



BOB HAWKE COLLEGE

Minutes of Board Meeting held on 13 May 2020

Location: BHC Staffroom
Chair: John Burke / Tahnee Davies
Secretary: Tiki MacLennan
Minutes: Michelle Chapman

Attendees: John Burke, Tahnee Davies, Richard Diggins, Erica Schurmann, Catia Malaquias, Jeanette Steers, Annette Nisbet, Kylie Ashenbrenner, Tiki MacLennan, Matt Titmanis, Nicole Cooper, Adrian Lee, Michelle Chapman.

Apologies: N/A

Acknowledgement of Country

We wish to respectfully acknowledge the traditional owners and first peoples of this land, the Whadjuk people of the Perth region from the Noongar nation and their Elders past, present and emerging. We acknowledge, recognise, respect and seek to learn from their continuing culture and the contribution that they make to the life of this city and this region.

Purpose of Meeting

We meet today as part of our commitment to be "Extraordinary Together". We undertake to be the best version of ourselves and to authentically collaborate to create the best environment for student learning.

Time		Agenda Items	Discussion/Action	Who
6.10pm	1.0	Opening and apologies	Acknowledgement of country and acknowledgement of our local custodians. Purpose of meeting. John thanked everyone for their commitment to the Board and welcomed everyone to the inaugural meeting. Each member introduced themselves, their role and their connection to the College.	JB
	1.1	Apologies/absentees	As above	
	2.0	Election of College Board Chair	Nominations were called for College Board Chair. Two Nominations received: Tahnee Davies and Catia Malaquias. Election held with Board members voting.	JB
	3.0	Confirmation of Elected Board Chair	Tahnee Davies elected chair and thanked everyone for their trust. TD then assumed chairperson's role.	TD
	3.1	Election of College Board Deputy Chair	Nominations were called for College Board Deputy Chair. Two nominations received: Catia Malaquias and Kylie Ashenbrenner. Election held with Board members voting. Catia Malaquias elected.	TD
	3.2	Election of College Board Secretary	Nominations were called for College Board Secretary. Tiki MacLennan elected unopposed.	TD
	4.0	Terms of Reference	<ul style="list-style-type: none">TD: Interested in the number of College Board members. JB explained it was within guidelines of the Education Department and allowed the foundation board to have continuity with the ability to develop going forward.	TD

Time		Agenda Items	Discussion/Action	Who
			<ul style="list-style-type: none"> Benefit of subcommittees was raised. This was thought to be a positive idea to allow for the introduction of added expertise. RD: Clarification of confidentiality for Board members in Terms of reference. Board needed to develop a code of conduct for members. Discussion to continue via Governance Sub-Committee and to be a continuing agenda item for further Board Meetings 	
	5.0	Principal Update	Update as per summary given at meeting. Copy attached.	JB
	6.0	Finance Update	<p>NC provided summary BHC Financial position as of 13 May 2020. Summary included:</p> <ul style="list-style-type: none"> Introduction of the role of the Board in providing financial governance. Role of Manager Corporate Services explained. Noted that finance must remain accountable and transparent. Delivery and performance agreement from Education Department not available as yet. Acknowledgement and clarification of Principals accountability. Student Centred Funding overview provided and students of the current year. Explanation given of our unique situation as a "start-up year" in terms of budget, and the significance of the Establishment Grant <p>The Funding Agreement for Schools (Bob Hawke College) was tabled. Request that the Funding Agreement for Schools (Bob Hawke College) be noted in minutes and acknowledged by TD.</p>	NC
	7.0	Stage II Project Status	<ul style="list-style-type: none"> Stage II will cater for another 1000 students. Announcement of build start date imminent. Build will be disruptive but contained to north area of College. 	JB
	8.0	Next Steps & Actions	2020 meetings weeks 3 and 8 of term. 6pm – 7.15pm on Wednesdays.	
	9.0	Other Business	<ul style="list-style-type: none"> Subcommittee suggestions –Governance, Communications. KA discussed risk management – possibly considered within the Governance Sub-Committee? Dialogue between meetings with subcommittees to maximise effective use of time at College Board meetings. CM: Board needed to take guidance from the College as to the needs of the school. Point was raised to consider the size of the Board to allow added community members. This could allow for added skillsets to fill gaps in expertise. Consider student involvement in College Board when relevant and age appropriate (15 years of age to be a voting member of the Board). Allowed opportunity for modelling of leadership. TD: Self-assessment at end of year. Department of Education offer a 2-hour presentation for board training. 	All

Time	Agenda Items	Discussion/Action	Who
	Next meeting: 17 June 2020, BHC Staffroom		
7.45pm	Meeting Closed:	Meeting closed	

Chair



17/6/2020