Minutes of Meeting 2 of 2026 Cyril Jackson Senior Campus Board Annual General Meeting and Annual Open Meeting Conference Room Tuesday, 24 March 2026 at 5:00pm		
ATTENDEES: Milton Butcher – Principal, Phillip Draber, Chair – Community Representative, Debra Fitzsimons - Staff Representative, Peter Stone – Community Representative, Dr Fiona Navin – Community Representative, Amy Kazim – Staff Representative, Alicia Blunt – Secretary, Juan Andres Juarez Pernalete – Student Representative, Mohanad Yasen Housa – Student Representative		
1.0	**Welcome and Apologies**	**ACTIONS**
1.1	Opening and Acknowledgement of Country: The meeting was opened by Phillip Draber – Chair at 5.08pm. 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.	
1.2	Phillip welcomed the new student representatives, Juan Andres Juarez Pernalete and Mohanad Yasen Housa, to the Board and thanked them for their willingness to make this commitment. He also welcomed Amy Kazim as the new staff representative. Apologies: Dr Kathleen Franklyn – Community Representative, Murali Kumar – Community Representative and Sarah Hammond – Community Representative.	
1.3	Confirmation of Agenda: Phillip confirmed the agenda for the meeting. All documents relating to the meeting should have been received by Board members via email.	
2.0	**Disclosure of Interest**	
2.1	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. 2 of 2026.	
3.0	**Minutes of Previous Meeting**	
3.1	The Minutes of the previous AGM, held on 25 March 2025 (Attachment 1), were tabled. Debra Fitzsimons and Fiona Navin moved: *"The Board endorses the minutes of the previous AGM, held on 25 March 2025 as otherwise complete and accurate."* – **CARRIED**	
3.2	Business and Actions Arising. Nil	
3.3	Board Annual Report 2025 (Attachment 2) Phillip presented the Annual Report for the Board to the Annual Open Meeting. Peter Stone and Juan Andres Juarez Pernalete moved: *"The Board notes the Board Annual Report for 2025."*	
3.4	Election of Office Holders Phillip handed over to Milton to oversee the Election of Chair to the Cyril Jackson SC Board:	

	Milton called for nominations for Chairperson. Debra Fitzsimons nominated Phillip Draber. Peter Stone seconded. Phillip Draber accepted the nomination to serve for a sixth term as Chair. All were in favour. Phillip is therefore appointed as Chair of the Board for 2026.	
3.5	Phillip took the chair and welcomed the 2026 Board members.	
3.6	Training for Board Members (Attachment 3) was tabled. Attachment 3 contains information on training that is available for members, mainly on-line and some face-to-face. Members are welcome to complete this training. Amy Kazim and Fiona Navin moved: *"The Board notes the training opportunities for members."* – **CARRIED**	
4.0	**Minutes of Previous Meeting**	
4.1	The minutes of the previous meeting held on 24 February 2026 (Attachment 4) were tabled. The minutes of the electronic meeting held on 16 March 2026 (Attachment 5) were tabled. Fiona Navin and Debra Fitzsimons moved: *"The Board endorses the minutes of the meeting held on 24 February 2026 and the electronic meeting that was held on 16 March 2026 as otherwise complete and accurate."* – **CARRIED**	
4.2	Business and Actions Arising Nil	
5.0	**Reports and Operational Matters**	
5.1	Finance Report (Attachment 6) was tabled. Alicia presented a finance report that showed a red square due to the budget not being finalised as the Department only released the figures to the school today. The budget will need to be finalised before consideration by the School Finance meeting and then an electronic meeting will be held to approve the final budget with the Board. Although there was a reduction in overall student numbers, due to the student characteristics funding at Census, the school will receive more funding than for last year. At the previous meeting in February, Alicia said she would seek out collection rates at schools in the area for a comparison to CJSC. Compared to the schools that she was able to get figures from, CJSC has a higher rate of collection. This rate has also increased over the years. Amy Kazim and Peter Stone moved: *"The Board notes the Financial Report."* – **CARRIED**	

5.2	Principal's Report – (Attachment 6) Milton Butcher provided the Principal's Report as follows: • Staffing Changes – School remains fully staffed. Rising enrolments in IEC require an additional teacher. One has been appointed. Milton will be taking LSL in Term 2 and will return in Term 3. A replacement has been selected with the assistance of the District Director. The staff and the Board will be notified once the process is completed. • Census 2026 – Census 2026 has not been confirmed. The expected 2026 funded cohort is 579.2 FTE, a decline from 2025 but funding will increase due to the increase in EALD numbers. • 2025 Budget Position – The one-line budget for 2026 has not been settled by the Department. Budget information was only provided to schools today. • Free Fare Travel – There has been no progress on this issue since the last meeting. • Flagpole – No change since the last meeting. • KISS FM – No change since the last meeting. • New Administrative System – The new Kaartdijin administrative system is a work in progress. Issues specific to CJSC are being addressed including running two timetables and the new "go live" date is being proposed for during Term 2. • Explicit Instruction Program – This program is underway with four participants. Each has an observer working with them on a topic of interest to the participant's growth as a teacher. Prof Hammond, AM will visit during Term 2 to complete an expert observation. • Aboriginal Enrolments – CJSC has establish a partnership with the newly established WA Aboriginal Education and Training Consultative Council to help assist the school in developing messaging for second chance enrolments within the Aboriginal community. • Solar panels – No change since the last meeting. • Update on Board Membership – Following elections for staff and student representatives and the appointment of community members, the 2026 Board is in place. • Incursions/Student Activity – Tomorrow, Harmony Day will be conducted, this will be delivered by IEC Student Services. The annual Health Festival will be conducted next week, Wednesday, 1 April 2026. • Membership of the Finance Committee – The Terms of Reference for the Finance Committee state that the Principal will advise the Board of membership. Membership is Milton Butcher, Alicia Blunt, Steven Wolfenden, Belinda Stewart, Joanna Krysiak, Bruce Leggett, Hayder Atti, Vanessa Burke, Simone Becker and Pippa Beetson. • Use of Facilities – A current list of Licence for Third Party Use of School Property was in the tabled report. The organisers pay for the use of agreed facilities and make a contribution to the school's income stream. • Attendance – Attendance remains an area of school operations that requires constant effort. Since the last meeting in February, Year 11 attendance and the regular attendees have declined, however, Year 12 Attendance is better. Amy Kazim and Fiona Navin moved: *"The Board notes the Principal's report."* – ***CARRIED***	
5.3	Student Representative Report – Verbal Mohanad and Juan gave a verbal report on responses from a survey that they put out to students on how the students see the school and feedback on how things can be improved. A significant issue that came up was about the toilets and the cleanliness of them. How students felt that the toilets were being misused by students taking	.

	too long out of class to use their mobile phones and for vaping. The female students would like an increase on the availability of sanitary products. Another issue that was raised by the students was the lack of space that can be used to study during free periods. The library is quite well used and can be quite noisy. Juan and Mohanad said that the Seminar room is now being opened for students to use to study in but not a lot of students know about this. It was felt that there was not enough study support for students, particularly the ones studying ATAR. The Help Desk is manned by staff that can help students with this, but Juan and Mohanad feel that more needs to be done to raise awareness to students about this. There was a discussion about the matters raised with staff suggesting some options. Milton to place an article in CJ News on the factors raised. Peter Stone and Debra Fitzsimons moved: *"The Board notes the verbal report."* – ***CARRIED***	
5.4	Staff Representative Report – Verbal Amy presented the Demographic Report (Attachment 8) which Ela Amor-Robertson put together showing the Board a sense of the cultural diversity of the students that attend CJSC. Data was presented on where students were born and their first languages. Debra credited Amy for the Career Newsletter that she has created to get more information out to students on opportunities that are out there that they may be interested in. She also mentioned the work that Caz (family name?), the Wellbeing Officer, has been doing by running activities during lunchtimes, such as the Open Mic session. Debra is working on the Health Day Festival that will take place in Week 9 on Wednesday, 1 April 2026. There will be over 40 outside agencies attending and 5 other outside schools coming to CJSC for the festival. Board members are invited. Fiona Navin and Mohanad Yasen Housa moved: *"The Board notes the verbal report."* – ***CARRIED***	
6.0	**Discussion Items**	
6.1	2026 Projected School Budget (Attachment 6) was tabled. Members noted the projected budget and that the school appears to be in a good financial position for 2026. Debra Fitzsimons and Peter Stone moved: *"The Board notes the general budget position for 2026 and the requirement for an electronic meeting resolution to note the budget once the Education Department figures are made available to the School."* – ***CARRIED***	
6.2	Statement of Expectation 202x – 20xx The previous Statement of Expectation was extended for completion in 2025. There has been nothing at this stage, whether it may be further extended or if there is a new one coming.	

	If a new one is presented it may require an electronic meeting for the Board to note the Statement of Expectation, Milton will keep the Board informed.	
6.3	School Funding Agreement, 2026 (Attachment 11) was tabled. Peter Stone and Amy Kazim moved: *"The Board notes the School Funding Agreement for 2026 and authorizes the Chair to sign."* – **CARRIED**	
6.4	Annual Report for 2025 (Attachment 12) Milton tabled the 2025 Annual Report. This meets requirements, containing information on school progress, achievement and financial data. When endorsed, the Report will be uploaded to the Schools On-Line and the CJ website. Peter Stone and Debra Fitzsimons moved: *"The Board notes the Annual Report for 2025."* – **CARRIED**	
7.0	**Other Business**	
	Nil	
8.0	**Round table evaluation**	
	Phillip thanked the members for their collegiality during the meeting in and around the room; particularly to the board members who when required, explained to governance mechanics to our new Student Board members.	
9.0	**Next Meeting**	
	The next meeting is scheduled for Tuesday, 9 June 2026 at 5:00pm in the Conference Room. Next Open Meeting – 2027.	
10.0	**Meeting Close/Adjournment**	
	The meeting was closed by Phillip at 6.50pm.	

Signed (Chair) ____________________

Date: 16 June 2026