



BOB HAWKE COLLEGE

Minutes of Board Meeting held on 28 October 2020

Location: BHC Board Room
Chair: Tahnee Davis
Secretary: Tiki MacLennan
Minutes: Michelle Chapman

Attendees: John Burke, Tahnee Davies, Nicole Cooper, Erica Schurmann, Jeanette Steers, Catia Malaquias, Annette Nisbet, Matt Titmanis, Kylie Ashenbrenner

Apologies: Richard Diggins, Adrian Lee

Meeting Opened: 6:03pm

	Agenda Items	Discussion/Action	Who
1.0	Welcome - Acknowledgement of Whadjuk Noongar Country	TD provided a map overview of the Noongar Nation. Noongar refers to "an original inhabitant of the south-west of Western Australia". The Noongar Nation is one of the largest Aboriginal cultural blocks in Australia. They are made up of fourteen different language groups. Each group correlates with a different geographic area.	TD
1.1	Reflection	JB shared a story of the importance of family to Aboriginal people. The structure of the Aboriginal families reflects cultural values and demonstrates the importance of connectedness through kinship responsibilities.	
1.2	Apologies	As above	
1.3	Correspondence	Reminder to provide reports in a timely manner to enable Board members to review prior to the meeting.	
1.4	Confirmation of agenda	Papers and reports circulated with the agenda are to be taken as read.	
1.5	Minutes of Previous Meeting	Minutes of meeting held 9 September 2020 accepted as a true and accurate record of the previous meeting (circulated and approved via email 18 October 2020) <i>Read as accepted</i> <i>All in favour</i>	
2.0	Principal's Update	<ul style="list-style-type: none"> • Overview of Dress Code rationale. Update of Dress Code to align with College style guide. • Action: NC parent consent to be inserted into enrolment application. • Building update as per Principal's report. • General discussion regarding toilet configuration in Stage II, including strategy moving forward to advocate for an inclusive approach and for gender free toilets for future developments. • 2021 staffing presented with current and future positions detailed. • Results of NAPLAN "like" assessment presented. Current analysis indicates that students are performing (broadly speaking) 	JB

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		consistently with BHC "like schools". Significant variation within cohort acknowledged. Parents will receive feedback.	
3.0	Finance Update	<ul style="list-style-type: none"> • Finance Report noted • It was requested that for future financial reports a summary be presented to indicate what changes have occurred and an explanation. • Budget for next year will be presented at the next meeting following the Finance Committee meeting. • Clarification was sought on the Board's role in terms of finance. • The role of the Board is to provide oversight not formal approval of the budget. When the business plan is finalised, finances can be tracked against the plan. • BHC finances are recorded in the Dept of Education finance system. • Contributions and Charges presented to the Board for approval. • It was suggested that the wording be changed to a more informative format. • Personal items list to be sent via email to Board for approval through circular resolution. <ul style="list-style-type: none"> • <i>Board resolved to approve Charges and Contributions</i> <i>(A) Voluntary \$235,</i> <i>(B) Selective Art Charge \$50</i> <i>(C) Selective Music Charge \$50</i> <i>TD: Moved</i> <i>KA: Seconded</i> <i>All in favour</i> • <i>Board resolved to approve extra cost option</i> <i>P&C \$100</i> <i>TD: Moved</i> <i>MT: Seconded</i> <i>All in favour</i> 	NC
4.0	Communication	<ul style="list-style-type: none"> • Board is mindful of the amount of emails circulating. Protocol for emails is: <ul style="list-style-type: none"> • State at top of email if it is For Information Only or For Action if a response is required • Copy Michelle Chapman on all emails addressed to John. • Copy the BHC Board google email account bobhawkecollegeboard@gmail.com; • Action: TM will share google drive folders for relevant Board documents. <p>Bag storage working group engagement plan</p> <ul style="list-style-type: none"> • Important to reiterate this is not a way forward for all issues raised at the College. • Members of the group to be approached or put forward from P&C, Board and Staff. • KA will facilitate group. Will run from week 5-8 with resolution at week 8. • Communication to parents to inform them that the group has been formed through discussion with Board and P&C. Wider community has the ability to reach out to members of the working group. 	TD

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		<p>Parent Survey Next step to communicate summary to parents with details of steps or actions that have occurred. JB stated this was not a reaction but are actions that are happening because they are good practice and the Colleges' acknowledgement through reflection, areas of improvement. <i>Action: JB to send draft communication to parents to TM for feedback.</i></p>	
5.0	Governance Sub-Committee Update	<p>Board Self-assessment Survey</p> <ul style="list-style-type: none"> Purpose of the self-assessment is to examine performance to help us improve so that the Board works as effectively as possible for the good of the College. Survey to be sent to all Board members week 5 and results to be presented at final meeting for 2020. <i>Resolved to approve with the deletion of item 6.</i> <i>TM: moved</i> <i>CM: seconded</i> <i>All in favour</i> 	TD
6.0	Risk Sub-Committee Update	<p>Risk Register presented for discussion</p> <ul style="list-style-type: none"> Requested feedback to be presented within two weeks with priority being given to the section relevant to members' Sub-Committee 	KA
6.1	Facilities and Amenities Sub-Committee Update	<p>Guidelines for decision making (shared use guidelines) presented <i>Resolved to accept guidelines</i> <i>CM: moved</i> <i>AS: seconded</i> <i>All in favour</i></p>	CM
7.0	Business Plan Working Group Update	<p>Remains a work in progress. A draft will be tabled at PD week 7 for consultation. JB thanked everyone for their contribution.</p>	JB
8.0	P&C Update	<p>Report from P&C meeting October Discussion around</p> <ul style="list-style-type: none"> Events Uniform second-hand shop Contributions 4 December family night 	AN
9.0	Next Steps and Actions	<p>An immediate need to have a concerted effort to communicate to the Town of Cambridge the urgency of having the Railway Parade crossing installation resolved. <i>Action: A draft letter to be prepared and circulated for review.</i></p>	TD
10.0	Other Business		
	Meeting Closed:	<p>Meeting closed at 8.44pm. Next meeting Annual Public Meeting on Wednesday, 9 December at 6pm</p>	


 Chair