



## BOB HAWKE COLLEGE

### Minutes of Board Meeting held on 17 February 2021

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

**Attendees:** Tahnee Davies, John Burke, Richard Diggins, Erica Schurmann, Jeanette Steers, Annette Nisbet, Matt Titmanis, Kylie Ashenbrenner, Catia Malaquias

**Apologies:** Nicole Cooper

**Meeting Opened:** 6pm

	Agenda Items	Discussion/Action	Who
1.0	Welcome- Acknowledgement of Whadjuk Noongar Country	TD read Acknowledgement of Whadjuk Noongar Boodja from BHC Business Plan	Chair
1.1	Reflection	TM reflected that we live in an age of communication with lots of talking and distraction and the importance of listening is often overlooked. The importance of active listening is recognised in communication to reinforce understanding, engagement and respect. Aboriginal culture acknowledges the significance of deep listening as vital to their oral story-telling tradition. An Aboriginal expression from Central Australia is "Can they bend the knees?" meaning, "Can you sit down and truly listen?" a prerequisite for effectively absorbing information.	
1.2	Apologies	As above	
1.3	Correspondence	Nil	
1.4	Confirmation of agenda		
1.5	Election of Chair and Deputy Chair	Positions declared vacant. TD nominated as Chair by RD. Nomination accepted Elected unopposed  CM nominated as Deputy Chair by RD. Nomination accepted. Elected unopposed All in favour	
1.6	Minutes of Previous Meeting	Minutes of meeting held 9 December 2020 accepted as a true and accurate record of the previous meeting circulated by email on 6 February 2021 read as accepted. TD: Moved RD: Seconded With amendments to 11.0 to the correct spelling of student names.	

	Agenda Items	Discussion/Action	Who
2.0	Review of 2020 and Board Self-Assessment Survey	<ul style="list-style-type: none"> <li>• Issues identified <ul style="list-style-type: none"> <li>○ Business plan was in development so strategic direction unclear</li> <li>○ Volume of work and meeting length</li> <li>○ Board succession plan</li> </ul> </li> <li>• Positions vacant 2021 – 1 Teacher <ul style="list-style-type: none"> <li>- 2 Parent members</li> </ul> </li> <li>• Elections of new members will be Term 1 with new members taking up position in Term 2.</li> <li>• Expressed an invitation to members who did not renominate or were unsuccessful in the election may be invited to remain on their respective subcommittee.</li> <li>• Focus for 1<sup>st</sup> meeting of term – Subcommittee reports</li> <li>• Focus for 2<sup>nd</sup> meeting of term – Principal’s report. In particular the strategic plan priorities.</li> </ul> <p>It was observed that the College as a whole is transitioning from an organisation that is creating and designing (start-up phase) to one that builds on the existing work.</p>	TD
3.0	Business Plan Update	<ul style="list-style-type: none"> <li>• Presented at meeting.</li> <li>• Thank you to everyone for their valued contribution to the development of the Business Plan.</li> <li>• The Business Plan encompassed our values.</li> <li>• Plan now being operationalised.</li> <li>• Dept of Education has recently published a Statement of Expectation 2021-2024. The Statement sets out the expectations and responsibilities of schools and the DoE in student achievement and progress. The Statement is between the DoE, represented by the Director General; the College, represented by the Principal, and is to be noted by the Board, represented by the Chair. The Statement underpins each school’s strategic planning and self-assessment and will form part of the College’s public review, as well as the professional performance review of the Principal. The Statement will replace the Delivery and Performance Agreement.</li> <li>• The College Business Plan is aligned with the Statement of Expectation.</li> <li>• Annual report will be presented to the College Board prior to the end of term for approval.</li> <li>• Important to recognise the data contained in the report will be greatly influenced by the impact of COVID, particularly attendance.</li> <li>• Self-assessment schedule will combine Statement of Expectation and Business Plan reporting.</li> <li>• Discussion on survey tools available to the College from the National Education Improvement Initiative.</li> </ul> <p><i>ACTION: Session on College performance monitoring systems including data collection and surveys to understand what is reported to the DoE and what will be reported under the Business Plan.</i></p>	JB
4.0	Principal’s Update	<p>Circulated to the Board via email.</p> <ul style="list-style-type: none"> <li>• Acknowledged doubling of staff with new staff members.</li> <li>• Student numbers sit just below 600.</li> </ul>	JB
5.0	Finance Report	<ul style="list-style-type: none"> <li>• Voluntary Contributions at 49% as at 9 February 2021.</li> <li>• Pay it forward contribution has been successful.</li> <li>• More detailed report with student centred funding details available after census.</li> </ul>	JB

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		<ul style="list-style-type: none"> <li>Governance of the way that these funds are distributed to sit with Board Governance subcommittee to determine method to distribute Pay It Forward equitably.</li> </ul>	
6.0	Communication and Engagement	<ul style="list-style-type: none"> <li>Acknowledged that the College had an engaged parent community with high expectations re level of engagement.</li> <li>Need to provide an update on and track actions following parent survey in 2020.</li> <li>Revisit Compass information to assist parents with queries and to ensure training and consistency with information.</li> </ul> <p><i>ACTION: Revisit "You said, we will" communication and provide an update to parents via the newsletter. Reinstate action log to track.</i></p> <p><i>ACTION: Provide feedback to the Board on Maths Pathway survey conducted in 2020.</i></p>	KA
7.0	Governance Sub-Committee 2021 Work Plan	<ul style="list-style-type: none"> <li>Term 1: Induction Pack to present to Board for approval on 25 March.</li> <li>Term 2: Review of Code of Conduct and Governance Training at Board level and rules for administration of 'equity fund'</li> <li>Term 3: Review of College Policies relevant to College Board.</li> <li>Term 4: Board self-assessment survey. Review, conduct, analyse and make recommendations.</li> </ul>	TM
8.0	Risk Sub-Committee 2021 Work Plan	<ul style="list-style-type: none"> <li>Meeting of Bag Storage committee to be during Term 1</li> <li>Developed risk matrix in 2020</li> <li>Propose to review one or two risks each term for discussion at the Board to consider rating and mitigants.</li> </ul>	KA
9.0	Facilities and Amenity Sub Committee 2021 Work Plan	<ul style="list-style-type: none"> <li>Builders for stage 2 have been appointed – PACT</li> <li>First consideration is student movement around the construction site.</li> <li>Main focus for FAS during construction of stage 2 will be around Subi Redevelopment and Courts</li> <li>Ongoing conversation with DoE Re diversity and equity acknowledgement in the built form of the College</li> </ul> <p><i>ACTION: Arrange presentation from Contractors and Subi Redevelopment Committee to the College Board.</i></p>	CM
10.0	Student Wellbeing Working Group 2021 Work Plan	<ul style="list-style-type: none"> <li>National School Improvement (NSI) Survey implementation</li> <li>Suggested to distribute Climate Survey to highlight issues that may need to be addressed.</li> <li>I-pulse app – progressing safe schools accreditation and more schools adopting.</li> </ul> <p><i>ACTION: College to review and assess i-pulse app and potential for use at the College</i></p>	ES
11.0	Next Steps and Actions		
12.0	Other Business	<p>RD raised concerns from the public at suggestions from Development WA that students would be using Mueller Park on a regular basis.</p> <p>It was clarified that this is not the case. Students use would be incidental through excursions or transit through the park.</p>	
	Meeting Closed:	Meeting closed at 7.51pm.	



Chair