



BOB HAWKE COLLEGE

Minutes of Board Meeting held on 24 March 2021

Location: BHC Conference 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, Kara Beecham

Apologies: Nil

	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	ES reflection was centred on inclusion through the statement “Everyone Belongs”. Students attend school for 2600 days of their lives – there is potentially a profound impact on them. ES used the metaphor of picking mushrooms to belonging. They all look different but underneath the surface they are all connected and are part of a community. “When we are truly connected, we grow better”. Studies show many students do not feel connected, including the most recent report from the Commissioner of Children and Young people. It was important to build these connections in students to form a sense of belonging and develop trust. Students that feel connected are less likely to be at risk of anxiety, self-harm and risk-taking behaviours.	ES
1.2	Apologies, Disclosure of interests		
1.3	Correspondence	Nil	
1.4	Confirmation of Agenda	As this is second meeting of the term it will focus predominately on the Principal’s Report.	Chair
1.5	Minutes and Actions of Previous Meeting	Minutes of meeting held 17 February 2021 accepted as true and accurate record of the previous meeting circulated by email on 26 February 2021 read as accepted. <i>TD: Moved</i> <i>KA: Seconded</i> <i>All in favour</i>	Chair
1.6	Actions from Previous Meeting	<ul style="list-style-type: none"> Minutes have been updated on Compass. The website update is in progress and minutes will be uploaded soon. DoE Data Suite information session was very helpful in understanding data presented in annual report. Maths Pathway information evening successful in explanation to parents. 	Chair
2.0	Principal’s Update and Questions <i>Principal’s Report – for noting</i>	Annual Report tabled for discussion and feedback. Currently with publisher to be formatted and edited. Data presented in report is within expected range. As there is no base data the report will present more in a yearbook format	JB

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	<p>than report. It will reflect the start of the College journey which was interrupted by COVID. Future reports will align with the business plan.</p> <p>The Annual Report is published at the end of Term 1 each year so that it can capture results of year 11 and 12 exams which are not available until January.</p> <p>Feedback:</p> <ul style="list-style-type: none"> • Focus on connection to business plan. • Remove names • Add Remembrance Day service and underpass art mural <p>Teaching and Learning</p> <p>There is a focus on getting better at what we do. Each learning area is currently developing operational plans. The first priority is quality teaching. The second priority is College leadership.</p> <p>Classroom climate questionnaire is administered by teachers and captures data pre survey and post survey so that teachers can assess effectiveness of changes implemented. Optional for teachers to conduct questionnaire.</p> <p>Development at middle management level to identify where strengths and weakness lie and how to support and encourage each other to work connected as a team.</p> <p>Challenges</p> <ul style="list-style-type: none"> • Limited data to date. Future opportunities to build on this. • Maintaining a consistent culture with transparency and openness as we grow. <p>Inclusive Culture</p> <p>Inclusive culture priority has been enhanced with the appointment of an Inclusion Coordinator. The Year 7 camp had a high participation rate. HASS inter-disciplinary learning project “what makes a good human”.</p> <p>Universal design – College needs to authentically challenge itself to ensure all students are catered for.</p> <p>Launch of Follow the Dream to support aspirational Indigenous students.</p> <p>House names is an important step in the College culture. There will be parameters around names with guidance from staff. Names will support a feeling of connectedness to the house.</p> <p>ACTION: Future Board discussion to be scheduled on participation in sports events as part of the College’s inclusive culture/community building.</p> <p>Development WA is planning for a green link for the College to Subi Oval. There are two playgrounds planned – one for younger students and one for older students.</p>		
3.0	<p>Finance Update and Questions</p> <p><i>Finance Report – for noting</i></p>	<p>Limited report due to restricted access to the Department’s portal. More detailed report to be circulated when available. Current focus is to finalise budgets of learning areas in line with their operational plans.</p>	NC

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		<p>Reminders for voluntary contributions are not currently sent as amount due shows on Compass home screen.</p> <p>Discussion about whether the contributions received characterised as “pay it forward” can be allocated to a “student equity fund” for current and future students who may need assistance in future years.</p> <p>ACTION:</p> <ul style="list-style-type: none"> • NC to provide data to support understanding of “Pay it Forward” contributions and if these can be allocated to a “student equity fund” or if there is some other means of collecting contributions to such a fund. • Need to develop a policy for “student equity fund” 	
4.0	<p>Communication & Engagement</p> <ul style="list-style-type: none"> • <i>Communications Checklist</i> 	<p>Compass information session currently being developed by staff. Expected presentation to parents’ term 2 week 3. Some issues are with Compass and not the College. Compass welcome parent feedback to improve delivery of service. Some perceived issues are actually security constraints.</p> <p>Ipulse app – three issues:</p> <ol style="list-style-type: none"> Software needs to be approved by the Department of Education. Student Central team need to understand how to administer and respond if a student wants to speak to someone. Data collection <p>Parent board members support the College continuing to investigate and assess application in BHC because it supports business plan objectives on student wellbeing, inclusion and community.</p>	JB
5.0	Board membership: Elections and community members	<p>Acceptance of nominations of new parent members will close 1 April. Information on candidates and voting forms to be communicated to parents week 1 term 2. Voting close 23 April.</p> <p>Current community members will continue for calendar year.</p> <p>ACTION: Governance Sub-Committee to assess skills of current Board members by reference to a skills matrix and identify gaps.</p>	Chair
6.0	<p>Governance Sub-Committee Update</p> <ul style="list-style-type: none"> • <i>Welcome Letter and induction materials for approval</i> 	<p>Welcome pack for new Board members presented.</p> <p><i>TM moved to approve induction material.</i></p> <p><i>AN Seconded</i></p> <p><i>Accepted by all</i></p>	TM
7.0	Bag Storage Working Group Update	<p>Gathering information and data to develop recommendations to the Principal. Visit to Churchlands SHS and Shenton College scheduled to view lockers and gain an understanding as to the use and cost of lockers in their school context.</p>	KA
8.0	Next Steps & Actions	-	
9.0	Other Business	-	
	Next meeting:	Wednesday, 5 May 2021 at 6pm	
	Meeting Closed: 8.24pm		

Chair 