



# BOB HAWKE COLLEGE

## Minutes Board Meeting held on 9 June 2021

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

**Attendees:** Nicole Cooper, Tahnee Davies, Jeanette Steers, Catia Malaquias, Annette Nisbet, Kylie Ashenbrenner, Richard Diggins, Sisonke Msimang, Naomi Liddelow, Kara Beecham

**Apologies:** John Burke, Matt Titmanis, Adrian Lee

	Agenda Items	Discussion/Action	Who
1.0	Welcome – Acknowledgement of Whadjuk Noongar Country	TD Acknowledgement of Country and gave a brief overview of the Whadjuk Noongar significance in terms of sites, language, and regions.	Chair
1.1	Reflection	Reflection was deferred to next meeting to allow MT to present. TD reflected on last meeting as a robust discussion and acknowledged that members felt comfortable and safe within the setting to voice opinions. JB would like to discuss the role of the board and the purpose of parent feedback at next meeting.	Chair
1.2	Apologies, Disclosure of interests	As reported	
1.3	Correspondence	Nil	
1.4	Confirmation of Agenda		
1.5	Minutes and Actions of Previous Meeting	Minutes of meeting held 5 May 2021 APPROVED as true and accurate record of the previous meeting with minor amendments made to draft circulated by email on 8 June 2021. RD: Moved JS: Seconded All in favour	
1.7	Actions from Previous Meeting	<ul style="list-style-type: none"> <li>KA questioned if feedback regarding Heathy Relationships was to be an action from previous meeting. KB advised feedback would be sought from students at the conclusion of the process.</li> <li>KB advised that the naming of Houses had been pushed back to a later date as the Healthy Relationships program was brought forward as a priority.</li> <li>NC was still in consultation with the Department of Financial Services regarding the governance of the Student Equity Fund. Need for governance around who decides, who monitors, who dispenses funds. Governance Sub-Committee to discuss further.</li> <li>Blended learning information was presented in newsletter and feedback was being sort through student climate survey comment on content delivery. TD requested parent forum at earliest convenience.</li> </ul>	

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		<p><b>ACTION:</b> Healthy Relationship Program feedback will be sort at the conclusion of the 3<sup>rd</sup> session.</p> <p><b>ACTION:</b> Announcement of new Board members in newsletter and updated on Website with expiry of term listed.</p> <p><b>ACTION:</b> Governance Sub Committee will discuss plan to formulate guidelines/priorities of Student Equity Fund. Sub-committee to invite NC to attend discussion.</p> <p><b>ACTION:</b> NC to hold finance data information session 24 June 4:30-5:30pm. Ability to be held on Teams also <i>[subsequently changed to 21 July 2021]</i>.</p> <p><b>ACTION:</b> Summary of rationale re all gender toilets to be formulated and circulated to Board for approval by 18 June.</p>	
1.8	Board Audit Skills	<ul style="list-style-type: none"> <li>Original Intent amongst parent representatives to identify skills available to Board with a view to identifying gaps in skills and the future needs of the Board when co-opting new community members or ad hoc membership.</li> </ul> <p><b>ACTION:</b> To be Workshopped at next governance meeting to determine further competencies required. To be presented at next Board meeting.</p>	
2.0	Governance Discussion – Role of the Board and Handling Parent Feedback.	Deferred to next meeting to allow JB to present.	
3.0	Principal's Update and Questions <ul style="list-style-type: none"> <li><i>Principal's Quarterly Report – for noting</i></li> <li><i>360 feedback report for noting.</i></li> <li><i>BHC Annual Report 2020 for noting</i></li> </ul>	<ul style="list-style-type: none"> <li>KB outlined the process for determining ATAR pathways. Firstly considered which subjects the College would deliver for Years 11 and 12 and then worked backwards. It is a purposeful decision-making process with data showing that 75%-80% of BHC students will be ATAR bound. There will be diverse opportunities for Year 9s next year with decisions based on experience and research with like schools.</li> <li>360 feedback deferred to next meeting to allow JB to discuss.</li> <li>Some minor amendments to be made to Annual Report</li> </ul> <p><b>ACTION:</b> Annual Report feedback to be emailed to Michelle and cc'd to John by 10 June.</p>	KB
3.1	Principals Report – Question Time	Held over to next meeting.	
<i>RD left the meeting at 7.22pm</i>			
4.0	Finance Update <i>Finance Report – for noting</i>	NC provided a detailed explanation of report. Finance is managed through a variety of sources and software programs, with calendar year expenditure. Voluntary Contribution Collection rate was currently at 77%.	NC
4.1	Finance Questions	<ul style="list-style-type: none"> <li>KA asked if all funds had been allocated. NC - funds were distribute across all learning areas to be expended on the current years students with establishment funds set aside to develop next year's classrooms.</li> <li>AN queried how library books were chosen. NC- worked with Westbooks and English HOLA and student voice to determine age/ability appropriate resources with the view to expand each year. Some books in Student Central.</li> <li>Recruitment of librarian to be considered. Board to be advised when advertising. Consider community volunteer.</li> </ul>	
5.0	Other Business <i>Bag Storage – for noting</i>	<ul style="list-style-type: none"> <li>Bag storage Final Report presented for noting. Thanks offered to KA and other members for comprehensive consideration of the issue.</li> </ul> <p><b>ACTION:</b> Principal to present paper to parent body. Introduction paragraph to be put onto Compass.</p>	Chair

	Agenda Items	Discussion/Action	Who
		<ul style="list-style-type: none"> <li>Board Secretary role still unfilled.</li> </ul> <p><b>ACTION: Board Secretary to be trialled on rotating basis. SM responsible for next agenda, reports and Minutes.</b></p>	
	Next meeting:	<b>Wednesday, 4 August 2021 at 6pm</b>	
	Meeting Closed:	7:51pm	

Approved as true and correct record of meeting.

Signed:   
Tahnee Davies  
Chair – BHC Board