



BOB HAWKE COLLEGE

Minutes of Board Meeting held on 9 September 2020

Location: BHC Board Room
Chair: Catia Malaquias
Secretary: Tiki MacLennan
Minutes: Michelle Chapman

Attendees: John Burke, Richard Diggins, Erica Schurmann, Jeanette Steers, Annette Nisbet, Matt Titmanis, Adrian Lee, Kylie Ashenbrenner (via teams)

Apologies: Nicole Cooper, Tahnee Davies

Meeting Opened: 6pm

	Agenda Items	Discussion/Action	Who
1.0	Welcome		Chair
1.1	Acknowledgement of Whadjuk Noongar Country	CM provided perspective from observations of Indigenous art that referenced inclusion. It is understood that Aboriginal communities did not have a word for disability, and there is anthropological evidence of community members with disability being included pre-settlement.	
1.2	Apologies	As above	
1.3	Correspondence	Letter to RD re Subi East Development. Tabled Email from RD to Principal and Chair attaching City of Subiaco comments on Subi East Draft Master Plan	
1.4	Confirmation of agenda	Papers and reports circulated with the agenda are to be taken as read.	
1.5	Minutes of Previous Meeting	In relation to the positive behaviour framework, question if students get sent positive feedback that parents receive via Compass Chronicle regarding students' demonstration of College values. Staff to check and revert. Minutes of meeting held 5 August 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"> Business plan still being developed. Next meeting with working group on 15 September. FAS action log presented. Corporate Communications and Marketing will attend next FAS meeting. Student achievements as per Principals report. 	JB

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3.0	Finance Update	<ul style="list-style-type: none"> Finance Report noted 	
4.0	Communication Parent Survey - Feedback	<p>Communications Survey Results – 109 responses, summary presented.</p> <ul style="list-style-type: none"> College is currently addressing issues raised in the communications survey - work in progress. Survey reinforced known issues and identified others. In the absence of data (no grades recorded in Reporting to Parents) due to COVID a major concern for parents was around the perceived lack of direct feedback in parent interviews. Additionally, acknowledgement for the need to communicate to parents the intent of the parent meetings. The College will look at the steps needed to resolve the issues raised in the survey and develop strategies moving forward. Importance of letting parents know we are taking on board the comments and moving to a more coherent approach. It was recommended that a holding email be sent to parents to thank them for their responses and that the College is considering and will report back on next steps. Suggestion that engagement/communication strategy added as a standing item on the agenda. It was noted that some students are able to get around the College's internet security firewall – the College is working to address this. 	JB
5.0	Governance Sub-Committee Update	<p>Dress Code for approval</p> <ul style="list-style-type: none"> College Dress Code draft presented to Board. Mindful to ensure language did not target girls only on specifying length of uniform. The College is developing a mechanism to communicate to parents when students are not in correct uniform. It is a requirement that all students wear a College hat Term 1 and Term 4 due to the increase in UV index at these times. <i>Board Resolved to Approve the BHC Dress Code with the amendments to include a photo of the College dress, a note that the skirt has in-built shorts and the policy for hats.</i> <p>RD: Moved AN: Seconded All in favour</p>	TM
6.0	Risk Sub-Committee Update	<p>Risk Register presented for discussion</p> <ul style="list-style-type: none"> Purpose of register is to identify and manage risk to ensure the Board achieves its objectives. Register will identify risks, assess and provide recommendations on how they are managed. Importance of continually reviewing and updating register. Continually evolving. Register is a work in progress with not all risks identified. Operational risks are not managed by the Board but are listed for information. Risk committee asked for review of register and for feedback in identifying other possible risks. 	KA

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		<ul style="list-style-type: none"> This will be added to action log. 	
7.0	Facilities and Amenity Sub Committee Update	<p>Memo on all gender toilets for discussion.</p> <ul style="list-style-type: none"> Stage II proposed to include allocation of gender free bathrooms. Recommendation of sub-committee to have toilets as open plan with swing-out doors to enhance safety, visibility and hygiene. Committee requested proposing the variations to the plan to include recommendations. Suggestion to contact CAMHS to provide advice on gender diversity and what constitutes a safe space in context of student cohort age and risks. Communication strategy needs to be clear as to the reason behind the decision of including gender all toilets. Not to be different but making sure students feel safe. Contact at Gender Diversity CAMHS to be sent to JB. <i>Board resolved to endorse the FAS recommendation that the configuration of all gender toilets for Phase 2 as proposed in the memo be explored.</i> <p>ES: Moved MT: Seconded All in favour</p>	CM
8.0	Student Wellbeing Working Group	<p>Terms of Reference presented</p> <ul style="list-style-type: none"> Modification to the objectives. Development of key indicators. Change to number required for a quorum to 3. <i>The Board resolved to accept the Student Wellbeing Group Terms of Reference</i> <p>ES: Moved AN: Seconded All in favour</p>	ES
9.0	Bag Storage Working Group	<p>Engagement Plan presented</p> <ul style="list-style-type: none"> Acknowledgement of parent concern and the need to communicate importance of developing a shared understanding. Need to be open and reflective to allow all stakeholders concerns to be heard. Holding statement to be communicated to parents to inform them of engagement plan to facilitate discussion on bag issue. JB reflected it is not the role of the group to make the decision but to provide advice to the Principal. In this instance the engagement strategy is an important transparent process but will not be sustainable as a default response to all issues that arise. JB to reflect on Plan and bring to the next Board meeting for approval. 	KA
10.0	Next Steps and Actions	<ul style="list-style-type: none"> Action log to be revived Staff to revert on whether students receive Extraordinary Together notifications Comments requested on Risk Plan to develop an action plan Dress Code to be amended and published 	

	Agenda Items	Discussion/Action	Who
		<ul style="list-style-type: none"> • JB to provide feedback on the Bag Storage Working Group Engagement Plan • Engagement / Communication to be added as a standing item to the agenda 	
11.0	Other Business	<p>Report from P&C meeting 8 September</p> <ul style="list-style-type: none"> • Presentation from Development WA – Subi East • Discussion around courts, buildings, impact on College • Discussion on direction of fundraising and best use of funds to benefit the College and students. • Consideration of Voluntary Contributions – these need to be approved by the Board at the next Board meeting (Churchlands and Shenton are between \$80-\$150). • JB confirmed that if resources are essential for the curriculum then the Dept of Education provides funding e.g. if the College determines that a pulse survey is fundamental to student wellbeing then the College should fund. 	
	Meeting Closed:	Meeting closed at 8.19pm. Next meeting Wednesday 28 October at 6pm	



Chair