



# BOB HAWKE COLLEGE

## MINUTES College Board Meeting held on Wednesday, 16 February 2022 at 6pm

**Location:** BHC Teams  
**Chair:** Tahnee Davies  
**Secretary:** Vacant  
**Minutes:** Rowena Beaumont

**Attendees:** Adrian Lee, John Burke, Tahnee Davies, Erica Schurmann, Catia Malaquias, Annette Nisbet, Matt Titmanis, Kylie Ashenbrenner, Nicole Cooper, Naomi Liddelow, Kara Beecham, Carlee Ingleson

**Apologies:** Rowena Beaumont

**Guests:** Zac Morrow (parent)

	Agenda Items	Discussion/Action	Who
1.0	<b>Introduction</b>		
1.1	Welcome – Acknowledgement of Whadjuk Noongar Country		Chair
1.1	Reflection	Naomi provided the Reflection. 16 Feb important: National Tim Tam Day. Innovator Ian Norris took 6 years to perfect balance biscuit. Named after a horse. Reflection on her therapy practice. Kids do well if they can “They don’t need to be fixed as they aren’t broken”. Often what needs to change is our own expectations and ideas about how our children should be. Children have a better chance of reaching their full potential when they are part of a system that focuses on children’s needs rather than behaviour or their performance. BHC is creating a different system where young people can thrive in. We each bring our own value to this board. The key message is to celebrate diversity.	NL
1.2	Apologies, Disclosure of interests	Rowena Beaumont (meeting to be recorded and minutes to be transcribed).	
1.3	Correspondence	Nil	
1.4	Election of Chair and Deputy	TD nominated as Chair by KA. ES seconded. Nomination accepted by TD No other nominations Elected unopposed unanimously  CM nominated as Deputy Chair by ES. Nomination accepted by CM No other nominations Elected unopposed unanimously	
1.5	Confirmation of Agenda		
1.6	Minutes of Previous Meeting	Minutes of previous meeting 24 November 2021. Circulated in December.	

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		<p>Amendments: ES noted In action of previous meeting says the iPulse trial will go ahead Term 1 2022 but on the Board action list it is listed as Term-2 2022.</p> <p>JB clarified EI (Educator Impact) has indicated they are not ready to roll out in WA.</p> <p><b>ACTION:</b></p> <p>1. Kara and Annette to discuss further.</p> <p><b>RESOLUTION:</b> Minutes circulated are a true and accurate reflection of the meeting.</p> <p>Moved TD</p> <p>Seconded JB</p> <p>Approved unanimously</p>	
1.6	Updating Actions from Previous Meeting	<p>BHC Actions List from last meeting of 2021:</p> <ul style="list-style-type: none"> <li>• I-Pulse App [see above].</li> <li>• Bag Storage – Risk committee to review progress on modifications</li> <li>• Student Social experience – Initial data provided to parents, now need to provide update on how feedback has influenced any changes.</li> <li>• Crisis Comms Tree – To be discussed as part of Risk Committee Update</li> <li>• Student Uniform- Update still required</li> <li>• Perth Mod P&amp;C Collaboration – On hold</li> <li>• Gender toilets approved on the new build on 2 floors</li> <li>• Building Risks with Risk Sub-Committee</li> </ul>	
2	<b>2022 Updates</b>		
2.1	Principal's Update and Questions	<p><i>Brief overview from Principal Report tabled</i></p> <p><b>General</b></p> <p>919 students as of today, Stage I built for 1000 14 outgoing students (2 unknown 1 gone to home-schooling). Have created an exit survey.</p> <p><b>ACTION:</b></p> <p>2. Exit survey information to be collated and provided to board</p> <p>New Staff have settled in brilliantly.</p> <p><b>COVID 19 community response</b></p> <p>Risk Management Plan presented</p> <ul style="list-style-type: none"> <li>• Expecting 10-20% staff and/or students to be impacted daily in period of high case load.</li> <li>• Using Teams now for staff meetings instead of face to face.</li> <li>• Clubs will be shelved until it is safe and reasonable to operate</li> <li>• Year 7 camp changed to day camp only.</li> <li>• Open Day changed format, no parents on campus – Student-free day partly used to create staff video.</li> <li>• Approach is non-school closure – aim for student learning to continue with minimal disruption</li> <li>• Orchestra and Choir still going ahead in small groups.</li> </ul> <p><b>Student Wellbeing</b></p> <ul style="list-style-type: none"> <li>• EI Pulse is opportunity to respond to struggling kids, not available yet. Other options are Inclusion Cafés.</li> <li>• Launching House system</li> <li>• Library available 8am to 4pm. Concern expressed about students' access to library before and after school –</li> </ul>	

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		Request staff monitor to watch for kids going to the library to escape or feeling disconnected.	
2.2	Finance Update	<p>Acknowledge Corporate Services Team coming off holidays and processing financials for December and January within two weeks amongst the back to school work required.</p> <p><b>Summary of Income and Expenditure final figures as at December 2021</b></p> <ul style="list-style-type: none"> <li>• Total Voluntary Contribution collection rate 84%</li> <li>• 65% P&amp;C Voluntary payments</li> </ul> <p><b>Operational one line budget Statement for 2022</b></p> <ul style="list-style-type: none"> <li>• The report shows the total expenditure for 2021 salary at \$6,291,586 and total cash at \$1,280,505 leaving a rollover figure of \$380,534</li> <li>• Reconciliation of total actual income and expenditure variance is slightly less (\$50,000) as there was a cash payment at the end of December which we drew down from salary to ensure the 2022 start-up payments could be made.</li> <li>• Census was last Friday 11 February and we will receive first cash gateway of 25% on Friday 18 February.</li> <li>• Another 25% in March and remainder 50% in July following Semester 2 census.</li> <li>• The next meeting will require the Board to endorse the funding agreement for the end of Term 2. Preliminary student-centred funding based on census numbers 917 was funded.</li> <li>• This week we received notification from Campion of the collections received via the Personal Items list totalled approximately \$55,000.</li> <li>• Solid figures including the budget will be available when it is finalised by the Finance committee before the next Board meeting.</li> </ul>	NC
2.3	Review of 2021 Student Board Report	<p>Report prepared by Laura Panetta Board Chair assisted by Bronte Woolf.</p> <ul style="list-style-type: none"> <li>• Note made that some existing students not nominating to join the board this year as frustrated with meetings.</li> <li>• Main issues raised were about Student Voices and Student Inclusion.</li> <li>• Carlee and Nathan Taylor now taking leadership role to support the student board.</li> <li>• Value in more College board interaction with student board to pass/share some knowledge, what students are talking about.</li> </ul> <p><b>ACTION:</b></p> <p>3. Delegate 2021 Student Report to Governance and Student Wellbeing Sub-committee to go through thoroughly to come back with some recommendations. Consider inviting students to to subcommittees to talk in more depth about report and their recommendations.</p>	
	Review of first draft 2021 Annual Report	<p><b>UDL and Inclusion</b></p> <ul style="list-style-type: none"> <li>• Very strong commitment to inclusion and implementation of Universal Design for Learning in the Business Plan. The incorporation of the universal design for learning and teaching practices aligns with Australia's National Strategy for disability for 2021-2023 building</li> </ul>	

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		<p>capacity in the delivery for inclusive education to improve outcomes for students. Biggest difference between students having strong educational attainment and outcomes comes back to the culture of the school, which comes directly from the Principal, and the leaders making the priority for inclusive education. This was imbedded in the inaugural business plan. BHC has a fantastic opportunity to lead the way in WA.</p> <ul style="list-style-type: none"> <li>• Inclusion is everyone's business but it's not business as usual. Captures the thoughts discussing about innovation doing things better than other people and to be extraordinary together.</li> <li>• Staff PD on principles of UDL.</li> </ul> <p><b>Other comments</b></p> <ul style="list-style-type: none"> <li>• Explain acronyms</li> <li>• Good structure</li> </ul>	
2.4	BHC 2021-2023 Business Plan Reporting	<p>Proposal for reporting against the Business Plan</p> <ul style="list-style-type: none"> <li>• Suggested report to be updated more regularly than annually, as it's a very ambitious report. Maybe midyear.</li> <li>• Change the table layout to code the report: traffic light system to address risk areas or areas that need to be addressed.</li> <li>• Important to consider the strategic priorities – global piece, strategies that will drive toward the achievement of these priorities. To capture the business plan targets.</li> </ul>	
3	<b>Sub-Committee Reports – Work Plans for approval</b>	<ul style="list-style-type: none"> <li>• Seeking approval regarding Sub-committees workplans for year.</li> <li>• Need to consider co-opting people who are not on the board to join some of the Sub-committees, Governance subcommittee and Risk Subcommittee are rapidly diminishing in numbers. Helpful to have some outside people rather than current members already stretched.</li> <li>• Consider broader community, invitation to increase number of people how board operates.</li> <li>• Board Elections to include separate section asking nominees to nominate for sub-committee membership if not successful for the board.</li> </ul>	TD
3.1	Governance Sub-Committee 2022 Work Plan	<p>Annette (Chair) Tahnee, Richard &amp; Matt</p> <ul style="list-style-type: none"> <li>• Presented workplan for each term.</li> <li>• Identified as a priority for 2022 to look at the Positive Behaviour Approach Policy as comments were made in relation to some inconsistent backward policies.</li> </ul>	AN
3.2	Risk Sub-committee 2022 Work Plan	<p>Kylie (Chair), Tahnee, Nicole and Adrian</p> <ul style="list-style-type: none"> <li>• Set out per Term some carry over items from 2021.</li> <li>• Double check progress made against the recommendation made by the bag storage working group.</li> <li>• Stage two building risks.</li> <li>• Regular Item - Review our Risk Matrix and update in terms of conversation and get back to the board. Keep aligning with our terms of reference.</li> <li>• Crisis Tree – review and approval</li> </ul>	KA
3.3	Facilities and Amenity Sub-committee 2022 Work Plan	<p>Catia (Chair) Erica, John and Matt</p> <ul style="list-style-type: none"> <li>• Good outcome with the All Gender Toilets.</li> <li>• Planning to continue to have some oversight with the construction, with potential need to act in relation to the gender toilets.</li> <li>• Initial discussion regarding the fit-out</li> </ul>	CM

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		<ul style="list-style-type: none"> <li>Ongoing oversight in relation to third a party using the facilities – FAS to develop a policy for this.</li> </ul>	
3.4	Student Wellbeing Working Group 2022 Work Plan	Naomi (Chair), Erica, Catia, Kara, Jeanette <ul style="list-style-type: none"> <li>Support iPulse Trial</li> <li>Inclusion Support</li> <li>Review of Behaviour Policy from a neuroscience, trauma informed practice point of view.</li> <li>Term 1 looking at Student board recommendations.</li> </ul>	
4	Other Business	Opened to public question/comments	Chair
	Next meeting: Wednesday, 23 March 2022		
	Meeting Closed:	7:50pm	

Approved by BHC Board on 23 March 2022.

Signed: \_\_\_\_\_

BHC Chair