

Minutes of Meeting 5 of 2021
Cyril Jackson Senior Campus - Board Meeting
Conference Room
Tuesday, 26 October 2021 at 5:00pm

ATTENDEES:

Milton Butcher – Principal, Martin Dempsey – Community Representative– on phone, Russell Brown – Community Representative, Professor Angela Hill – Community Representative- on phone, Alicia Blunt – Secretary, Ela Amor-Robertson – Staff Representative, Debra Fitzsimons – Staff Representative, Jim Stewart – Student Representative, Peter Stone – Community Representative, Geordie Smith – Student Representative, Leila Withrow – Student Representative, Phillip Draber (Chair) – Community Representative, Liza Beinart – Community Representative

| 1.0 | Welcome and Apologies | ACTIONS |
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| 1.1 | Opening: The meeting was opened by Phillip Draber-Chair at 5:05 pm. Welcome to Alicia Blunt – new MCS to replace Santosh Pande, as Board Secretary. | |
| 1.2 | Apologies: Marie Molloy – Staff 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. 5 of 2021 agenda. | |
| 3.0 | Presentation – Arts House | |
| | Art House presentation will be held at the next meeting due to the presenter being away. | |
| 4.0 | Minutes of Previous Meeting | |
| 4.1 | The Minutes of the previous meeting held on 17 August 2021 (attachment 1) were tabled. Russell Brown and Leila Withrow moved: “ <i>The Board endorses the minutes of the previous meeting as otherwise complete and accurate.</i> ” – CARRIED | |
| 4.2 | Business and Actions Arising. Nil | |
| 5.0 | Reports and Operational Matters | |
| 5.1 | Finance Report – (attachment 2) Alicia spoke to the finance report as follows: <ul style="list-style-type: none"> • An \$80 000 increase in expenditure from the last meeting, not a lot of revenue received. <p>No further staff budget spending is encouraged as budget money should be spent on this year’s students. There is still some maintenance to be carried out at the cost of approx. \$20 000 for Room 42. If there is anything in particular that anyone wants to know or see Alicia is happy to accommodate.</p> <p>Liza Beinart and Geordie Smith moved: “<i>The Board notes the Finance Report.</i>” – CARRIED</p> | |

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| 5.2 | <p>Principal's Report (attachment 3)</p> <p>Milton provided the Principal's Report as follows:</p> <ul style="list-style-type: none"> • 2022 Staffing – 2022 staffing has been partly resolved with the Department agreeing to fund surplus IEC staff. Funded surplus staff are to undertake system level work in other schools with high EALD enrolments. • Common Room Upgrade – Refurbishment completed and within budget. More to report from Student Representatives. • WA Education Awards – Hospitality teacher, Ms Cath MacDougall, has been named as a finalist in the Secondary Teacher of the Year category. • KISS Radio – An alternate dance music radio station, in 2020, purchased the radio licence of the school. Work in allowing the station to broadcast is moving slowly due to the issues raised by the Department. Deal for use of the antenna is \$4 500 free advertising. Best seen as a “more to follow” as this progresses. • Year 12 Presentation Ceremony – Year 12 Presentation Ceremony is scheduled for Friday, 26 November 2021. Several new awards to be introduced – Principal's Art Award, the Carol Garlett Award for Achievement (for Aboriginal students) and the Arthur Leggett, OAM Award for Endeavour. • Remedial Reading – Remedial reading program has commenced and it is intended to retain the program into 2022. • Explicit Teaching PD – Program is being developed with Dr Lorraine Hammond, AM of ECU. Development work will recommence at the end of examinations. • National Schools Opinion Survey – Parent results of this survey are satisfactory. The student survey is now open and staff survey will open next week. The results will be reported at the next meeting (30 November 2021) or the first meeting in February 2022. • Alumni – Has been some interest in former students either leading class reunions or seeking to give back to the school. A reunion of the first Cyril Jackson SHS intake (1962) is being organised for next year. Introduction of a segment “My life since CJ” at the Year 12 Presentation Ceremony is a good reason to improve alumni contacts so there will be a speaker at future events. • Board Members Survey – Results are in and a discussion on the results is an agenda item for later. • Business Plan - Work is progressing. This is an agenda item later in the meeting. • Aboriginal Education – Work to look at a mature aged Aboriginal re-engagement strategy continues. A luncheon was hosted by the school with invites to significant Aboriginal educators to help promote and build relationships within the community. There is also work being undertaken with Kurongkurl Katitjin at ECU to look at a pathway for students seeking university entrance who are not ready to start the preparation program, UniPrep. • Schools Operations – Year 12 cohort exited school last Friday, 22 October 2021. ATAR examinations commence next week. <p>Martin Dempsey and Deb Fitzsimons moved: <i>“The Board notes the Principal's report.”</i> – CARRIED</p> | Milton will keep the Board updated with regards to 2022 Staffing. |
| 5.3 | <p>Student Representative Report</p> <p>Geordie provided a verbal report.</p> | |

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| | <p>The Student Advisory Group (SAG) over the last couple of months have been planning the refurbishment of the Student Room (Rm 13) with the allocation of \$10 000 from Hon Dave Kelly, MLA. This has been completed with great success and within budget. There was an opening on Friday 15 October 2021 with Hon Dave Kelly, MLA present at the opening. There has been a lot of help along the way from Deb Fitzsimons and Rosie Crammond taking the reins and running with it. She has been a great motivator and pushed to get things accomplished. Students have commented on how great the room is. The SAG would like to keep it the way it is for students in 2022 and are looking at ways to encourage everyone to enjoy and the room. Ideas have been game days and a calendar with up and coming events listed. A handover pack is being compiled for next year and hopefully the Year 11s that are in the group will continue in 2022.</p> <p>Russell Brown and Jim Stewart 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"> • Cath MacDougall – WA Premier's Secondary Teacher of the Year 2021 Finalist. Cath has been away for 2 weeks on the Lands working with students and staff from 7 Lands Campuses. • Grand opening for the CJ Student Room with Hon Dave Kelly, MLA. He congratulated all students involved. A beautiful print by indigenous artist, Wilo, was donated by Midlas and framed by Peter Stone. • Act, Belong, Commit – Students ran events promoting how to keep mentally and physically healthy. • Nikki Davenport's Year 11 General Economics ran a couple of Enterprise activities. The car wash was deferred a few times due to the rain. All businesses made a profit. • The Certificate II and III Aged Care and Allied Health students had a graduation and certificate presentation. Cert I Wider Opportunities for Work class also had a graduation and certificate presentation. Eight out of 10 completed the certificate. All students were very proud of their achievements. • Bassendean Green Trail Gallery – Town of Bassendean and Cyril Jackson Art students created a series of digital artworks along a portion of the path between First and Third Avenue using QR codes. • Staff Farewell Gig for the 2021 Year 12s. Incredible performance by staff and the energy was amazing and everyone was up dancing by the end. Great engagement and positive involvement. Hope to make this an annual event. <p>Leila Withrow and Geordie Smith moved: <i>"The Board notes the staff report."</i> – CARRIED</p> | |
| 6.0 | Discussion Items | |
| 6.1 | <p>Board Terms of Reference. (attachments 4 and 5).</p> <p>Deb Fitzsimons and Russell Brown moved: <i>"The Board accepts the suggested Purpose Statement from attachment 5 for the Terms of Reference."</i> – CARRIED</p> <p>Martin Dempsey and Peter Stone moved: <i>"The Board adopts the Terms of Reference, and it applies in total as of the March 2022 meeting."</i> – CARRIED</p> | |

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| 6.2 | <p>Code of Conduct. (attachment 6). The Code of Conduct needed to be updated as it contained elements from Incorporation. The Board considered attachment 6 and no amendments were made.</p> <p>Russell Brown and Ela Amor-Robertson: <i>"That the tabled Code of Conduct is adopted and applies with immediate effect."</i> - CARRIED</p> | |
| 6.3 | <p>Board Schedule of Events for 2021. (attachment 7).</p> <p>At the last meeting, the Board adopted a schedule of events that included the consideration of subject charges and other matters at this meeting. Unfortunately, this cannot proceed as the matter is being addressed within the school's administrative processes. It would be useful to endorse the charge schedule ASAP to enable families to know the impost of studying at CJ in 2022 through an electronic meeting.</p> <p>The Board considered the draft charges as tabled in attachment 7 and there was discussion around some courses. Alicia agreed to check several proposed charges.</p> <p>Deb Fitzsimons and Leila Withrow moved: <i>"That the Board deals with subject charge and other imposts on students for 2022 by an electronic meeting."</i> - CARRIED</p> | |
| 6.4 | <p>Board Self-assessment Survey for 2021. (attachments 8, 9 and 10).</p> <p>Milton presented PowerPoint on results of Board Member Survey to Board. Results are satisfactory and responses, perhaps, reflect newness of the Board.</p> <p>Liza Beinart and Jim Stewart moved: <i>"That the Board notes the results of the survey by members and the suggestions for improvement."</i> - CARRIED</p> | |
| 6.5 | <p><i>Update on Next Business Plan.</i> (attachments 11, 12 and 13).</p> <p>Following the staff and Board survey, Leadership provided feedback on the results and the writing group convened again to finalise the Fundamentals of the next Business Plan to put to the Board meeting for endorsement.</p> <p><i>The Board is asked to endorse "Your Place, Your Course, Your Path" and "CJ Changes Lives" with each being used in accordance with the best setting for the school.</i></p> <p><i>Leila Withrow and Peter Stone moved: "That the Board endorses the Mantra for the next Business Plan."</i> - CARRIED</p> <p>The Board is asked to endorse the following Mission statement:</p> <p><i>"Cyril Jackson Senior Campus's mission is to provide a range of educational opportunities for students aged 16 and over in a unique learning environment. We are committed to meeting the needs of a diverse student cohort through a mature ethos that empowers students to engage or re-engage with their</i></p> | |

education. We endeavour to provide a caring and compassionate place in which students can develop their independence, resilience, optimism and lifelong commitment to learning."

Geordie Smith and Deb Fitzsimons moved: "That the Board endorses the Mission for the next Business Plan." – **CARRIED**

The Board is asked to endorse the following Vision statement:

To be a community that delivers sustainable, connected, relevant and authentic learning experiences to foster hope and meet the individual needs and goals of our students.

The Board did not endorse the proposed Vision and made modifications. The Vision statement below was put to the vote.

To be a community that delivers relevant and applicable learning experiences that foster hope and meet the individual needs and goals of our students.

Russell Brown and Geordie Smith moved: "That the Board endorses the amended Vision for the next Business Plan." - **CARRIED**

The Board is asked to endorse the following Values:

Mnemonic – IROAR

Inclusivity

Respect

Opportunity

Achievement

Resilience

Deb Fitzsimons and Leila Withrow moved: "That the Board endorses the Values for the next Business Plan." - **CARRIED**

The Board is asked to endorse the following three priorities for the next Business Plan.

Students

Every student matters.

Cyril Jackson Senior Campus prepares students for life beyond the campus. Meaningful, realistic pathways and relevant learning experiences develop resourceful, engaged, independent and resilient students. Our learning programs support students' progress, achievement, motivation and confidence, encouraging them to reach their personal and academic goals. We value a holistic approach, meeting students' educational, social and emotional needs in a mature learning environment.


Teaching

Life-long learning for all.

All staff at Cyril Jackson Senior Campus share a growth mindset supported by mentorship and targeted high quality professional development opportunities. Teachers reflect on their skills in pedagogy, curriculum and assessment through data analysis, feedback and a continuous and comprehensive review-reflect-plan-do cycle. Our staff are committed to maximising outcomes for all students

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| | <p><i>in our care, consistently nurturing individual opportunity, wellbeing and progress.</i></p> <p>Partnerships</p> <p><i>Connections provide opportunities</i> <i>At Cyril Jackson SC we are committed to developing relationships with a range of organisations, businesses and agencies to provide the best opportunities and outcomes for students. We explore mutually beneficial new partnerships while maintaining and improving current links. This allows us to focus on creating meaningful and achievable student pathways while delivering authentic learning experiences.</i></p> <p>The Board agreed with the Students and Teaching statements, however made several minor amendments to the Partnerships statement, as below.</p> <p><i>At Cyril Jackson Senior Campus we are committed to developing relationships with a range of organisations, businesses and agencies to provide the best opportunities and outcomes for students. We explore mutually beneficial new partnerships while maintaining and improving current links. This allows us to focus on creating meaningful and achievable student pathways by delivering authentic learning experiences.</i></p> <p><i>Russell Brown and Peter Stone moved: "That the Board endorses the descriptions of the Priorities for the next Business Plan." - CARRIED</i></p> <p>Board members were issued with a copy of the Review and Accountability Model and the CJ Pedagogical Framework to review and to bring to the meeting in November.</p> <p><i>Peter Stone and Jim Stewart moved: "That the Board considers the Review and Accountability Model and the CJ Pedagogical Framework at the next meeting." - CARRIED</i></p> | |
| 6.6 | <p>Report on Attendance and Suspension for 2020.</p> <p>Milton presented via PowerPoint 2020 Suspension and Attendance data.</p> <p>Geordie Smith and Deb Fitzsimons moved: <i>"That the Board notes the reports on Suspension and Attendance for 2020."</i> - CARRIED</p> | |
| 7.0 | Other Business | |
| 7.1 | Deb Fitzsimons asked if the Roundtable be at the start of the meeting rather than the end. Phillip said he will take that on board. | |
| 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, the annual public meeting, is scheduled for Tuesday, 30 November 2021 at 5:00pm in the Staff Room. | |
| 9.0 | Roundtable evaluation of the meeting | |
| | Nil | |
| 10.0 | Meeting Close/Adjournment | |
| | The meeting was closed by Phillip at 7.35 pm | |

Signed (Chair)



Date:

30 November 2021