



BOB HAWKE COLLEGE

Minutes of Annual Public Board Meeting held on 9 December 2020

Location: BHC Staff Room
Chair: Tahnee Davies
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, Richard Diggins, Adrian Lee

Apologies: None

	Agenda Items	Discussion/Action	Who
1.0	Welcome – Acknowledgement of Whadjuk Noongar Country		Chair
1.1	Reflection	“Grateful”- Annette Nisbet opened the meeting with a conversation about the importance of being grateful.	AN
1.2	Apologies, Disclosure of interests		
1.3	Correspondence	Correspondence sent to the Town of Cambridge in regard to Railway Crossing.	
1.4	Confirmation of Agenda		
1.3	Minutes and Actions of Previous Meeting Minutes circulated and accepted by email on 14 November 2020 <ul style="list-style-type: none"> • Minutes of meeting held 28 October 2020 • Updated Actions 	TD: Moved ES: Seconded All in favour <ul style="list-style-type: none"> • College Dress Code is updated and visible to parents on Compass and Website. • Charges and Contributions available on Compass as of 9/12/20 • Discussion regarding payment of school charges by third party to be held next year. 	NC
2.0	Principal’s Update and Questions <ul style="list-style-type: none"> • Principal’s Report – for noting 	Welcomed community members to the first annual public meeting. Reiterated the words spoken by Kim Beazley at the College opening and touched on the memorable events students have had in their first year. Acknowledged the staff dedication to the students and the College. Students are always the “front and centre of what we do”. Recognised the important role the College Board played in ensuring the governance and resources of the College were aligned with community expectations. The dedication and professionalism shown by all of the board members was extraordinary and has set the foundations to be a successful collaboration. It was important to model and lead in a positive and constructive way.	JB

3.0	<p>Finance Update and Questions</p> <ul style="list-style-type: none"> ● <i>Finance Report – for noting</i> 	<ul style="list-style-type: none"> ● College has received a grant from sporting schools. ● Spending has been conservative to assist planning for upcoming establishment expenditure. ● New finance report format was well received. <p>Question on if there had been any unexpected expenses. Response – due to no historical data it was highlighted that a significant amount was invested in staff recruitment and consultancy.</p>	NC
4.0	<p>Overview of BHC Board Activities for 2020</p> <ul style="list-style-type: none"> ● <i>Chair Report for 2020 – for noting</i> 	<p>During the year there was a focus on governance and the role of the Board within the College. There had been robust, intelligent discussions around big issues developed in a supportive environment.</p> <p>Acknowledged JB’s leadership and Adrian Lee for his commitment to the students’ safety in his monitoring of Railway Parade throughout the year. The goal is to provide a Class A Children’s Crossing by the end of Term 1. Board is active in representation at Town of Cambridge Council meeting and petition.</p>	Chair
5.0	<p>BHC Business Plan Update</p>	<p>The plan has been a work in progress over the last 6 months with valued input from College Board and P&C. The focus has been on:</p> <ul style="list-style-type: none"> ● What the school is trying to achieve over the next 3 years. ● Vision and Values: Be <ul style="list-style-type: none"> - Our best - Courageous - Inclusive - Innovative ● Strategies to be written in the language of “We will...” ● Business Plan will be published at the start of 2021 and will be an annual document updated each year. ● Will be a guiding document for the College <p>Acknowledged the College community’s patience and valued contribution to the plan.</p>	Principal
6.0	<p>Governance Sub-Committee 2020 Overview</p>	<p>The role of the sub-committee is to advise the Board on best practice governance to enable the Board to discharge its functions. During the year the sub-committee developed and made recommendations to the Board on:</p> <ul style="list-style-type: none"> ● Board Terms of Reference ● Code of Conduct ● Dress Code <p>The Committee also developed the Board Self-Assessment Survey to ensure there is a process for continuous improvement in the functioning of the Board. In 2021 the first priority will be developing an induction pack for new Board members. Acknowledged and thanked committee members.</p>	TM
7.0	<p>Risk Sub-Committee 2020 Overview</p>	<p>The risk sub-committee</p> <ul style="list-style-type: none"> ● Identified a need for the College Board to manage risk to ensure functions of the Board can be discharged. ● Developed a risk matrix to track and manage Board related risk from a formal framework. ● Identified the need for clear communication protocols between the Board and College and College and parent 	KA

		<p>community and advised the College on ways to enhance communications with the parent community</p> <ul style="list-style-type: none"> ● Identified a need to manage issues that are recurring such as the bag weight/storage issue and established a protocol for Board involvement in such issues. ● Working group established to look at the bag weight/storage issue and propose solutions. <p>Acknowledged and thanked committee members.</p>	
8.0	<p>Facilities and Amenities Sub-Committee 2020 Overview</p> <p><i>FAS S/C Report – for noting</i></p>	<ul style="list-style-type: none"> ● Focus of the subcommittee to define the role to ensure the purpose was to bring value to the Board. ● Role was to report, advise and provide recommendations on stage 2 build, facilities and amenities and redevelopment. ● Noted the College will have a direct impact on redevelopment of the surrounding area. ● Determine how the physical environment is connected to the values of the College. ● Next phase to develop guidelines, meet designers and provide feedback and recommendations to the Board on stage 2 build. ● Develop guidelines on shared use of the facilities with connection to the College values. ● Acknowledged and thanked committee members. 	CM
9.0	<p>Student Wellbeing Working Group Update</p> <p><i>Student Wellbeing WG Report – for noting</i></p>	<ul style="list-style-type: none"> ● Recognised the student culture was developing as College was emerging. ● The design of the College needed to be conducive to a broad range of students with universal needs. ● College had a positive behaviour approach. ● Looked at transition periods for students in regard to peer support programs and UR strong program. ● Identified the importance of having inclusion embedded into the Business Plan. ● Evaluating a weekly check-in app which takes 60 seconds to take a wellbeing pulse and can connect students with teachers. ● Acknowledged and thanked committee members. 	ES
10.0	<p>Outcomes from 2020 Board Self-Assessment</p> <p><i>Survey Outcomes Report – for noting</i></p>	<ul style="list-style-type: none"> ● Self-assessment to continue each year. ● All members completed this year. ● Recognised the hard work of the subcommittees and the commitment shown. ● Length of meetings need to be reviewed to provide enough discussion to all agenda items. 	Chair
11.0	<p>Presentation by Student Leaders Bronte Woolf, Laura Panetta, Lily Peter and Kelly Namgyel</p>	<p>Students presented a report on the Student Board. Students commended on their conduct and leadership.</p>	
12.0	<p>P&C Update</p>	<p>Update provided.</p> <p>Congratulated P&C on a successful first year.</p>	AN
	<p>Next meeting: Wednesday, 17 February 2021 at 6pm</p>		
	<p>Meeting Closed:</p>	<p>7.57pm</p>	

Chair