were tabled.</p> <p>The minutes of the electronic meeting held on 23 May 2025 (Attachment 3) were tabled.</p> <p>The minutes of the electronic meeting held on 30 May 2025 (Attachment 4) were tabled.</p> <p>Kathleen Franklyn and Bill Smith moved: <i>“The Board endorses the minutes of the previous meeting held on 25 March 2025 as otherwise complete and accurate.”</i> – CARRIED</p> <p>Debra Fitzsimmons and Martin Dempsey moved: <i>“The Board endorses the minutes of the electronic meeting held on 5 May 2025 as otherwise complete and accurate.”</i> – CARRIED</p> <p>Mary Hastings and Bill Smith moved: <i>“The Board endorses the minutes of the electronic meeting held on 23 May 2025 as otherwise complete and accurate.”</i> – CARRIED</p> <p>Ela Amor-Robertson and Kathleen Franklyn moved: <i>“The Board endorses the minutes of the electronic meeting held on 30 May 2025 as otherwise complete and accurate.”</i> – CARRIED</p>	

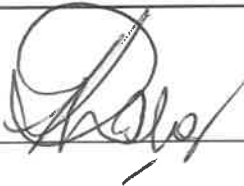
3.2	Business and Actions Arising. Nil	
4.0	Presentation – Deputy Principal (Verbal)	
4.1	Steven Wolfenden, the new Deputy Principal, provided a short overview of his background and recent move to CJ. He also acknowledged the work of the outgoing Deputy Principal, Anne MacDermott, and her commitment to the school. Bill Smith and Mary Hastings moved: <i>“The Board notes the presentation and welcomes Mr Wolfenden to CJ.”</i> – CARRIED	
5.0	Reports and Operational Matters	
5.1	Finance Report (Attachment 5) and School Budget for 2025 (Attachment 6). Alicia reported that the most up to date information is not available due to end of month only being completed today, as there was an internet outage and there was no access to the information. The April/May data that was presented shows a green box on the forecast minimum expenditure requirement summary which had previously been red. The school remains in a good financial position. The Operational Budget for 2025 was also presented. There were no questions. Murali Kumar and Kathleen Franklyn moved: <i>“The Board notes the Finance Report.”</i> – CARRIED	
5.2	Principal’s Report – (Attachment 7) Milton Butcher provided the Principal’s Report as follows: <ul style="list-style-type: none"> • Staffing Changes – Long term Deputy Principal, Anne MacDermott has retired and Mr Steven Wolfenden has been appointed. • New Board – Welcome to new Board member, Murali Kumar from the Red Cross and a welcome back to Kathleen Franklyn who has agreed to continue her service with the Board. • COVID-19 – No change since the last report. • Census 2025 – Census 2025 was confirmed shortly after the last meeting. The agreed 2025 funded cohort is 601.4 FTE – 649 students. • Compliance Audit – Work continues on resolving the recommendations from the 2022 audit. One matter remains outstanding for sign-off, this is the Replacement Schedule and work continues on this. • Harmony Day – This event, along with the Heath Festival as a combined day was held in the last week of Term 1. The day was very successful. • 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. All avenues have been explored, however changing government decisions may not always be possible. • Woodwork Rooms – The woodwork rooms remain a work in progress. A handover date is yet to be set. • Library Mural – The unveiling of the mural in the library by Mr Kevin Bynder, noted Aboriginal artist, is set to occur on Wednesday, 2 July 2025 at 11:30am followed by an Indigenous inspired lunch. Board members have been invited. • Flagpole – No change since last report. • KISS FM – Kiss FM manager said he would sign the sponsorship agreement but the intention of the station to use the school’s antenna remains unknown. • ICT Outage – CJ suffered a major ICT outage over 3 working days. Assistance from Central office was required due it being equipment failure and a new switch was required (under warranty). This did show how reliant we are today on electronic systems. There was some discussion on what 	

	<p>can be learnt from this and what is in place if it was to happen again as well as using the estimated cost of loss of productive time to seek reimbursement from the Education Department who are responsible for the equipment that failed that caused the outage.</p> <ul style="list-style-type: none"> • New Administrative System – The new Kaartdijin administrative system is being deployed at CJ. The go live date of Tuesday, 27 May 2025, was not accepted and there have been meetings with the Department and CJ staff to seek solutions to numerous factors that are not compatible with CJ. Staff are working with the project staff to ensure that the niche nature of the school is reflected in the design of the Compass profile for the school. A new launch date has not been set as yet. There was a short discussion session about the checks and processes surrounding the implementation. • Use of Facilities – Organisations that hire/use the facilities of the school enter a two-year lease with the principal. A sporting group has been given a commitment for longer by a local parliamentarian. This means there is a Deed that moves the responsibility from the school to the Department. Progress with this Deed is unknown at this time. • Attendance – It is noted that Year 12 attendance has reduced from the last meeting's report, Year 11 attendance and Regular attendance have both also declined from the last report. Attendance remains and area of school operations that is consistently worked on. <p>Fiona Navin and Martin Dempsey moved: <i>"The Board notes the Principal's report."</i> – CARRIED</p>	
5.3	<p>Student Representative Report – Verbal</p> <p>Bill reported that the Year 12 ATAR exams have wrapped up.</p> <p>Bill has met with a student that put forward a proposal for a CJ Robotics Club. This document was presented to the Board, and some discussion was had as to whether the Board would endorse the suggested program.</p> <p>Martin Dempsey and Kathleen Franklyn moved: <i>"The Board endorses the proposal for a CJ Robotics Club."</i> - CARRIED</p> <p>Murali Kumar and Debra Fitzsimmons moved: <i>"The Board notes the verbal report."</i> – CARRIED</p>	
5.4	<p>Staff Representative Report – Verbal</p> <p>Debra is working on NAIDOC Day which will be on Week 2, Term 3, Wednesday, 30 July 2025. There will be guests, dancers from Governor Stirling and activities for students. There will also be a luncheon put on by the Hospitality students.</p> <p>Ela reported on numerous topics as follows</p> <p>ICT Outage – Was a very depressing and frustrating time but also interesting that gave time to contact with staff members that may not have done usually.</p> <p>Café - The café was run by staff and students while Lily was away for a week. Ela said that the way that all staff members, students, executive and admin members all worked together to prepare and serve food was very heart warming. The food was delicious. Fund from that went towards the Driving Lesson Grant.</p> <p>Farewell to Anne – Anne has worked at CJ for 37 years which is the same amount of year Ela has been alive. There was a lovely song that was made up about Anne and her time at CJ. A big welcome to Steve who has shown that he shared the value and holistic approach that is shared by so many staff at CJ.</p> <p>Kaartdijin – The new system being introduced, Ela feels she is giving them a bit of a hard time, but they are trying to help. The answer to a lot of the questions</p>	

	<p>seems to be that it is a multinational corporation, and some things can't be changed.</p> <p>Public School Review – This coming up on 9 September 2025. Brainstorming and work has already commenced.</p> <p>Staff – Staff are gearing up for Semester 2, report writing and the restructuring of the IEC timetable.</p> <p>IEC Graduation – This will be held on the last Friday of term, Friday 4 July 2025. All Board members are welcome to attend.</p> <p>Kathleen Franklyn and Mary Hastings moved: <i>“The Board notes the verbal report.”</i> – CARRIED</p>	
6.0	Discussion Items	
6.1	<p>Retirement of long serving Deputy Principal, Ms Anne MacDermott (Attachment 8).</p> <p>Fiona Navin and Bill Smith moved: <i>“The Board notes the retirement of long serving Deputy Principal, Anne MacDermott and authorises the Chair to sign a letter of thanks for her service to CJ.”</i></p>	
6.2	<p>Workforce Plan 2025 – 2027 (Attachment 9).</p> <p>Milton presented the Workforce Plan 2025 -2027.</p> <p>The purpose of the plan is to understand the current profile, school environment and needs of students, along with budget and projections to meet identified requirements of CJ.</p> <p>Where do we go? Three main objectives identified and work will be undertaken to meet identified needs.</p> <p>The Workforce Plan sits in line with the School Business Plan.</p> <p>Murali Kumar and Bill Smith moved: <i>“The Board notes the Workforce Plan for the school for the period 2025 – 2027.”</i> – CARRIED</p>	
6.3	<p>Suspension Report for 2024 (Attachment 10)</p> <p>Milton tabled the Suspension Report for 2024. There was some discussion on this topic, but overall the report reflected well on the school</p> <p>Kathleen Franklyn and Mary Hastings moved: <i>“The Board notes the Suspension Report for 2024.”</i> – CARRIED</p>	
6.4	<p>Attendance Report for 2024 (Attachment 11)</p> <p>Milton tabled the Attendance Report for 2024. There was some discussion this topic, but overall the report reflected well on the school</p> <p>Fiona Navin and Ela Amor-Robertson moved: <i>“The Board notes the Attendance Report for 2024.”</i> – CARRIED</p>	
6.5	<p>Cyril Jackson Senior Campus student demographic (Attachment 12) 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. Information was presented on where students were born and their first languages.</p> <p>The report was well received and the members made some improvement suggestions including have this as a CJSC on a page promotional material</p>	

	Martin Dempsey and Kathleen Franklyn moved: <i>"The Board notes the CJ Student Demographic report."</i> – CARRIED	
6.6	<p>2025 Board Survey</p> <p>Do members wish to complete the Board survey for 2025? There has not been one done for 2 to 3 years as there has not been a survey available. It appears the NSOS instrument, which used to host the Board survey, may now be available again.</p> <p>Murali Kumar and Bill Smith moved: <i>"The recommendation: That Milton looks into a survey being available and brings it back to the August meeting."</i> - CARRIED</p>	
6.7	<p>Public School Review</p> <p>The PSR for Cyril Jackson SC is scheduled for Tuesday, 9 September 2025. Board members will be invited to meet with the Review team during the day. When is the best time for members to meet? The morning seemed to be a better time, approx. 9:30am. Board members to let Milton know if they are available.</p>	
7.0	Other Business	
	Nil	
8.0	Round table evaluation	
	<p>Phillip thanked the members for a productive meeting with great reports presented. If possible, please support any up-and-coming events: Mural unveiling – Wednesday 2 July 2025 IEC Graduation – Friday 4 July 2025</p>	
9.0	Next Meeting	
	The next meeting is scheduled for Tuesday, 26 August 2025 at 5:00pm in the Conference Room.	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 7.07pm.	

Signed (Chair)



Date:

26 August 25

