



## BOB HAWKE COLLEGE

### Minutes of Board Meeting held on 5 August 2020

**Location:** BHC Staff Room  
**Chair:** Tahnee Davies  
**Secretary:** Tiki MacLennan  
**Minutes:** Michelle Chapman

**Attendees:** John Burke, Tahnee Davies, Richard Diggins, Erica Schurmann, Jeanette Steers, Annette Nisbet, Kylie Ashenbrenner, Tiki MacLennan, Matt Titmanis, Nicole Cooper, Michelle Chapman, Cheryl Townsend (Leadership Institute DoE)

**Apologies:** Catia Malaquias

**Meeting Opened:** 5pm

	Agenda Items	Discussion/Action	Who
1.0	Welcome		Chair
1.1	Acknowledgement of Whadjuk Noongar Country	This is the season of Djilba, the season of conception – one of the six Noongar seasons	
1.2	Reflection	TD gave a personal reflection on what it means to be part of the Board of the College and the importance of failure in education and quoted Henry Ford: <i>Failure is simply the opportunity to begin again, this time more intelligently.</i>	
1.3	Apologies	As above	
1.4	Correspondence	The College had received correspondence from a Subiaco community group related to the Stage 2 build. JB will circulate proposed response for approval via a circular resolution.	
1.5	Confirmation of agenda	Papers and reports circulated with the agenda are to be taken as read.	
1.6	Minutes of Previous Meeting	Minutes of meeting held 17 June 2020 accepted as a true and accurate record of the previous meeting (circulated and approved via email 19 July 2020) RD: Moved AN: Seconded All in favour	
2.0	Principal's Update	<ul style="list-style-type: none"> <li>Attendance data has been impacted by COVID.</li> <li>Current attendance averaging 94-96%.</li> <li>Discussion of Positive Behaviour Approach Data including Extraordinary Together and General Observation chronicle entries. This approach is research based and the ideal ratio of positive to negative recordings is 9:1. It is the most effective method to display positive reinforcement.</li> </ul>	JB

	Agenda Items	Discussion/Action	Who
		<ul style="list-style-type: none"> <li>• Negative chronicle entries are communicated directly to parents and are not yet visible on Compass.</li> <li>• Suspension data presented and discussed. Approach explained for students that have been suspended and how support is given. Following a suspension there will be a case management conference with the student and parents/carers where all needs are considered. A behaviour plan will be put in place. Children in care will receive additional support. The school psychologist and community health nurse will be part of the plan.</li> <li>• Business plan moving forward – to be circulated to Staff, Board and P&amp;C for feedback on 11 August. The plan will be used as the basis of the College review to be undertaken by the Dept of Education in 2023.</li> </ul>	
3.0	Finance Update	<ul style="list-style-type: none"> <li>• Cash Budget current as at 30 June.</li> <li>• Voluntary contributions (\$72k) on target. These funds are used to support teaching and learning on top of the base curriculum.</li> <li>• Will consider the opportunity to charge for facility hire in the future to increase funds for the College.</li> <li>• Reserve plan will be looked at next year.</li> </ul>	NC
4.0	Communication and Parent Feedback	<p><b>Update on parent communication and feedback survey being developed.</b></p> <ul style="list-style-type: none"> <li>• Thanks given to JB for quick response.</li> <li>• Consider survey to be an annual occurrence and tracking engagement as a KPI each year aligned to the business plan,</li> <li>• Students will be surveyed about the classroom climate and the College plans to do this on an annual basis. Would like to capture broader feedback and establish baseline</li> <li>• College would like to understand parent feedback on the mode of communication being deployed and its effectiveness.</li> <li>• It is important to be clear as to the purpose of the survey and whether it about mechanisms for communicating only or wanting feedback on the College.</li> <li>• Noted that discussions regarding locker provision were ongoing in the parent community. Proposed that a working group be convened with representation from Staff, P&amp;C and Board to assess options and ways forward.</li> <li>• As the issue is broader than lockers, it was proposed that the working group look at Bags and Storage.</li> <li>• <i>Board Resolved to Convene the Bag and Storage Working Group and KA be appointed as Convener.</i></li> </ul> <p>TD: Moved RD: Seconded All in favour</p>	TD
5.0	Governance Sub-Committee Update	<p><b>Discussion on BHC Board Code of Conduct</b></p> <ul style="list-style-type: none"> <li>• Important Board members speak with one voice.</li> <li>• Sub-committee commended on well written document.</li> <li>• Board Minutes are open and available to public with expectation they will be published on website.</li> <li>• Some clarifications and amendments made in relation to confidential matters outside board meetings</li> </ul>	TM

	Agenda Items	Discussion/Action	Who
		<ul style="list-style-type: none"> <li>• <i>Board Resolved to Accept the BHC Code of Conduct with the amendment to clause 11 iii).</i> RD: Moved JB: Seconded All in favour</li> <li>• Community groups to be permitted to tour the College. in the future.</li> <li>• BHC Board Terms of Reference presented in order to approve minor amendments <ul style="list-style-type: none"> <li>- Page 7 remove duplicate word board under guideline</li> <li>- Page 11 conflict with 9.1 and 9.2 remove 9.2 b)</li> </ul> </li> <li>• <i>The Board Resolved to Accept the amended BHC Board Terms of Reference</i> TM: Moved RD: Seconded All in favour</li> </ul>	
6.0	Student Wellbeing Working Group Update	<p><b>Summary of Working Group meeting discussions</b></p> <ul style="list-style-type: none"> <li>• Absence of peer support program.</li> <li>• Suggested for Year 8s to support Year 7s in 2021.</li> <li>• Study Hacks was planned to be implemented sooner – COVID pushed it back to Term 3 for 2020.</li> <li>• External programs suggested – restricted by cost.</li> <li>• Future programs on needs basis.</li> <li>• Develop work plan to direct function of subcommittee and align with business plan.</li> <li>• JB will provide feedback on the draft Terms of Reference to ensure the objectives are within the responsibilities of the group. Terms of Reference to be presented at next meeting for approval.</li> </ul>	ES
7.0	Risk Sub-Committee Update	<ul style="list-style-type: none"> <li>• KA reviewed the proposed BHC Communications Survey and provided feedback to the College.</li> <li>• Risk S/C discussed College communication protocol and escalation tree. The Board risk register is being developed and a draft would be shared with the Board in due course.</li> </ul>	KA
8.0	Facilities and Amenity Sub-Committee Update	<ul style="list-style-type: none"> <li>• Important that in Stage II plans, the College demonstrates its commitment to inclusion as a core value and that it needs to consider the ways people engage with their environment. The theatre design needs further work to be inclusive of people who use wheelchairs. Building codes define physical matters but don't consider how people with neuro diversity engage with their environment.</li> </ul>	ES
9.0	Other Business	<p><b>Report from P&amp;C meeting dated 4 August</b></p> <ul style="list-style-type: none"> <li>- Survey: 118 responses</li> <li>- Key focus for the P&amp;C will be parent/community engagement rather than fundraising</li> <li>- Developing P&amp;C logo</li> <li>- Sundowner 21 August</li> </ul>	TD
	Next meeting: Wednesday 9 September 2020 at 6pm	<ul style="list-style-type: none"> <li>• JB to provide reflection</li> </ul>	
	Meeting Closed:	Meeting closed at 6.27pm.	



Chair