



BOB HAWKE COLLEGE

Minutes Board Meeting held on Wednesday, 8 September 2021

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

Attendees: John Burke, Tahnee Davies, Erica Schurmann, Jeanette Steers, Catia Malaquias (via Teams), Annette Nisbet, Matt Titmanis, Kylie Ashenbrenner, Nicole Cooper, Naomi Liddelow, Kara Beecham

Parent Attendees: Krystina Myhre

Apologies: Richard Diggins, Adrian Lee

Meeting opened at 6pm.

	Agenda Items	Discussion/Action	Who
1.0	Welcome – Acknowledgement of Whadjuk Noongar Country	Noogar words of the day: Kaartdijin which translates to Knowledge in English and Koolangka which is child in English, the focus of our meeting.	Chair
1.1	Reflection	NC reflected on the use of pronouns. A recent conversation among colleagues had influenced the decision to have the optional choice to include pronouns on email signatures. The use of pronouns fosters a safe environment that promoted an equitable and inclusive workplace. This had enabled conversations at an organisational level and encouraged a wider community discussion building awareness about gender inclusivity. It is important to continue the conversation. Naomi to provide reflection next meeting. Richard will provide reflection at final meeting of the year.	NC
1.2	Apologies, Disclosure of interests	Richard Diggins, Adrian Lee	
1.3	Correspondence	Nil	
1.4	Confirmation of Agenda		
1.5	Minutes of Previous Meeting	Resolution: Minutes of meeting held 4 August 2021 approved as true and accurate record of the previous meeting. TD: Moved ES: Seconded All in favour	
1.6	Actions from Previous Meeting	<ul style="list-style-type: none">• iPulse: Trial App in a controlled group. Awaiting new staff member to commence as they will have a vital role in implementing program. Trial will be with 90 students.• Student Equity Fund: to be review at next governance meeting.• Healthy Relationships: Feedback has been collated and review in process. Results to be discussed with new PC's. ACTION now closed	

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		<ul style="list-style-type: none"> ● Bag Storage: JB will respond formally to recommendations and commence implementation. ● Student Learning Experience: TD, KA and JB to meet. Update to come. JB to respond to parents with a summary. ● Student exit survey: Admin is reviewing process. ● Uniform: Students presented suggested changes to uniform at recent governance s/c meeting. JB to facilitate a meeting for students with Nell Gray before end of term. ● Student Attendance at Board meetings: Not always productive for students to attend. Possibility to include students for a portion of meeting when relevant subject are on agenda. Conversation Café to gather student voice. ● Crisis Communication Tree: Risk S/C to finalise 	
2.0	Principal's Update and Questions	<p>Report against Business Plan using accumulated data. JB requested feedback on format of presentation. Suggestion to include proposed actions (what being done to maintain or improve) resulting from data analysis. More baseline data will be available in T4. Looking at trends, like-school comparative data, ABEs, school attendance (Year 8 attendance at 89.7% of concern).</p> <p>Drafting an annual report, need to communicate Business Plan targets. School review likely in 2023.</p>	JB
3.0	Finance Update and Questions	<p>Voluntary contributions increasing. Billing Officer is working with parents to increase understanding of Compass for making payments.</p> <p>Spending will significantly change to accommodate the establishment of year 9.</p> <p>Budget variance of +\$360K, normal range. Consider use of money for student purposes (student wellness/language teacher).</p> <p>ACTION: Nicole to provide more detailed information on targeted initiatives and student curriculum spending</p>	NC
4.0	Review of raw data from Student, Parent and Teacher NSI Surveys	<p>To be reviewed in more detail at next meeting. Internal strategic data analysis team reviewing currently. Staff survey indicates focus required on safe and orderly environment and rule clarity, will finalise Positive Behaviour Policy in T4. Student survey indicates focus required on teacher support, support for learning, reporting and seeking help.</p> <p>ACTIONS: Nothing on desegregating for disability, JB will follow up. Comparative data with like schools. JB will follow up</p>	
	Parent Survey on Student Learning Environment	<p>Survey results not yet circulated as exec staff not yet seen comments. 132 responses, some positive, some expressing concern. 30 people asked to be contacted by school, this will be done early T4.</p>	
5.0	Review of Year 7 2021 NAPLAN Results	<p>Report presented at meeting. Comparative data with like schools so similar or slightly below like schools.</p>	JB
6.0	Sub-Committee Updates		
6.1	Facilities and Amenities Sub-committee <i>All Gender Toilets Update</i>	<p>Seeking Board endorsement of All Gender Toilet strategy. Strategy has ability to be amended as required. Documents will continually be assessed, evaluated and amended as needed. Currently working on communication toolkit. Risk Sub-Committee need to look at any risk management issues. JB acknowledged CM and ES for outstanding work.</p> <p>Resolution: All Gender Toilet Strategy is approved for JB to present to DoE.</p> <p>TD: Moved</p>	CM

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	<i>Perth Modern request for collaboration on development around schools</i>	<p>KA: Seconded All in favour</p> <p>Develop WA and Subi East made presentation to FAS committee to discuss potential impacts to College. In response to letter from Perth Modern P&C seeking collaboration to local developments FAS acknowledge importance of having strong and positive engagement with Development WA. The development may not present the same issues to the College as Perth Modern. Seek collaboration where common interest. College relationship with Development WA important.</p> <p>ACTION: TD and KA to contact Perth Modern School Board</p>	
<i>Kylie left the meeting at 8.05pm</i>			
6.2	Governance Sub-committee	<p>Students presented to Governance S/C to explore uniform additions and changes. Discussed with previous actions. Recommend update to BHC Board Terms of Reference to reflect on process for appointing parent or staff member following a resignation. Discussion on appropriate process.</p> <p>Resolution: Adding Clause 18.8 Process for filling Casual Vacancy.</p> <p>AN: Moved KB: Seconded All in favour (with amendment to wording – removal of word “Casual” as unnecessary)</p>	AN
6.3	Risk Sub-Committee	<p>Communication Tree to be finalised.</p> <p>Incident involving student near balustrades. Risk S/C to consider risk issues arising from new build.</p>	KA
9.0	Other Business	<p>Proposal to make next board meeting a public meeting (annual requirement) in staff room. Final board meeting to be moved to W7 on Wednesday, 24 November 2021.</p> <p>John will be on long service leave from W7 onwards. Plans for internal replacement will be presented next meeting.</p>	Chair
	Next meeting: Wednesday, 27 October 2021 at 6pm		
	Meeting Closed:	8:30pm	

Approved as true and correct record of meeting.

Signed: 
Tahnee Davies
Chair – BHC Board