

**Minutes of Meeting 1 of 2026**  
**Cyril Jackson Senior Campus Board – Board Meeting**  
**Conference Room**  
**Tuesday, 24 February 2026 at 5:00pm**

**ATTENDEES:**

Milton Butcher – Principal, Phillip Draber, Chair – Community Representative, Martin Dempsey – Community Representative – on phone, Debra Fitzsimons - Staff Representative, Peter Stone – Community Representative, Bill Smith – Student Representative, Mary Hastings – Student Representative, Murali Kumar – Community Representative, Dr Fiona Navin – Community Representative, Julie Grey (Presenter) and Alicia Blunt – Secretary

<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><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> <p>Phillip welcomed everyone to the first Board meeting for the year.</p>	
1.2	Apologies: Dr Kathleen Franklyn – Community Representative, Ela Amor-Robertson – Staff Representative,	
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	Nil	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	<p>The Minutes of the previous meeting held on 18 November 2025 (Attachment 1), were tabled.</p> <p>Bill Smith and Mary Hastings moved: <i>“The Board endorses the minutes of the meeting held on 18 November 2025 as complete and accurate.”</i> – <b>CARRIED</b></p>	
3.2	<p>Business and Actions Arising.</p> <p>Board membership update:            Both student members are retiring. There have been several student nominations, and an election will be held for the new student representatives. Ela Amor-Robertson is retiring as a Staff Representative and Amy Kazim is replacing her.</p> <p>Martin Dempsey is retiring as a Community Representative; another community member will be sought.</p> <p>Peter Stone and Phillip Draber are continuing as Community Representatives. Fiona Navin will be looking at retiring due to work commitments, due to wanting to keep the ECU connection, Fiona will help to source a new member. Murali Kumar and Kathleen Franklyn will stay on until their time ends and then this will be looked at closer to the time.</p> <p>Phillip thanked the retiring members for their time and contributions during their time on the Board and for bringing their heart, soul and passion to this place. It has been a privilege to work with them, and he wishes them all the best.</p>	

	<p>Letters of thanks to retiring members.</p> <p>Milton and Phillip distributed letters of thanks to the members present and the remainder will be sent out.</p>	
<b>4.0</b>	<b>Presentation – Support Program, Julie Grey</b>	
4.1	<p>Julie Grey, teacher in the school's Support OLNA 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 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>Debra Fitzsimons and Fiona Navin moved: <i>"The Board notes the presentation."</i> - <b>CARRIED</b></p>	
<b>5.0</b>	<b>Reports and Operational Matters</b>	
5.1	<p>Finance Report (Attachment 2) was tabled.</p> <p>Alicia spoke to the finance report. She reported that Cyril Jackson SC finished 2025 in a good financial position. Salary costs will increase this year due the number of new staff that have had to be employed. The Minimum Expenditure Requirement Summary shows a green box on the report, we did meet the minimum expenditure requirement for 2025. Included in the report was the 2025 Contribution and Charges Collection Rates data which showed the total combined charges collection rate sitting at 85% for 2025.</p> <p>Bill Smith and Debra Fitzsimons moved: <i>"The Board notes the Finance Report."</i> – <b>CARRIED</b></p>	<p>Alicia will ask other schools for their collection rate to see a comparison with CJ for the next meeting.</p> <p>Alicia asked the Board members what they would like her report on.</p> <p>Phillip asked Board members to give this some thought and to pass any comments back to him.</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>• 2026 School Year – Staffing for 2026 saw the return of a staff member from parental leave and the commencement of several others. There were also changes to the school's leadership profile. Milton will be taking LSL for Term 2. He is working with the Director to find a suitable replacement.</li> <li>• General School Tempo – Term 1 began smoothly, classes are being held and students have settled.</li> <li>• Census 2026 – Census date was Friday, 13 February 2026. Census enrolment stands at 622 head count with an FTE of 579.2. This is a good outcome for the school in terms of the budget position.</li> <li>• Woodwork Rooms – The woodwork rooms are in operation, and the subject has been returned to the timetable. It is likely that if there is a Certificate course in 2027 a teacher will need to be recruited.</li> <li>• COVID-19 – COVID-19 appears to be in the decline. Very few reports as a reason for absence are made.</li> <li>• Free Student Travel – There has been no progress on this issue since the last meeting.</li> <li>• Flagpole – No change since the last meeting.</li> <li>• KISS FM – The station has signed the legal agreement with the Department to retain options. The equipment has been recovered and returned to Victoria for remediation. The KISS FM manager is concerned at the limited propagation for the school's antenna and is looking at options.</li> <li>• New Administrative System – The new Kaartdijin administrative system is a</li> </ul>	

	<p>work in progress. Issues specific to CJSC are being addressed including running two timetables and the “live” date has been pushed back.</p> <ul style="list-style-type: none"> <li>• 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. Ela has led the rollout of this program. Prof Hammond is supportive of this approach and will continue to work with the school.</li> <li>• Aboriginal Enrolments – A school plan to enhance second chance Aboriginal enrolment is being launched. Carol Garlett and Isabelle Adams are working with the school to promote Aboriginal enrolment. Acknowledgement to Deb for her help behind the scenes.</li> <li>• Solar Panels – No change since the last meeting.</li> <li>• Scholarships for Year 12 Female Students – The previous scholarship 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.</li> <li>• 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 as there are insufficient staff to complete the program in 2026, it will not be offered. A return in 2027 or 2028 will be considered, depending on numbers.</li> <li>• Update on Board Membership – The student representatives have completed Year 12 and as they are no longer students, they exit the Board. An election will be conducted for new members as there are 7 students seeking office. Ela is retiring and Amy will take her place. Martin will retire as a community member, and his replacement is progressing through the screening system.</li> <li>• Attendance – Attendance remains an area of school operations that requires constant effort and is the proverbial work in progress. Milton will continue to report on this for your information.</li> </ul> <p>Martin Dempsey and Peter Stone 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 – As a now former student, Bill thanked the staff and Board members for his time at CJ It has been a good time, and everyone has done a lot for him during his time at CJ. When the flagpole is done, he would like an invitation back.</p> <p>Mary Hastings – Mary also thanked everyone for her time at CJ. She feels that the lack of a school nurse has been noticed, particularly with the IEC students.</p> <p>Phillip noted that Mary’s concerns about the lack of a school nurse is valid and is taken on board.</p> <p>Murali Kumar and Fiona Navin moved: <i>“The Board notes the verbal report.”</i> – <b>CARRIED</b></p> <p>Phillip made special mention thanking both Bill and Mary for their service on the Board and that they were fabulous advocates for our students.</p>	
5.4	<p>Staff Representative Report – Verbal</p> <p>Deb Fitzsimons – Week 2 saw a Kaya Wandju (Welcome Day) with a sausage sizzle and activities held for students. This also saw students able to sign-up for various clubs. A band also came to play for the students.</p>	

	<p>CJ Hub is now replacing the CJ Intranet. This can now be accessed at home as well as at school.</p> <p>Harmony Day (Week 8) and Health Festival (Week 9) are also coming up towards the end of the term.</p> <p>Milton informed the Board that the café has been closed for a couple of days due to medical issues with Lily. He will keep the Board up to date on how this could potentially impact the School Community.</p> <p>Peter Stone and Bill Smith moved: <i>"The Board notes the verbal report."</i> – <b>CARRIED</b></p>	
<b>6.0</b>	<b>Discussion Items</b>	
6.1	<p>Board Terms of Reference (Attachment 4).</p> <p>Milton tabled the Board Terms of Reference for the amendment to be made to Item 9.1, that the Board must meet to undertake Board functions for not less than 5 ordinary meetings in each year.</p> <p>Peter Stone and Martin Dempsey moved: <i>"The Board approves the amendment to the Terms of Reference (Item 9.1)."</i> - <b>CARRIED</b></p>	
6.2	<p>Report on potential 2026 budget position (Attachment 5).</p> <p>Alicia put together projected figures for the 2026 Budget before Census has been done. It will look like we will be in a similar financial position this year as we were last year. There is no financial information for 2026 as yet but should be available for the March 2026 meeting.</p> <p>Murali Kumar and Debra Fitzsimons moved: <i>"The Board notes the Report."</i> - <b>CARRIED</b></p>	
6.3	<p>Report on 2025 Year 12 results (Attachments 6 and 7).</p> <p>Milton presented a PowerPoint on the 2024 Year 12 results. The results from the 2024 students and staff were noted as was the enhancement to the school's reputation and the example that such results are evidence of good student learning outcomes because of their support by the CJ staff during their learning journey. The results, in part, also demonstrate the positive impact of the OLNA program.</p> <p>Bill Smith and Fiona Navin moved: <i>"The Board notes the Report."</i> - <b>CARRIED</b></p>	
6.4	<p>Report on Business Plan, 2025-2027 (Attachments 8 and 9).</p> <p>Milton presented the report on the Business Plan. Progress 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>Mary Hastings and Peter Stone moved: <i>"The Board notes the Report."</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 those that are leaving the board for their contributions during meetings. This was also a solid meeting with lots of information on the school's progress and the immediate challenges facing the school.	
<b>9.0</b>	<b>Next Meeting</b>	
	The next meeting, the AGM and Annual Open Meeting, is scheduled for Tuesday, 24 March 2026 at 5:00pm in the Conference Room.	

10.0	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Phillip at 7:00pm.	

Signed (Chair)



Date: 24 Mar 26.

