

**Minutes of Meeting 2 of 2021**  
**Cyril Jackson Senior Campus - Board Meeting**  
**Conference Room**  
**Tuesday, 30 March 2021 at 5:00pm**

**ATTENDEES:**

Milton Butcher – Principal, Martin Dempsey – Community Representative– on phone, Russell Brown – Community Representative, Professor Angela Hill – Community Representative, Santosh Pande – Secretary, Ela Amor-Robertson – Staff Representative, Debra Fitzsimons – Staff Representative, Geordie Smith – Student Representative, Jim Stewart – Student Representative, Leila Withrow – Student Representative, Phillip Draber – Community Representative

<b>1.0</b>	<b>Welcome and Apologies</b>	<b>ACTIONS</b>
1.1	Opening: The meeting was opened by Milton Butcher at 5:10 pm.	
1.2	Apologies: Marie Molloy – Staff Representative Peter Stone – Community Representative	
1.3	Confirmation of Agenda: Milton confirmed the agenda for the meeting. All documents relating to the meeting should have been received by the Board via email and were also provided in files.	
1.4	<p>The following motions were put forwarded and seconded to seek the Election of Chair and Treasurer (whilst Incorporated) to the Cyril Jackson SC Board: Milton called for nominations for Chairperson.</p> <p>Phillip Draber - self nominated moved and Jim Stewart seconded: <i>"The Board elects: Phillip Draber to Chair of the Board of Cyril Jackson SC."</i> - <b>CARRIED</b></p> <p>Phillip is therefore appointed as Chair to the Board.</p> <p>Nominations for Treasurer.</p> <p>Debra Fitzsimons – self nominated moved and Geordie Smith seconded: <i>"The Board elects: Debra Fitzsimons to Treasurer of the Board of Cyril Jackson SC."</i> - <b>CARRIED</b></p> <p>Debra is therefore appointed as Treasurer to the Board.</p>	
<b>2.0</b>	<b>Disclosure of Interest</b>	
2.1	The Board noted that there were no real, perceived or potential conflicts of interest experienced by any member in relation to the items on the Meeting No. 2 of 2021 agenda.	
<b>3.0</b>	<b>Minutes of Previous Meeting</b>	
3.1	<p>The Minutes of the previous meeting held on 23 February 2021 (attachment 1) were tabled.</p> <p>Angela Hill and Russell Brown moved: <i>"The Board endorses the minutes of the previous meeting as otherwise complete and accurate."</i> – <b>CARRIED</b></p> <p>The Minutes of the special electronic meeting held on 26 March 2021 (attachment 2) were tabled.</p> <p>Angela Hill and Russell Brown moved: <i>"The Board endorses the minutes of the electronic meeting as otherwise complete and accurate."</i> - <b>CARRIED</b></p>	As a result of the electronic meeting, Phillip Draber is appointed to the Board as a Community Representative.
3.2	<p>Business and Actions Arising.</p> <p>Update on Incorporation and move to deregister. Milton advised this is no closer to progressing since last meeting. Karen has had no contact back. At previous meeting Russell acknowledged that he knows</p>	Agreed for now that Russell to use his contacts to move forward.

	of staff at management level should the need arise. Milton has asked that if Russell can please use his contacts to see what is required to be done to progress this matter.	
<b>4.0</b>	<b>Reports and Operational Matters</b>	
4.1	<p>Update to Board Membership</p> <p>The following motion was put forward and seconded to seek the appointment (elected by the Board) of a new Community member, Liza Beinart, to the Cyril Jackson SC Board:</p> <p>Ela Amor-Robertson moved and Leila Withrow seconded: <i>“The Board elects: Liza Beinart to the Board of Cyril Jackson SC.”</i> - <b>CARRIED</b></p> <p>Liza is therefore appointed to the Board.</p>	
4.2	<p>Finance Report – (attachment 3)</p> <p>Santosh provided as follows:</p> <ul style="list-style-type: none"> <li>• The schools financial position as at 25 March 2021.</li> <li>• He outlined key features.</li> </ul> <p>Jim Stewart and Geordie Smith moved: <i>“The Board notes the Finance Report.”</i> – <b>CARRIED</b></p>	
4.3	<p>School Budget (attachment 4)</p> <p>Santosh provided as follows:</p> <ul style="list-style-type: none"> <li>• The 2021 Budget. He outlined key features of the income and expenditure, including a projected operational surplus of \$20,000.</li> </ul> <p>Questions raised as to how the expenditure and projected surplus can be sustained if the budgeted income is not achieved and if all fees and charges are not collected? This was due to the fall in the student numbers at census. Santosh gave some details as to how the one line budget operates and how the budget was developed.</p> <p>Angela Hill and Russell Brown moved.</p> <p><i>“That the projected income from fees and charges is reviewed in line with 2021 expected enrolments and the Budget is considered via an electronic meeting.”</i> - <b>CARRIED</b></p> <p>Board is happy to receive this advice and approve an amended (if needed) the resulted budget electronically.</p>	<p>Santosh will review the projected fees and charges income in the 2021 School Budget and make any follow-up adjustments to expenditure as required. The School Budget will then be considered by the Finance Committee and put to the Board via an electronic meeting.</p>
4.4	<p>Principal’s Report (attachment 5)</p> <p>Milton provided the Principal’s Report as follows:</p> <ul style="list-style-type: none"> <li>• School financial position due to loss in enrolment of IEC students. IEC staff were retained at school and used accordingly. Cost of \$518 000 calculated and has been advised to the Department. Waiting to see what, if any, will be covered.</li> <li>• Unprecedented levels of violence being displayed at the campus. Suspensions have been instituted. This is unacceptable behaviour. Students over 18 will be considered for exclusion and they will be warned of this decision.</li> <li>• A successful Harmony Day was conducted with visiting presenters, stalls</li> </ul>	

	<p>and activities. Congratulation to Deb Fitzsimons and team.</p> <ul style="list-style-type: none"> <li>• Effort of staff has been high tempo over the last couple of weeks collecting and presenting the work of the school for the school review. Range of entries now fill the ESAT tool. Review due to presented to the Department today. Board members have an opportunity to meet the Review Team on the morning of Wednesday 21 April.</li> <li>• Board induction files have been prepared for new members. These will be distributed tonight.</li> <li>• Dr Phil Paioff, Aboriginal Education expert, is working with staff to consider how the school is placed in terms of support for Aboriginal students. Intention is to consider an Aboriginal re-engagement strategy for 2022 and on-going.</li> <li>• How Language Works program being implemented by staff.</li> <li>• Seeking to undertake work with Dr Lorraine Hammond, AM from ECU around explicit instruction in the senior years.</li> </ul> <p>Russell Brown and Geordie Smith moved: <i>"The Board notes the Principal's report."</i> – <b>CARRIED</b></p>	
4.5	<p>Student Representative Report</p> <p>Jim suggested that new students enrolling may be bringing in negative behaviour, violence and mental health issues from previous schools they have attended. Not sure on what services are available here.</p> <p>Debra responded to Jim regarding services available in the school: Student Services, psychologists, nurse and deputies.</p> <p>Milton suggest that student support may an item to consider for a future agenda.</p> <p>Leila wanted to bring to attention that new bollards to stop parking issues has caused a new problem of parking on the road. How can this be policed?</p> <p>Debra Fitzsimons and Martin Dempsey moved: <i>"The Board notes the student's report."</i> - <b>CARRIED</b></p>	
4.6	<p>Staff Representative Report</p> <p>Ela stated that COVID has impacted on staffing and student numbers and quoted "In unprecedented times it is hard to plan for what we don't know will happen."</p> <p>Debra Fitzsimons and Martin Dempsey moved: <i>"The Board notes the staff report."</i> -<b>CARRIED</b></p>	
<b>5.0</b>	<b>Discussion Items</b>	
5.1	<p>Report on progress of the School Business Plan Attachments 6 and 7 were tabled.</p> <p>Milton presented a rather large report that was commenced by Karen Read in 2020. He has updated data and made some additions – student destination data and a "traffic light" report. He acknowledged Greg Smith for his help in putting together the "traffic light" system and gave an explanation of the report.</p> <p>Debra Fitzsimons and Angela Hill moved: <i>"The Board notes the report."</i> - <b>CARRIED</b></p>	
5.2	<p>Annual Report Attachment 8 – the 2020 School Report was tabled.</p>	Milton will now upload the Annual

	<p>Most of the report was written by Karen Reid in 2020. It shows the journey through last year. Information was also used in the Business Plan progress report. Milton has updated the Annual Report with 2020 data and also made some additions – Finance graphic and student destination data.</p> <p>The report is a testament to the role the school played in the meal program and work in the community education with COVID information translation.</p> <p>Angela Hill and Russell Brown moved: “<i>The Board notes the report</i>”. – <b>CARRIED</b></p>	Report to Schools On-line. This is due by the end of Term 1.
5.3	<p>Statement of Expectation (attachment 9)</p> <p>Russell Brown and Geordie Smith moved: “<i>The Board notes the report and authorises the Chair signing as noting</i>”. – <b>CARRIED</b></p>	The document will be prepared for Phillip’s signature and signed ASAP.
5.4	<p>Funding Agreement for Schools 2021 (attachment 10)</p> <p>Jim Stewart and Leila Withrow moved: “<i>The Board notes the report and authorises the Chair signing as noting</i>”. - <b>CARRIED</b></p>	The document will be prepared for Phillip’s signature and signed ASAP.
5.5	<p>Public School Review (attachment 11)</p> <p>The Department’s guidance on the Public School Review was tabled. This sets out the 6 Domains of the Review. Evidence is provided against the domains. The ESAT is uploaded tomorrow and then the Review Team follow-up coming to the school on Wednesday 21 April. David Wood and Amanda Reid have agreed to come back and represent the previous Board and an ex student’s parent also has agreed to attend. If any new Board members are available please let Milton know.</p>	
<b>6.0</b>	<b>Other Business</b>	
6.1	No other business was raised.	
<b>7.0</b>	<b>Next Meeting</b>	
	The next meeting is scheduled for Tuesday, 25 May 2021 at 5:00pm in the Conference Room.	
<b>8.0</b>	<b>Roundtable evaluation of the meeting</b>	
	Nil	
<b>10.0</b>	<b>Meeting Close/Adjournment</b>	
	The meeting was closed by Phillip at 6:50 pm	

Signed (Chair)  \_\_\_\_\_

Date: 25 May 2021