



## BOB HAWKE COLLEGE

### Minutes of Board Meeting held on 17 June 2020

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

**Attendees:** John Burke, Tahnee Davies, Richard Diggins, Erica Schurmann, Catia Malaquias, Jeanette Steers, Annette Nisbet, Kylie Ashenbrenner, Tiki MacLennan, Matt Titmanis, Nicole Cooper, Adrian Lee, Michelle Chapman.

**Apologies:** None

**Meeting Opened:** 6.05pm

	Agenda Items	Discussion/Action	Who
1.0	Opening and apologies	As Above	TD
1.1	Minutes and Actions of Previous Meeting	<ul style="list-style-type: none"> <li>Minutes of meeting held 13 May 2020 accepted as true and accurate record of the previous meeting (circulated and approved via email dated 3 June)</li> <li>Discussion of updated actions. Sub-Committees formed. Other actions still pending.</li> </ul>	TD
2.0	Principal's Update	<ul style="list-style-type: none"> <li>JB explained the approach to reporting to parents – attributes based and will seek feedback on relevance and how understood by students. Reporting to Parents Day format will be 20 min discussion with crew teacher.</li> <li>Discussion on updated uniform options, configuration of toilets in the new building and BHC Values session to be held ahead of next Business Planning session.</li> </ul>	JB
3.0	Finance Update	<p><b>Discussion on One Line Budget Statement</b></p> <ul style="list-style-type: none"> <li>First finance meeting held.</li> <li>Budget was approved and presented to the Board for noting only.</li> <li>2021 Budget development will commence in Term 3</li> <li>KA queried consultant costs – independent consultant to assist with staff recruitment process.</li> <li>Explanation of holding funds for another school – temporary arrangement until the school had established its own bank account (now transferred to the other school).</li> <li>Investment policy to be developed for surplus funds</li> </ul>	NC

	Agenda Items	Discussion/Action	Who
4.0	Governance Sub-Committee Update	<p><b>BHC Board Terms of Reference Discussion</b></p> <ul style="list-style-type: none"> <li>• Voting Procedure <ul style="list-style-type: none"> <li>- Decision procedure is voting by show of hands</li> <li>- Decision of Board will not take effect unless it has been made by an absolute majority, aim to achieve all decisions by consensus.</li> </ul> </li> <li>• Board Composition - Recommending board composition of maximum 14, will have 11 until two students and one alumnus are elected</li> <li>• Other recommendations uncontroversial</li> <li>• <b>Board Resolved to Accept the BHC Board Terms of Reference in the form discussed.</b></li> </ul> <p>TD: Moved JB: Seconded All in favour</p> <p><b>Governance Sub-Committee Terms of Reference Discussion</b></p> <ul style="list-style-type: none"> <li>• Objectives in 4d) “where appropriate” is important and amend policies to “policies and plans”</li> <li>• <b>Board Resolved to Accept the BHC Governance Sub-Committee Terms of Reference in the form discussed and amended</b></li> </ul> <p>TM: Moved CM: Seconded All in favour</p>	TM
5.0	Risk Sub-Committee Update	<p><b>Risk Sub-Committee Terms of Reference Discussion</b></p> <ul style="list-style-type: none"> <li>• Discussion around Objectives of committee.</li> <li>• Discussion around scope and matters that are not the responsibility of the Risk Sub-Committee.</li> <li>• Discussion around work plan <ul style="list-style-type: none"> <li>- College Communication Plan</li> <li>- Risk Communication and Engagement Plan</li> <li>- Risk assessment framework (drafts to be prepared prior to the next Board meeting 5 August)</li> </ul> </li> <li>• <b>Board Resolved to Accept the BHC Risk Sub-Committee Terms of Reference in the form discussed.</b></li> </ul> <p>KA: Moved NC: Seconded All in favour</p>	KA
6.0	Building Project Sub-Committee Update	<p><b>Facilities and Amenity Sub-Committee Terms of Reference Discussion</b></p> <ul style="list-style-type: none"> <li>• <b>Discussion on purpose of committee</b> <ul style="list-style-type: none"> <li>- Understanding of how the facilities are to be used.</li> <li>- Scope of Board over the build</li> <li>- Bring value to different stakeholders</li> <li>- Safeguard confidentiality of the building project</li> </ul> </li> <li>• Board to consider how to prioritise use by outside groups.</li> <li>• Important to consider costs involved for use of the College facilities by community groups as there is no</li> </ul>	

	Agenda Items	Discussion/Action	Who
		<p>budget for maintenance of facilities for non-College use.</p> <ul style="list-style-type: none"> <li>• The Board is supportive of the College facilities being available for the community to use but it must be done in a safe and measured manner. The type of group and proposed use of the facilities would need to be in line with College values.</li> <li>• Name of the sub-committee to be changed from Building Project to Facilities and Amenity as it will have a longer-term horizon than the building project.</li> <li>• Board Resolved to Accept the Facilities and Amenity Sub-Committee Terms of Reference in the form discussed. CM: Moved RS: Seconded All in favour</li> </ul>	
7.0	Student Wellbeing Working Group Update	Postponed to next meeting for discussion of Terms of Reference and Work Plan.	ES
8.0	Business Plan Sub-Committee	Postponed to next meeting for discussion	JB
9.0	Governance Training Module 1: Roles and Decision Rights	Postponed to next meeting for discussion	TD
10.0	P&C Update	<p><b>Report from P&amp;C Meeting held on 16 June</b></p> <ul style="list-style-type: none"> <li>• 20+ at meeting</li> <li>• Discussion around use and risks of social media in context of P&amp;C and Facebook page. P&amp;C now run facebook page, not individual.</li> <li>• Fathering Project</li> <li>• Community members are entitled to attend</li> <li>• Social committee active <ul style="list-style-type: none"> <li>- Family evening to be held to connect with other families.</li> <li>- Opportunities to promote the P&amp;C</li> <li>- Promoting music and art and showcase BHC and Friends of Music</li> </ul> </li> <li>• Extensive discussion on Lockers</li> <li>• Breakfast Club</li> <li>• Fete proposed for 2021</li> <li>• Board to review Booklist</li> <li>• Keen to maintain high level of parent engagement</li> <li>• A Board Member to attend each P&amp;C meeting to report back to board</li> </ul>	AN
11.0	Proposing dates for Board/P&C presentations on Phase 2 Building Project and East Subiaco Redevelopment plan	Postponed to next meeting	TD
12.0	Next Steps & Actions	As discussed	TD
13.0	Other Business	None	TD
	<b>Next meeting: Wednesday 5 August 2020 at 6pm</b>	BHC Staffroom (to be followed by Department of Education guest speaker and dinner)	
	Meeting Closed:	Meeting closed at 7:50pm.	

  
Chair