

Minutes of Meeting 5 of 2025
Cyril Jackson Senior Campus Board – Board Meeting
Conference Room
Tuesday, 18 November 2025 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Phillip Draber, Chair – Community Representative, Martin Dempsey – Community Representative – on phone, Debra Fitzsimons - Staff Representative, Ela Amor-Robertson – Staff Representative, Bill Smith – Student Representative, Mary Hastings – Student Representative, Dr Kathleen Franklyn – Community, Vanessa Burke (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 5.06pm.</p> <p><i>Cyril Jackson Senior Campus acknowledges the Whadjuk people of the Noongar nation as the traditional custodians of the land where we work and study. We pay respects to the Whadjuk people and their Elders in seeking their wisdom and advice on the teaching and cultural knowledge undertaken on their Boodjar.</i></p>	
1.2	<p>Apologies: Peter Stone – Community Representative, Murali Kumar – Community Representative, Dr Fiona Navin – 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>Nil</p>	
3.0	Minutes of Previous Meeting	
3.1	<p>The Minutes of the previous meeting held on 26 August 2025 (Attachment 1), were tabled.</p> <p>Mary Hastings and Ela Amor-Robertson moved: <i>“The Board endorses the minutes of the meeting on 26 August 2025 as complete and accurate.”</i> – CARRIED</p>	
3.2	<p>Business and Actions Arising.</p> <p>Nil</p>	
4.0	Presentation – Vanessa Burke	
4.1	<p>Vanessa Burke, VET Co-ordinator, introduced herself and her position at the school. Vanessa presented a Powerpoint emphasising the ATAR student support program. The co-ordinators for this program are Marguerite Richards and Rosanna Sofoulis. The purpose of the program is to provide support and mentor the students that study 3 or more ATAR subjects but is not isolated to just those students. They will support all students that are seeking advice on pathways to further study.</p> <p>Bill Smith, a Board member, could not speak highly enough about the program and how much help he had received. He feels that is a valuable resource at this school and fully endorses the program.</p> <p>Vanessa also handed out another testimonial from a previous student about the program.</p> <p>Bill Smith and Debra Fitzsimons moved: <i>“The Board notes the presentation.”</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 green box on the report which shows that we are meeting the minimum expenditure requirement by the Department. There has been quite a lot of spending on replacing items around the campus. 2025 Contribution & Charges Collection Rates have improved since the last meeting mainly due to the reminder to students to pay their account when they have their reenrolment appointment. All in all, the school is in a good financial position.</p> <p>Kathleen Franklyn and Ela Amor-Robertson moved: <i>"The Board notes the Finance Report."</i> – CARRIED</p>	<p>Alicia will provide a comparison of the collection rates for 2024 and 2025 for the next meeting.</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"> • Staffing for 2026 – Work continues on the staffing position for 2026. Projected numbers looking healthy, similar to this year. • COVID-19 – No change since the last report. • Compliance Audit – This matter is now complete. • Free Student Travel – No update but will continue to pursue it. An IEC EEA has raised the matter at the recent Labor Conference, and she has said that now the matter will need to be considered within government. • Woodwork Rooms – No change since last report. The asbestos matter has been remediated, and the rooms are now ready to go. • Flagpole – No change since the last report. • KISS FM – It appears that the school's licence has been sold, and KISS FM is waiting to see if there is interest from the new licence holder to broadcast from the school's antenna. • 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. • Work Experience Program – Phillip has facilitated a meeting with the local CPA staff to look at work experience opportunities in the accounting field. Martin is continuing to look for placement through the Property Council. • Explicit Instruction Program – This program is continuing but due to Prof Hammond's very busy diary it is being shifted to an in-school observation focus. • Aboriginal Enrolments – A school plan to enhance second chance Aboriginal enrolment is being developed. Carol Garlett and Isabelle Adams are working with the school to promote Aboriginal enrolment. • Campus Ball – The annual campus ball was held on Friday, 12 September 2025. It was a great success with all students and staff had a great evening. • Use of Facilities – A sporting group has been given a commitment for a longer than normal lease. This was signed by the Director General with the basketball club and will start next year. • Public School Review – The PSR was completed on Tuesday, 9 September 2025 and the school gained a 5 year return. Thank you to all Board members that attended the interview session. • Solar panels – Alicia and School Officer, Lynda Sampson, have successfully gained funding to install additional rooftop solar panels. When complete it will double the current output. • Visit by Professor Lyn Beazley AO – Professor Beazley again visited and met with students in discussing careers in Science. Her energetic and outstanding presentation concentrated on careers in the maritime domain and space. • Scholarships for Year 12 Female Students – The previous scholarship 	

	<p>source of support for female students was lost but now Professor Sue Fletcher AO, has agreed to support a scholarship. Sue was introduced to the school by Board member Peter. The introduction is very much appreciated.</p> <ul style="list-style-type: none"> • Aboriginal PD Course – Over the past three years staff have been involved in an Aboriginal history and culture PD. Most staff have completed this and will be paused next year and offered again when there are approximately 20 or so new staff to the school who will then undertake the program. • Champions of CJ – Five new Champions were named at the Presentation Lunch on Wednesday, 21 October 2025. Thanks to the members of the Board that were able to attend. • Attendance – In terms of the last meeting in August, Year 11 attendance has declined, and Year 12 has improved. However, Regular attendance has slipped by 7%. <p>Mary Hastings and Bill Smith moved: <i>“The Board notes the Principal’s report.”</i> – CARRIED</p> <p>Kathleen Franklyn and Debra Fitzsimons moved: <i>“The Board acknowledges Professor Sue Fletcher, AO, for her generous support of a scholarship for female students.”</i> - CARRIED</p>	
5.3	<p>Student Representative Report – Verbal</p> <p>Bill Smith – Due to spending most of my time with study and the exams do not have much to report or heard of anything to report on. The signs outside Room 73 and the Library reminding everyone to keep the noise down because the exams are on has been working well. The cameras are a good addition in the exam room.</p> <p>Mary Hastings - The lack of a school nurse has been noticed. Is there the likelihood of one being back at Cyril Jackson SC?</p> <p>Kathleen Franklyn and Debra Fitzsimons moved: <i>“The Board notes the verbal report.”</i> – CARRIED</p> <p>Milton made special mention thanking both Bill and Mary for their 2-year service on the Board and that they are fabulous advocates for students.</p>	
5.4	<p>Staff Representative Report – Verbal</p> <p>Ela Amor-Robertson – It is coming to the pointy end of the year with students finishing up for the year. There are a lot of processes happening with re-enrolments, timetabling and the booking of new enrolments. Presentation ceremonies are being prepared for, and all Board members are invited to these events.</p> <p>Deb Fitzsimons – No additional comments.</p> <p>Bill Smith and Mary Hastings moved: <i>“The Board notes the verbal report.”</i> – CARRIED</p>	
6.0	<p>Discussion Items</p>	
6.1	<p>Contributions and Charges for 2026 (Attachment 4):</p> <p>Alicia tabled a revised Contribution and Charges for 2026 document for the Board’s approval. There were a few small changes and a couple of charges were added. All costs that the school may charge must be on this document as there cannot be charges for anything outside of this.</p> <p>Martin Dempsey and Kathleen Franklyn moved: <i>“The Board approves the revised schedule of Contributions and Charges for 2026”</i> - CARRIED</p>	

6.2	<p>Personal Items List (Booklist) 2026 (Attachment 5).</p> <p>Alicia tabled the Personal Items List (Booklist) for 2026 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 to purchase the items on the list, but it is suggested. There are class sets available in the school for use for those who do not have the capacity to purchase the items.</p> <p>Bill Smith and Martin Dempsey moved: <i>"The Board approves the Personal Items List (Booklist) for 2026."</i> - CARRIED</p>	
6.3	<p>Public School Review for 2025 (Attachment 6)</p> <p>The Public School Review took place on Tuesday, 9 September 2025.</p> <p>Milton acknowledged Ela's support in bringing everything together and how much work was involved.</p> <p>It was felt that the reviewers had an open mind and were prepared to listen to the information and stories from Board members, students, staff and members of the public that are involved in the individual needs and support of students at Cyril Jackson Senior Campus.</p> <p>The outcome of the review was that the next one will not be for another 5 years, in 2030. A good outcome.</p> <p>Debra Fitzsimons and Kathleen Franklyn moved: <i>"The Board notes the report from the 2025 Public School Review."</i> – CARRIED</p> <p>Martin Dempsey and Bill Smith moved: <i>"The Board would like to express their appreciation of the outcomes that the school received from the 2025 Public School Review."</i> - CARRIED</p>	
6.4	<p>Update on 2022 Compliance Audit Update (Attachment 7):</p> <p>Milton acknowledged Alicia on her steadfastness in working on the task of completing the 2022 audit remediation. This matter has now been concluded, and no further reports need to be provided to the Board.</p> <p>Bill Smith and Mary Hastings moved: <i>"The Board notes the updated report on the 2022 Compliance Audit."</i> - CARRIED</p>	
6.5	<p>Statement of Expectation, 2021 – 2024 (Extended to 2025) (Attachment 8):</p> <p>Milton presented the report on progress to achieving the Statement of Expectation, 2021 – 2024 (Extended to 2025). 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>Martin Dempsey and Kathleen Franklyn moved: <i>"The Board notes the report on progress on achieving the Statement of Expectation."</i> - CARRIED</p>	
6.6	<p>NSOS Survey Results for 2026 (Attachment 9)</p> <p>Milton presented a PowerPoint on the results of the NSOS surveys completed by parents, students and staff. School view is that 3.5 is the score for each question that is considered acceptable. All questions scored in excess of 3.5. Data from the survey provides information for improvement.</p> <p>Mary Hastings and Bill Smith moved: <i>"The Board notes the 2025 NSOS Survey Results."</i> – CARRIED</p>	

6.7	<p>Champions of CJ for 2025 (Attachment 10)</p> <p>The induction lunch for Champions of CJ was held on Wednesday, 21 October 2025. Milton presented the document from the day that contains summaries of the five CJ Champions on the day. The Plan is to continue in 2026, and appreciation was noted for those that are involved in bring the event together.</p> <p>Debra Fitzsimons and Ela Amor-Robertson moved: <i>"The Board notes the 2025 Champions of CJ."</i> – CARRIED</p>	
6.8	<p>Meeting Schedule for 2026 (Attachment 11) was tabled.</p> <p>Milton presented a list of proposed Board meeting dates and key business for 2026 for approval.</p> <p>Kathleen Franklyn and Bill Smith moved: <i>"The Board approves the meeting schedule for 2026."</i> - CARRIED</p>	
6.9	<p>Board Membership 2026 – 2027</p> <p>Four Community Representatives have served their term and will finish in February 2026. New student representatives will be required as both students have completed Year 12, and a new staff delegate will also be required due to the end of Ela Amor-Robertson's term. Replacements will be sought.</p>	
7.0	<p>Other Business</p> <p>Debra Fitzsimons handed out copies of the 2026 Course Guide to members of the Board for their perusal.</p>	
8.0	<p>Round table evaluation</p> <p>Phillip thanked each and every one on the Board for their contributions. He acknowledged teachers, administration staff and Milton for making a difference to the school. He thanked Bill and Mary for being great ambassadors for Cyril Jackson Senior Campus. Phillip noted that the pinnacle of the year would be the Public School Review and that Cyril Jackson Senior Campus is a <i>"hidden jewel in the education crown."</i></p> <p>He also wished everyone a wonderful Festive season.</p>	
9.0	<p>Next Meeting</p> <p>The next meeting is scheduled for Tuesday, 24 February 2026 at 5:00pm in the Conference Room.</p>	
10.0	<p>Meeting Close/Adjournment</p> <p>The meeting was closed by Phillip at 7:00pm.</p>	

Signed (Chair)



Date:

24 Feb 2026

