

Minutes of Meeting 4 of 2021
Cyril Jackson Senior Campus - Board Meeting
Conference Room
Tuesday, 17 August 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, Marie Molloy – Staff Representative, Geordie Smith – Student Representative, Leila Withrow – Student Representative, Phillip Draber (Chair) – Community Representative, Liza Beinart – Community Representative

1.0	Welcome and Apologies	ACTIONS
1.1	Opening: The meeting was opened by Phillip Draber-Chair at 5:00 pm.	
1.2	Apologies: Jim Stewart – Student Representative, Peter Stone – 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 the Board via email and were also provided in files.	
2.0	Disclosure of Interest	
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. 4 of 2021 agenda.	
3.0	Presentation – IEC and EAL/D	
	Ela Amor-Robertson – IEC-Teacher in Charge EAL/D, presented to the Board and gave an overview of IEC, the work undertaken by staff and the services that are available to IEC students and the achievements of several former IEC students. Several papers were tabled.	
4.0	Minutes of Previous Meeting	
4.1	The Minutes of the previous meeting held on 25 May 2021 (attachment 1) were tabled. Geordie Smith and Angela Hill moved: <i>“The Board endorses the minutes of the previous meeting as otherwise complete and accurate.”</i> – CARRIED The Minutes of the General meeting of the Incorporated Board held on 25 May 2021 (attachment 2) were tabled. Deb Fitzsimons and Leila Withrow moved: <i>“The Board endorses the minutes of the General meeting as otherwise complete and accurate.”</i> – CARRIED	
4.2	Business and Actions Arising. Milton advised that the Board is no longer an Incorporated body. (attachment 3).	
5.0	Reports and Operational Matters	
5.1	Finance Report – (attachment 4) Santosh spoke to the finance report as follows: <ul style="list-style-type: none"> • He presented key features of both income and expenditure for the cash budget. There is a focus on collecting Charges and Fees. There was a 60% collection rate in 2020 and it is close to 48% at this stage. Electronic reminders are being	

	<p>sent with regards to payments that are due.</p> <p>Deb Fitzsimons and Martin Dempsey moved: <i>“The Board notes the Finance Report.” – CARRIED</i></p>	
5.2	<p>Principal’s Report (attachment 5)</p> <p>Milton provided the Principal’s Report as follows:</p> <ul style="list-style-type: none"> • Campus Ball – Thank you to Deb, front office staff and teachers for coming together for a great night, with the inclusion of Ed Support students and staff. • Incorporation – Dealt with in Business and Action Arising. No longer Incorporated. • Student Advisory Group – Three of the student members are also Board Members. The group is actively looking into improvement to student amenities on the grounds. • Business Plan – Work has commenced to develop a new business plan. • Aboriginal Education - Continuing to work with Dr Phil Paioff regarding an engagement program within the school. • Attendance Date for 2020 – Data has been released for 2020 and adjusted to remove the impact of weeks 7 to 10 of Term 1 due to the encouragement and/or instruction to keep children home due to Covid. A report on 2020 will be given at the next meeting. • Remedial Reading – There is a need for a remedial reading program and is being worked on with Dr Lorraine Hammond with regards to establishing a program. • Explicit Teaching PD - This program is being developed with Dr Hammond. It is likely that this year will be a planning time with an execution date in 2022. • Maintenance – Slow going. Department has agreed to fund a new extraction system in Woodwork, replace some cupboards in Hospitality and some external painting. The roof replacement program has also been re-scheduled. • Staffing Matters Projected in 2022 – With border closures and reduction in migration, there was a decline in enrolments for 2021. This also filters down and impacts mainstream. The Department is aware of this but no solution has yet been advised. If anything is released by the Department Milton will email this information out to the Board. • School Operations – Term 2 concluded with reporting. <p>Martin Dempsey and Marie Molloy moved: <i>“The Board notes the Principal’s report.” – CARRIED</i></p>	<p>Milton will update the Board with the “top secret” section of the Attendance Data.</p> <p>Milton will update the Board if any information comes through with regards to Staffing Matters in 2022.</p>
5.3	<p>Student Representative Report</p> <p>Geordie provided a verbal report.</p> <ul style="list-style-type: none"> • ATAR students busy with study with exams coming up. • Student Advisory Group is underway and trying to get students to come through with ideas (small achievable goals). The Student Common room (Rm 13) is an area that is being looked at. How to improve it? Rules, guidance how to maintain it? Students leave it messy and leave dirty dishes. • More emphasis on Recycling programs is another idea. • There has been feedback that the movement from IEC to Mainstream is quite significant and some of the students feel underprepared. 	

	<p>Ela Amor-Robertson and Leila Withrow moved: <i>“That the Board notes the survey for completion by members during the period 18 August 2021 to 24 September 2021.”</i> - CARRIED</p>	
6.4	<p>Board Terms of Reference (attachment 7).</p> <p>Milton and Phillip have been through the Terms of Reference. Rules that are required have been left in, there are a few decisions that need to be made.</p> <p>The new Terms of Reference will take effect in March 2022.</p> <p>Deb Fitzsimons and Liza Beinart commented that the Purpose of the Board does not suit the Board as it is currently operating. This will be added to Business Arising and considered at next Board meeting.</p> <p>Martin Dempsey and Angela Hill moved: <i>“That the Board endorses a two year membership term and approves the draft Terms of Reference noting the Purpose will be resolved at the next meeting.”</i> - CARRIED</p> <p>Deb Fitzsimons and Liza Beinart moved: <i>“That as an interim measure during 2021 that where membership and procedural clauses in the adopted Terms of Reference differ from the 2021 membership profile, the membership and procedures prevail until the February 2022 meeting.”</i> - CARRIED</p> <p>Geordie Smith and Leila Withrow moved: <i>“That the adopted Terms of Reference, when finalised at the next meeting, apply as of the March 2022 meeting.”</i> - CARRIED</p>	
6.5	<p>Code of Conduct (attachment 8).</p> <p>The Code of Conduct needs to be updated as it contains elements from Incorporation. Will defer the matter until October meeting.</p>	<p>Milton and Phillip will meet and make some suggested adjustments and consider at the next meeting.</p>
6.6	<p>Update on New Business Plan (attachment 9).</p> <p>Staff have been working through as Teams on the Campus Development Day and the collective responses from the day are reported in the attachment. Survey Monkey may be used to sort through the collected feedback to finalise the Mission Statement, Vision Statement and Values.</p> <p>No strategies will be put in place until the priorities are agreed.</p> <p>Attached Review and Accountability Model is a guide on “How things are working now.”</p> <p>Attached Pedagogical Framework is a guide on “How we do business at CJ.” The Plan will continue to be developed and hopefully will be working on the priorities and strategies in October.</p>	
7.0	Other Business	
7.1	<p>Deb Fitzsimons reported that Student Services is working on transgender when it comes to enrolment. Will bring more to meeting when knows more.</p>	

	<p>Deb Fitzsimons and Angela Hill moved: <i>"The Board notes the student's report."</i> – CARRIED</p>	
5.4	<p>Staff Representative Report</p> <p>Deb Fitzsimons presented a report and tabled a paper. There have been quite a few activities.</p> <ul style="list-style-type: none"> • Coles and Second Bite have been providing fruit, vegetables and bakery products for students and staff. • Social volleyball and soccer/football games – usually with North Lake but they were unable to make numbers. • Visual Art Department has had Cheryl Millard on a work placement based on Art Therapy, conducting group and individual sessions. • Campus Ball – great night, with lots of photos to come. Thanks to Leila for helping with seating plan. • Certificate II students planted a bird attracting garden and have been giving tours to staff and students. <p>Marie Molloy advised the Board.</p> <ul style="list-style-type: none"> • Visual Arts – graphics (Art House) working with Town Planning for an art walk trail along the railway track. The use of QR Codes will direct to information about the artwork and student. More information to follow as it comes out. <p>Geordie Smith and Leila Withrow moved: <i>"The Board notes the staff report."</i> – CARRIED</p>	
6.0	Discussion Items	
6.1	<p>Report on CJ Driving Lesson Grant.</p> <p>Ela Amor-Robertson presented to the Board information regarding the CJ Driving Lesson Grant and tabled a paper. The grant subsidises driving lessons for CJ students who have obtained their Learners Permit through the Keys for Life program that is run at the Campus. Funds are obtained through fundraising from the campus's second hand clothing shop and a QR Code set up for Containers for Change.</p> <p>Phillip Draber and Russell Brown moved: <i>"The Board notes the report."</i> – CARRIED</p>	<p>Phillip challenged Board members to use the QR code at least once before the next meeting.</p> <p>Ela to email out the QR Code to Board members.</p>
6.2	<p>Board Schedule of Events for 2021</p> <p>Charges – 26 October meeting Annual Open Meeting - November 30 meeting AGM – Election of office bearers – March 2022</p> <p>Martin Dempsey and Russell Brown moved: <i>"That the Board adopts the proposed Schedule of Events for 2022."</i> - CARRIED</p>	
6.3	<p>Board Self-assessment Survey for 2021 (attachment 6).</p> <p>Milton tabled the Department's standard self-assessment for the Board and spoke to the survey. Board members have from 18 August until 24 September to complete the survey. This is the Board members opportunity to have their say and the results will be reported at the next meeting.</p>	<p>A report on results will be presented at the October meeting.</p>

7.2	Phillip commented that if anyone on the Board would like to email him with feedback or anything from the meetings please feel free to do so.	
8.0	Next Meeting	
	The next meeting is scheduled for Tuesday, 26 October 2021 at 5:00pm in the Conference Room.	
9.0	Roundtable evaluation of the meeting	
	Nil	
10.0	Meeting Close/Adjournment	
	The meeting was closed by Phillip at 7.10 pm	

Signed (Chair)



Date:

26 October 2021

