



## Minutes Board Meeting held on 4 August 2021

**Location:** BHC Conference Room  
**Chair:** Tahnee Davies  
**Secretary:** Vacant  
**Minutes:** Michelle Chapman

**Attendees:** John Burke, Tahnee Davies, Erica Schurmann, Jeanette Steers, Catia Malaquias, Annette Nisbet, Matt Titmanis, Kylie Ashenbrenner, Nicole Cooper, Adrian Lee, Naomi Liddelow.

**Parent Attendees:** Joanne Fredrickson, Bernadine Camarri, Krystina Myhre

**Apologies:** Richard Diggins

	Agenda Items	Discussion/Action	Who
1.0	Welcome – Acknowledgement of Whadjuk Noongar Country		Chair
1.1	Reflection	MT reflected on the profession of teaching. Teachers took up the profession because they are driven to provide the best outcomes for students and to make a difference for every child. Bob Hawke College was fortunate to have one of the best collections of teachers any WA school. At BHC they go above and beyond to strive to be the best secondary education facility in WA. We look forward to developing a relationship with our community to provide the best education for our students.	MT
1.2	Apologies, Disclosure of interests	Richard Diggins is an apology.	
1.3	Correspondence	1. Letter of resignation from Sisonke Msimang. Vote of thanks was given to Sisonke for her time and commitment to the Board. Chair and Principal made decision to offer casual vacancy parent representative to 3 <sup>rd</sup> ranking nominee in recent parent election - Erica Schurmann, who accepted the role for the remainder of Sisonke's term. <b>ACTION: Update to Terms of Reference to deal with Casual Vacancies referred to Governance Sub-Committee</b> 2. Request from Perth Modern P&C to work collaboratively with BHC Board on issues arising from Subi East Redevelopment. <b>ACTION: Delegated to FAS to respond.</b> 3. Submission from Student Board in relation to uniform amendments. <b>ACTION: Delegated to Governance Sub-Committee to review and make recommendations.</b>	
1.4	Confirmation of Agenda	All reports be accepted as read due to time constraints.	

	Agenda Items	Discussion/Action	Who
1.5	Minutes and Actions of Previous Meeting	Minutes of meeting held 9 June 2021 accepted as true and accurate record of the previous meeting TD: Moved CM: Seconded All in favour	
1.7	Actions update from Previous Meeting	<ul style="list-style-type: none"> <li>Bag Storage Report distributed. JB thanked KA for her work.</li> </ul> <b>ACTION:</b> Bag Storage Report recommendations to be implemented <ul style="list-style-type: none"> <li>iPulse app has been approved by DOE.</li> </ul> <b>ACTION:</b> JB and KB and AN to assess suitability of introducing iPulse to college on trial basis. <ul style="list-style-type: none"> <li>All-Gender Toilets Memo completed</li> </ul>	
2.0	Governance Discussion - Role of the Board and Handling Parent Feedback <i>[held over from previous meeting]</i>	Reflected on previous board meeting and acknowledge the robust discussion. Important to differentiate what is Board “work” and what is College “work”. JB provided explanation of the role of the Board with reference to “What”, “How” and “Do”. Role of the Board is to focus on “What”, though there is still a role for the board to provide feedback, ideas and recommendations to support the College decision-makers and have oversight over implementation of Business Plan and School Values. Support for referring parent concerns to the relevant staff member.	JB
3.0	Principal’s Update and Questions <i>Principal’s Report – for noting</i> <i>360o Performance Feedback – for noting</i>	Principal’s report was presented with reference to blended learning response to parent questions. Data to be released on NAPLAN soon. Survey data from staff, parents and students at next meeting. Rites of passage year 9 camp planning underway. Development of sister school in East Kimberley to be progressed.	JB
4.0	Finance Update and Questions <i>Finance Report – for noting</i>	Thank you to those that attended to finance information session. Report presented snapshot of financial position as at 29/6/21. Points to note: Voluntary contribution request for payment reminder to be sent. Revenue at expected level. <b>ACTION:</b> Acquittal for targeted initiatives and spending on curriculum/student services to be provided at next meeting.	NC
5.0	<b>Board Sub-Committee and Working Groups Report</b>		
5.1	Risk Sub-committee	Discussion of what is operational and what is Board responsibility. Concern over parent grievance not being met through perceived communication breakdown. Need for Board to demonstrate listening to parent concerns. <b>ACTION:</b> JB,TD and KA meet to discuss extent of parent concern and seek feedback on student learning experience. <b>ACTION:</b> JB to consider introducing Student Exit Survey to gain understanding of reasons why students leaving. <b>ACTION:</b> Risk Sub-Committee to finalise crisis communication tree <b>ACTION:</b> Tahnee to join the Risk Sub-Committee	KA
5.2	Student Wellbeing Working Group	Concern online learning is impacting student learning engagement. Requires flexible learning options for diverse learners and genuine application of universal design. Questioned how the College is measuring student experience. Board to reiterate to parents with concerns to contact JB,AL,KB directly.	NL

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5.3	Facilities and Amenities Sub-committee	<p>Unanimous support by Board for all gender toilets. Committee to meet to develop strategy. FAS to take ownership and initiate.</p> <p>CM moved for board to adopt the memorandum on All-Gender Toilets as part of new build</p> <p>All in favour.</p> <p><b>ACTION:</b> Strategy for advocating for All-Gender Toilets in the new college build is delegated to the FAS to make recommendations.</p>	CM
5.4	Governance Sub-committee	<p>Skills overview identified a diverse range of skills across the surveyed areas. Gaps in Youth and Finance.</p> <p><b>ACTION:</b> Governance Sub-Committee to consider how to best incorporate student voice on the board.</p>	
9.0	Other Business	<p>KM moved to accept the communication plan as presented.</p> <p>All in favour.</p>	Chair
	Next meeting: <b>Wednesday, 8 September 2021 at 6pm</b>		
	Meeting Closed: 8.25pm		

Approved as a true and correct record of meeting.

Signed:   
Tahnee Davies  
Chair – BHC Board