

**Minutes of Meeting 1 of 2025**  
**Cyril Jackson Senior Campus Board – Board Meeting**  
**Conference Room**  
**Tuesday, 25 February 2025 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, Dr Fiona Navin – Community Representative, Ela Amor-Robertson – Staff Representative, Dr Kathleen Franklyn – Community Representative, Bill Smith – Student Representative, Julie Grey – Staff Member and Guest Presenter

Apologies: Alicia Blunt – Secretary, Cheyenne Clark – 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 5.05pm.</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> <p>Phillip welcomed everyone to the first 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. 1 of 2025.</p>	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 19 November 2024 (Attachment 1) were tabled.</p> <p>Fiona Navin and Martin Dempsey moved: <i>“The Board endorses the minutes of the previous meeting held on 19 November 2024 as complete and accurate.”</i> - <b>CARRIED</b></p>	
3.2	<p>Business and Actions Arising.</p> <p>Board membership update:  Mary Hastings is the new student representative for 2025-26.  Debra Fitzsimmons will continue as a Staff Representative.</p> <p>Letters of thanks to retiring members.  Cheyenne Clark (student representative) is retiring due to her graduation from CJSC. Milton and Phillip have sent a letter of thanks.</p>	
4.0	Presentation – Support Program	
4.1	<p>Julie Grey, teacher in the school’s Support (Remedial) Program, delivered a PowerPoint on her work in OLNA preparation and working with students and former IEC students requiring literacy and numeracy revision. The aim of the class is to assist students to pass OLNA and improve their fundamental skills. Data was presented to show how the program has helped students to improve their literacy as well as their academic outcomes.</p> <p>Bill Smith and Ela Amor-Robertson moved: <i>“The Board notes the presentation from Julie Grey on the school’s Support Program.”</i> – <b>CARRIED</b></p>	

5.0	Reports and Operational Matters	
5.1	<p>Finance Report (Attachment 2) was tabled.</p> <p>In the absence of the MCS, Milton spoke to the finance report. He reported that Cyril Jackson SC finished 2024 in a good financial position. The Minimum Expenditure Requirement Summary shows a red box on the report as we did not meet the minimum expenditure requirement. The 2025 minimum spending requirement will, therefore, be increased. The One Line Budget shows the Income and Expenditure as of December 2024. Included in the report was the 2024 Contribution and Charges Collection Rates data which showed the Subject Charges Collection Rate sitting at 86% for 2024.</p> <p>Peter Stone and Fiona Navin moved: <i>“The Board notes the Finance Report.”</i> – <b>CARRIED</b></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"> <li>• 2025 School Year – Commencement of the school year started smoothly. He outlined new teachers and the returning of some from leave and noted some changes to the school’s leadership profile.</li> <li>• Census 2025 – Census date was Friday, 21 February 2025. Predicted number from August 2024 for enrolments was an FTE count of 550, on Census day enrolment FTE was 604</li> <li>• Fire in Woodwork Rooms – The Woodwork rooms have, in the main, been refurbished. Machinery, tools and equipment is still to be fitted. Woodwork, as a subject, will be offered in 2026.</li> <li>• COVID-19 – The impact of COVID does not appear to be a major factor in school operations.</li> <li>• Compliance Audit – No change from the last report.</li> <li>• Fare Free Travel – The matter remains unresolved. The scheme is continuing in 2025 but there appears to be no interest in resolving the matter for our students.</li> <li>• Flagpole – No change since the last meeting.</li> <li>• IEC Transition to Work Program – The program which was briefed to the Board in November 2024 continues in 2025. There are two near full time staff working the program.</li> <li>• Kiss FM – The station has signed the legal agreement with the Department to retain options. The Board will be asked to consider renewing the sponsorship agreement (Agenda Item 6.5).</li> <li>• General School Tempo – In terms of school operations, Term 1 began smoothly. Classes are being held and students settled.</li> <li>• New Administrative System – The Department is installing a new administrative system into school. It is being rolled out over several years, CJ is scheduled to go online in Term 2, 2025. Several staff will be trained who will then train school staff.</li> <li>• Attendance – Attendance remains a challenge for staff as the statistics show. Milton will continue to report on this for your information.</li> </ul> <p>Debra Fitzsimons and Kathleen Franklyn moved: <i>“The Board notes the Principal’s report.”</i> – <b>CARRIED</b></p>	
5.3	<p>Student Representative Report – Verbal</p> <p>Bill had the pleasure of attending RYLA (Rotary Youth Leadership Awards) during the holiday break. Bill said it was one of the most important undertakings he has had and that it was a wonderful experience with the aim of developing leadership and interacting with others all while having fun. If anyone can attend, they should.</p>	

	<p>Bill reported that students are enjoying the quiet space that has been set up in the Library and that students are respecting the area. The mural, also in the Library, has been a talking point and the students are loving it. Free bread (Second Bite) is proving a hit too and students are getting good use of it.</p> <p>Kathleen Franklyn and Peter Stone moved: <i>"The Board notes the verbal report."</i> - <b>CARRIED</b></p>	
5.4	<p>Staff Representative Report – Verbal</p> <p>Debra presented a collage picture from the CJ Loves U day that was held on Wednesday, 19 February 2025. There were lots of activities and a sausage sizzle that was enjoyed by the students. It was co-ordinated by Mishayla Webber and had the support of several staff. There will be more events happening during the term.</p> <p>Ela mentioned that it had been a smooth start to the year and that the new staff were settling in well.</p> <p>Bill Smith and Fiona Navin moved: <i>"The Board notes the verbal report."</i> – <b>CARRIED</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p>Report on potential 2025 budget position has been deferred until the next meeting – waiting on data from the Department.</p>	
6.2	<p>Report on 2024 Year 12 results – (Attachments 5 and 6) was tabled</p> <p>Milton presented a PowerPoint on the 2024 Year 12 results. The results from the 2024 students and staff were noted as was enhancement to the school's reputation and the exemplar that such results provide to students who are supported by the CJ staff during their learning journey. The results, in part, also demonstrate the positive impact of the OLN program.</p> <p>Kathleen Franklyn and Martin Dempsey moved: <i>"The Board notes the Report."</i> – <b>CARRIED</b></p>	
6.3	<p>Report on Business Plan, 2022-2024 - (Attachments 7 and 8) was tabled</p> <p>Milton presented the report on the Business Plan. Progression is continuing to be made in several key areas. A lot of work is put in by staff to achieve the targeted goals.</p> <p>Fiona Navin and Peter Stone moved: <i>"The Board notes the Report."</i> – <b>CARRIED</b></p>	
6.4	<p>Endorse the Business Plan 2025 - 2027 – (Attachment 9) was tabled</p> <p>Milton tabled the Business Plan 2025 – 2027 document. The plan is similar to the previous plan. The Board agreed to adjust WACE achievement to 67% and ATAR to be 67 and 70 for WACE and all students respectively. The Board agreed with the changes that are to be made.</p> <p>Bill Smith and Peter Stone moved: <i>"The Board endorses the Business Plan 2025 – 2027."</i> – <b>CARRIED</b></p>	
6.5	<p>Sponsorship Agreement with KISS FM – (Attachment 10) was tabled</p> <p>KISS FM, a radio station based in Victoria has a legal agreement with the Department to use the FM transmitter and antenna of Cyril Jackson SC to broadcast into Western Australia. There is no fee for the use of the facilities as</p>	

	<p>there is an agreement for the station to provide advertising to attract potential students in lieu. The sponsorship arrangement is due for renewal.</p> <p>Martin Dempsey and Fiona Navin moved: <i>"The Board approves the sponsorship arrangement and authorizes the Chair to sign, endorsing the Agreement."</i> – <b>CARRIED</b></p>	
6.6	<p>Public School Review scheduled for Term 3 2025 - (Attachment 11) was tabled</p> <p>Milton gave some background to the Public School Review and noted that Board members are invited to meet with the team and provide feedback on the school and the work of the Board. The review is scheduled for Term 3 and when a date has been set Milton will let the Board members know and they will be consulted for the best time to meet.</p> <p>Debra Fitzsimons and Martin Dempsey moved: <i>"The Board notes the future Public School Review and the school approach to self-review in preparation for the PSR."</i> – <b>CARRIED</b></p>	
<b>7.0</b>	<b>Other Business</b>	
	Nil	
<b>8.0</b>	<b>Round table evaluation</b>	
	Phillip thanked everyone on the Board for their contributions to the meeting.	
<b>9.0</b>	<b>Next Meeting</b>	
	The next meeting, the AGM and annual public meeting, is scheduled for Tuesday, 25 March 2025 at 5:00pm in the Conference Room.	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Phillip at 7:05pm.	

Signed (Chair)



Date:

25 Mar 25