

WA College of Agriculture - Narrogin College Board Meeting Minutes Friday 13 November 2020

ITEM	DISCUSSION / ACTION
<p>1. Welcome and apologies</p>	<p>Present: Karen Agnew, Melissa Walker, Teresa Rafferty, Mark Pascoe, Mitch Wray, Frank Haydock, Stephen Madson, Nat Beer, Dane Tulley, Tim House, Graeme Dawson, Mary Kittow</p> <p>Prefect: Sammantha Perry</p> <p>Apologies: Kristy Banner, Michelle May</p> <p>Additional agenda items - The Chairperson Karen, requested to include discussion regarding the Prevent Alcohol and Risk-related Trauma in Youth (P.A.R.T.Y) prevention initiative.</p> <p>Confirmation of the Agenda - confirmed</p>
<p>2. Disclosure of interests It is customary that members declare any potential conflict of interest.</p>	<p>Nil reported</p>
<p>3. Minutes of previous meeting</p>	<p>The Chairperson, Karen presented to the Board members the minutes from the meeting held on 28 August 2020 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Tim House</p> <p>Seconded: Frank Haydock</p> <p>Carried</p>

ITEM	DISCUSSION / ACTION
<p data-bbox="193 264 512 398">Business arising Uniform update – reorder of jacket – Michelle May</p> <p data-bbox="193 465 512 600">Farm and Residential Budget information (to be presented in Finance Report).</p> <p data-bbox="193 667 512 768">Attendance data update – Melissa Walker</p>	<p data-bbox="512 264 1398 398">As Michelle is an apology for this meeting this agenda item will be held over to the next meeting. Melissa reported to the Board that Lindsay from Sportspower is currently working to have the new college jackets ready to sell in February 2021.</p> <p data-bbox="512 667 1398 1877">The Student Attendance Summary for Western Australia College of Agriculture - Narrogin 2020, Semester 2 (WACoA - Narrogin) was emailed to members on 8 November, tabled and filed. The college is continuing to work through student attendance outcomes. A number of students have been given permission from their parents to go home to assist with working in their family farming enterprises. Due to the impact of COVID-19 the number of seasonal farm workers available this year is very limited therefore some families have required their sons/daughters to work which in turn has created an attendance issue for the college. Melissa explained the Department of Education (DOE) policy outlines exactly how many days and hours a student is required to attend to achieve their full potential and assist to complete the amount of competencies for them to qualify for graduation. The current DOE attendance policy requires schools to record a student as an unauthorised absence when the student chooses to be absent due to being at some kind of employment. Chairperson, Karen enquired if a student is gainfully employed for a few weeks surely this is assisting to prepare the students to be "work ready" when they finish their time at the college. It is unfortunate that on a student's report their attendance data statistics reflect a negative result instead of indicating the student was working towards a positive work experience/qualification. Melissa reported the DOE, Director General, Lisa Rodgers is investigating ways we can fit in an attendance policy into the DOE Strategic Plan to allow for these types of absences (ie: working hours) to enable schools the opportunity of having a more flexible delivery model. The Education Act 1992 has not been updated and for this to happen it will require politicians to legislate changes as necessary. Melissa has and will continue to report on a daily basis to DOE our attendance data reflects students absent for more positive reasons than negative ie; being gainfully employed. As part of the ADWPL course this goes towards their formal WACE qualifications.</p>

ITEM	DISCUSSION / ACTION
<p>Business arising – cont'd Attendance data update <i>cont'd</i></p>	<p>Some Board members reported they are aware of other schools in their districts experiencing similar difficulties with student attendance data. Melissa reported students going to apprenticeships were not included in the absence data. When a student leaves school to commence an apprenticeship they are referred to the Participation Co-ordinator (PC). It is the responsibility of the PC to ensure the student is successfully engaged and correctly processed through to the appropriate channels for them to achieve/complete their apprenticeship with the employee. Only after confirmation of the student's successful transition into an apprenticeship can they be taken off the college current student roll and moved to the former student roll.</p> <p>The attendance data profile for the few students in the "at risk" category was discussed. This year with the COVID-19 situation where students were engaged in more online learning from home it was found this actually assisted some students who were in the "at risk" category. Some year 10 students were also able to complete exams at home with parent supervision. Unfortunately learning online did not engage 100% of students. Some students did not make the effort which has resulted in them having to work harder when they returned to school to catch-up on work not completed.</p> <p>At the commencement of each school year the college will continue to encourage and engage students to achieve their full potential and ensure they work at a pace that will ensure they finish the required course to give them the most qualifications possible. This year due to COVID-19 students were unable to attend some events eg; Countryweek and various excursions.</p> <p>Mitch explained these types of events especially early in the year assist to engage and connect students with new friendships. It was reported the difference between student relationships with each other and with staff is enhanced and developed to another level after spending time and experiencing various excursions. These types of experiences enable students and staff to form bonds creating a "college family" which in turn assists students to feel more engaged in their learning environment. Karen commented students learn also through the simple experience of playing. Attending camps and excursions gives students the experience of playing.</p> <p>The college is currently finalising the process for employing a full time Program Coordinator, Student Engagement. The person in this role will coordinate the Student Induction Program to have a strategic and targeted plan to help with the social and emotional skills of the students which will help them to succeed in life.</p>

ITEM	DISCUSSION / ACTION
<p>Business arising – cont'd Attendance data update <i>cont'd</i></p> <p>Year 12 Leavers gear 2021 – Year 11 Prefect, Sammantha (Samm) Perry</p>	<p>The College Charges and Contributions Booklet has been updated to include the option for a year 11 camp.</p> <p>Karen congratulated and thanked Sammantha for her speech at the Year 12 Awards Ceremony.</p> <p>A copy of the document for Leavers Gear designs was tabled, filed and a copy given to members.</p> <p>Samm reported the Prefects had been consulting the year 11 group to work out what was the general consensus for the 4 different Leavers Gears garments being;</p> <p>Design 1 - Barkley jacket Design 2 - Rugby jumper with mostly grey colouring Design 3 - Rugby jumper with mostly maroon colouring Design 4 - Polo shirt</p> <p>The most popular design voted for by year 11 students was Design 3.</p> <p>Melissa recommended the number of items for the students to choose from be 2 items. Parents would be informed that they do not have to purchase all items however, there is the choice if they wish.</p> <p>Samm will investigate the number of clothing items required for an order to ensure it meets the required print run for the supplier.</p> <p>A discussion took place and it was decided Design 3 will have NAC on the front with the college logo and Leavers will be on the back of the garment. Design 4 will have the colour of the collar changed from white to either maroon or black.</p> <p><u>MOTION:</u> The 2021 Leavers Gear will be the choice of Designs 3 and 4 with the changes as stated.</p> <p><i>All in favour - Carried</i></p> <p><u>ACTION:</u> Samm will work with the Leavers Gear supplier and will show Melissa the final designs for endorsing before ordering. Melissa will email the Board members a copy of the final designs.</p> <p>Ordering of the 2021 Leavers Gear will take place in week 1, term 1. It is hoped that ordering early in term 1 will enable students to wear their Leavers Gear for most of their final year at the college.</p> <p><u>ACTION:</u> Melissa will action the advertising to the current year 11 parents for the Leavers Gear so they are fully informed before the commencement of the 2021 school year.</p>

ITEM	DISCUSSION / ACTION
<p>Business arising – cont'd Life Skills in college curriculum - Melissa</p>	<p>Melissa has continued to meet with 4 students every Wednesday at morning tea. Feedback Melissa has received from students included the types of engagement the new Program Coordinator, Student Engagement (PCSE) will be involved in. At the commencement of term 1, 2021 the PCSE will develop processes so activities students are involved in after school in residential time ie: cooking classes, tax returns etc can be linked back into classroom / trades curriculum.</p> <p><u>ACTION:</u> Melissa requested Life Skills in college curriculum be included in the agenda for the next meeting in 2021.</p>
<p>4. Correspondence</p>	<p>5/11/20 - Email sent to Board members with documents included; DRAFT 2021 College Charges and Contributions, DRAFT Year 10,11,12 Stationery List 2021, DRAFT Year 11 Booklist 2021, DRAFT Year 12 Booklist 2021.</p> <p>8/11/20 - Email sent to Board members with documents included; Mobile Phone Policy, Longitudinal-Attendance-Report, Attendance-Summary-Report, Principal's Report School Board Term 4, 2020.</p>
<p>5. Farm Report - Stephen Madson, Farm Manager</p>	<p>A copy of the Farm Manager's report was tabled and filed.</p> <p>Topics covered in this report were: Sheep commercial, Sheep Stud, Cattle, Poultry, Horticulture, Workshop, Butcher shop, Fencing, Equine, Farm Construction, Cropping, Piggery, Farm Improvements, Shows and Events, Staff Training, Rainfall.</p> <p>Recent sheep sales included a number of store sheep and 338 merino wethers. Prices were better than expected improving/increasing the budget. This will also assist the college income figures before the end of year. The college farm budget calendar is from year to year ie: January - December therefore income from harvest will not fall within this year's budget. The extra income from the sheep sales is beneficial to the farm budgets.</p> <p>Currently the farm section is working toward pre-harvest preparations. The college has purchased a second header from Esperance. This header did require a new fuel pump costing \$22,000. The mechanics in Narrogin reported it was a good machine and value for money spent.</p>

ITEM	DISCUSSION / ACTION
<p>5. Farm Report – <i>cont'd</i></p>	<p>The Butcher shop needs some machinery upgrades/replacements, this will be planned for in 2021.</p> <p>A new laneway has been created due to the asbestos contamination in the original laneway. The asbestos contamination has been reported and will be dealt with by the approved Government agencies.</p> <p>The college equine areas now have a total of 20 horse pens. At this time only 3 horses are on site.</p> <p>The planning for the new Chemical shed is ongoing.</p> <p>The oats crop had some wild oats in it so this has been kept as silage. Hay production results were pleasing with 8 tonne per hectare. Hay will be in high demand and the college has safely stored hay in the enclosed shed.</p> <p>The piggery section has recently purchased 4 new Berkshire pigs. The other pigs were put through the kitchen and positive comments were received from the meat inspector.</p> <p>On 20 October the college hosted the AWI Young Breeders Challenge. The Challenge had 7 schools attend with 8 teams in the competition. The Challenge began back in March when students went down to Barloo Merino Stud in Gnowangerup to pick up 6 wethers to prepare for the competition. The students selected 4 of the wethers to compete with, the animals are judged on their body weight, micron, comfort factor and presentation of the animal on show day. In the On Hoof Competition (presentation of the animals, students and handling of the sheep) the students placed second. In the overall competition the students and sheep placed third. WACoA - Denmark sheep won first place. The sheep scoring is judged on a penalty scoring system and depending on the rainfall location of where the sheep are bred will determine the score penalty given by the judges.</p> <p>This year 30 of the 32 year 11 students have completed their Certificate II in Agriculture qualifications with 14 of the 15 year 12 students completing their Certificate III in Agriculture qualifications. These results are very pleasing and are an increase in previous years. The parents of the year 11 students who have completed their Certificate II in Agriculture will be contacted to offer them the opportunity to complete their Certificate III in Agriculture in year 12 in 2021.</p>

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<p>5. Farm Report – <i>cont'd</i></p>	<p>This year students have embraced the online learning opportunity especially during COVID-19 restrictions. This attitude enabled students to complete the theoretical part of the course in a timely manner.</p> <p>Farm staff have been involved with training for basic chemical handling. Recognition of Prior Learning (RPL) was completed on 12 November and staff have the appropriate qualifications required to assess students.</p> <p>Rainfall to date is 385ml.</p>
<p>6. Finances – 2020 update - Teresa Rafferty, Manager Corporate Services</p>	<p>A copy of the Financial Budgets for School and Residential, Comparative Budgets vs Actual vs Committed for Farm, Residential and School were given to members tabled and filed.</p> <p>The college farm section is funded from Targeted Initiatives (Grant) and income generated on the farm. The revenue from the college farm, 60% is retained by the college and 40% contributes to the Machinery Trust Fund which then provides tractor and vehicle leases, insurance and other items to all the five Agricultural Colleges. The college can apply to the Trust for specific funding projects.</p> <p>This year the college contributed \$200,000 to the MTF and they will disperse these funds in order of priorities. Teresa commended Stephen Madson on managing the budgets extremely well this year. A challenge this year was the college fertiliser budget went from \$60,000 to \$130,000.</p> <p>The school section is funded from a grant from the DOE Student Centred Funding Model (SCFM). The funding is used jointly for salaries and operating costs. From salaries the school can manoeuvre funds as required eg: various leases, Chaplaincy funding etc. This year due to COVID-19 the DOE provided additional funding for staffing and cleaning. The college did not suffer at all financially because of this extra assistance provided for the COVID-19 situation.</p> <p>The P & C have assisted with donating funds towards the College Ball and purchasing the light jackets that were supplied to Sportspower. These jackets are now available via our uniforms for the Countryweek uniform.</p> <p>The reticulation of the oval is a work in progress. Melissa is meeting with Mr Julius Robertson, Infrastructure Reviewer, DOE on 17 November to discuss what funding the college may be able to apply for to assist with completing this necessary project.</p>

ITEM	DISCUSSION / ACTION
<p>6. Finances – 2020 update – cont'd</p>	<p>The first outlay High Priority Funding (D1683) allocated from DOE (\$62,400) has been used for; Cattle Shed \$5940.00, Poultry Shed \$9981.00, Machinery Shed West \$17,500.00, Vents in Dormitory doors (bathroom) Curbing to roads inner campus \$29059.00.</p> <p>The second outlay High Priority Funding was expected in July 2020 and is yet to be allocated to the college.</p> <p>The Closed Circuit Television (CCTV) budget (D1787) was allocated \$20,000. CCTV extensions have been installed in Shugg classroom, Science Lab and the Trades Engineering areas. Total funds expended to date \$15,340.</p> <p>The Professional Development budget (D2700) \$9000 was not expended this year and will be carried over into 2021.</p> <p>The carry forward for School budget from 2020 was \$111,760 and it is expected that this will be close to the carry forward into 2021 however, there are still two months of utilities to be paid. The surplus funds at present are \$67,089.</p> <p>The Residential budget works on targeted initiatives. The portion of funding from Use of College Facilities was affected by COVID-19 restrictions, loss of income \$30,000. Low interest rate on investment funds has resulted in little income.</p> <p>Due to increased student numbers this year the Residential grant received was \$16,000 per capita. This funding has assisted with the cost of utilities (electrical and water). As the COVID-19 restrictions impacted on students remaining onsite there may be some carry-over of these funds into next year.</p> <p>The college received a \$20,000 grant for a "Shade Sail Project" to go towards an undercover structure for the decking area in the dorms, it should be fitted by 1st December 2020. The Department of Building Works and Maintenance (DOF) would not provide support in the way of possible maintenance requirements for this structure if it was shade cloth. The DOE would only support this project if it was made from colourbond steel. The change of infrastructure materials for this project increased the cost by \$12,000. The college Finance Committee approved the college allocating the extra funding to complete this project. The total cost of this project is \$32,000.</p> <p>The packaging budget (D3320) was originally allocated \$5000, due to COVID-19 it was necessary to increase it to \$9000. This increase was required due to; individual meal packaging, increased usage of gloves and sanitiser. Teresa did report that most expenditures have remained under budget.</p> <p>The government did not reduce the funding to families for Assistance for Isolated Children (AIC) even though due to COVID-19 restrictions some students were unable to be onsite for some weeks.</p>

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<p>6. Finances – 2020 update – cont'd</p>	<p>The carry forward for Residential budget from 2020 was \$130,000. It is expected the carry forward for 2021 will be similar. The surplus funds at present are \$74,545.</p> <p>The college P & C will assist the college by allocating funds to the college "wish list". Submissions from residential for project ideas are; an exercise bike, treadmill, home gymnasium and weight set. Stephen M. enquired if the P & C could assist with funding towards the Butchershop equipment upgrade? Teresa explained funding may also be available via DOF. According to DOF guidelines if it is involved with the delivering of meals in Student Services DOF will consider allocating funding to replace existing equipment.</p> <p><u>ACTION:</u> Teresa will investigate further the possibility of DOF assisting with funding for equipment upgrade/replacement in the Butchershop.</p> <p>Melissa enquired to the actual charges for visitors using college facilities. They are;</p> <p>Non Department of Education Adults;</p> <table border="0"> <tr> <td>Bed (no linen provided)</td> <td>-</td> <td>\$23</td> </tr> <tr> <td>Breakfast</td> <td>-</td> <td>\$ 8</td> </tr> <tr> <td>Lunch</td> <td>-</td> <td>\$10</td> </tr> <tr> <td>Dinner</td> <td>-</td> <td>\$15</td> </tr> <tr> <td>Morning and afternoon tea</td> <td>-</td> <td>\$ 4</td> </tr> </table> <p>These prices are set by the DOE and have not been adjusted/increased for several years.</p>	Bed (no linen provided)	-	\$23	Breakfast	-	\$ 8	Lunch	-	\$10	Dinner	-	\$15	Morning and afternoon tea	-	\$ 4
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<p>7. 2021 Student enrolments and timetable information - Mark Pascoe, Deputy Principal</p>	<p>The student numbers for 2021 are in the process of being finalised.</p> <p>To date the numbers are;</p> <table border="0"> <tr> <td>Year 10</td> <td>-</td> <td>44 students</td> </tr> <tr> <td>Year 11</td> <td>-</td> <td>50 students</td> </tr> <tr> <td>Year 12</td> <td>-</td> <td>48 students</td> </tr> </table> <p>The college has its maximum capped number of students for years 10 and 11, however there are a few places still available for year 12.</p> <p>Melissa and Mitchell explained class numbers in the trades areas must be appropriately proportioned due to this college doing more complex types of projects compared to other Senior High Schools.</p>	Year 10	-	44 students	Year 11	-	50 students	Year 12	-	48 students						
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<p>7. 2021 Student enrolments and timetable information – cont'd</p>	<p>This year the interview process has been managed differently from previous years. Prospective student's interviews were held and at the end of each month a meeting was held and this group was reviewed. At this meeting it was decided which students were considered suitable and met the required standards (reports and references) to be offered a position to attend in 2021. Once the college had secured the appropriate number of prospective students any further suitable applicants were placed on the waiting list. Prospective years 10 or 11 students who were unable to secure a placement are given priority for consideration for the following year.</p>
<p>8. 2021 Mobile telephone policy - Melissa W.</p>	<p>A copy of the DRAFT Mobile Phones Policy was emailed to members on 8 November, tabled and filed.</p> <p>Melissa asked the Board to provide any feedback or concerns they have regarding this policy. Discussion was held regarding when students are experiencing difficulties ie; homesickness settling into the college especially in residence. Members were concerned about the flexibility that may be required on a case by case basis for some students.</p> <p>Melissa reassured members that staff are aware of students with specific needs and will ensure these students are catered for appropriately to give them the required support at all times. The policy states special consideration can be sought from the Principal. It is also planned for in early 2021 to induct and provide training to Dorm Captains to equip them with the necessary skills to enable them to assist/support students to settle into living on campus.</p> <p>College staff have had concerns with some students handing in a/their phone and know that some students also attempt to keep a substitute phone. Other students have breached the Electronic Device policy by trying to use their devices after lights out. Staff are constantly working towards monitoring students on the use of electronic devices and mobile phones appropriately.</p> <p>Melissa explained this policy is an educative approach teaching students their rights and responsibilities towards learning how to manage their entitlements to have their phones. Research has revealed a <i>gradual release</i> to students for getting something they specifically want ie: Mobile phone works well.</p> <p>Prefect Samm was given time to read the Mobile Phone Policy before this policy was considered for endorsing by the Board.</p> <p>MOTION: The Board ratifies and accepts the Mobile Phone Policy for implementation in 2021.</p> <p>Seconded: - Nat Beer</p> <p>All in favour - Carried</p>

ITEM	DISCUSSION / ACTION
<p>9. 2021 Charges and Contributions - Melissa and Teresa</p>	<p>A copy of the DRAFT 2021 College Charges and Contributions document was emailed to members on 5 November, tabled and filed.</p> <p>At the Senior Staff meeting this week (11 November) they ratified the 2021 College Charges and Contributions documentation be presented to the College Board for ratification.</p> <p>The DOE had issued directives to schools not to increase their costs for next year as best as possible due to circumstances from COVID-19.</p> <p>Additional Other Optional Charges/Courses in 2021 are;</p> <ul style="list-style-type: none"> • Year 11 Camp • Careers Expo • Drone Course <p>Local Shires and some schools are working towards creating a Career Expo which will incur a charge of not more than \$20.00.</p> <p>The Drone course is also a new addition to the Charges and Contributions and will not be more than \$4000. The college is currently working towards how this course will be presented/delivered. The college will auspice with trainers from TAFE to possibly assist with the delivery of this course. The college will see how the first year of delivering this course works out. After the initial first year the college will review this course delivery and if necessary and practical look at possibly training/upskilling a college staff member to deliver the course.</p> <p>MOTION: Moved that the Board ratifies the presented 2021 College Charges and Contributions.</p> <p>Seconded: Graeme Dawson</p> <p>All in favour - Carried</p>
<p>10. 2021 Booklist - Melissa and Teresa</p>	<p>A copy of the DRAFT 2021 Booklists for Years 11 & 12, DRAFT 2021 Stationery for Years 10,11 & 12 were emailed to members on 5 November, tabled and filed.</p> <p>The company Officemax was the supplier for the college Booklist in previous years. This year the supplier will be Campion. The college was given directives from DOE;</p> <ul style="list-style-type: none"> • To allow the supplier Campion a 1 year contract • To have as few changes to the new booklist as possible

ITEM	DISCUSSION / ACTION
<p>10. 2021 Booklist – <i>cont'd</i></p>	<p>All orders must be Pre-paid online by parents. Orders will be sent to the college for distribution on Tuesday 26 January 2021. Any orders placed online after 18 December 2020 can only be posted to the student home address and will incur a late fee of \$17.50.</p> <p>Nat expressed concerns regarding students needing to put their individual name labels on each of their items. Correct labelling will assist to prevent items being lost and needing replacing alleviating incurring extra costs etc. If some parents, choose to have their orders sent home is it possible for the college to negotiate the freight costs to parents?</p> <p>ACTION: Teresa will contact the supplier and investigate the possibility of negotiating freight costs to parents should they wish to have their order sent directly to their home.</p> <p>Mark and Frank confirmed they would have a session with students to assist them to label and engrave their items they have delivered directly to the college.</p>
<p>11. Student Report – Year 11 Prefect Sammantha Perry</p>	<p>Chairperson, Karen asked Samm what was the students overall feeling at the college. Samm reported it has not been a great year due to COVID-19 concerns and everyone is hoping next year will be better.</p> <p>Karen asked Samm to include in the next student meeting discussion about what the student group feels is working well and also specifically what needs addressing/improving. The Board members are keen to assist students and the college in any way possible.</p> <p>ACTION: Samm to bring to the next Board meeting any specific concerns from the student group.</p> <p>Samm enquired into which students will be allocated the task of being a Mentor. Mark and residential staff will review the student groups early in 2021 and select students thought to be suitable/capable of assisting as Mentors.</p> <p>All students need to understand that at all times they have someone specific to go to being; Mentors, Dorm Captains, staff members during the day and in residence. Prefects also need to be confident/encouraged to let staff know when they have concerns regarding anything to include Dorm Captains and Mentors.</p>

ITEM	DISCUSSION / ACTION
<p>11. Student Report – <i>cont'd</i></p>	<p>Samm suggested having group activities to assist with training potential Mentors. Trialling Mentors with students to see if the Mentor is capable of gelling with their peers and having respect for each other. This year some of the Dorm Captains did not fulfill their role adequately. It was suggested that students need to be rewarded for taking on extra specific tasks such as Dorm Captains and being a Mentor.</p> <p>Melissa suggested the year 11 camp in term 3 to include giving students the opportunity to build their capacity to be leaders as they take over the following year being the senior students at the college. This camp could be where the potential Dorm Captains and Mentors be considered for selection.</p> <p>Mitch reported he has experienced students returning to the college from attending camps have a more focussed attitude.</p> <p>The full-time Student Participant Engagement Coordinator will also be able to assist with these social, emotional connections. The student group will benefit from being strategically led by this full-time Coordinator.</p> <p>It was suggested students only be nominated to specific tasks ie: Dorm Captains or Mentors as long as they are keen to be involved and prepared to put in the effort to do the job well.</p>
<p>12. Principals Report Q & A - Melissa</p>	<p>The Principal's Report School Board Term 4, 2020 was emailed to members on 8 November, tabled and filed.</p> <p>This report includes information regarding; COVID-19, Semester Two Priorities, Staffing changes, Student numbers, Activities last term and this term, Student Voice, Classroom, Farm, Trades, Residence, Infrastructure, Uniforms, Bushfire Mitigation, Arborists Report, ACM, Agricultural Education Directorate, Workplace Learning, Prospective 2021 student numbers.</p> <p>Melissa informed the Board she would not be the Principal for the college next year, as she is the Recommended Applicant for the position of Principal at Albany Senior High School. Melissa thanked everyone for their support and has appreciated her time at the college. Melissa reported the amazing thing about this college is the staff. Students are very lucky with the opportunities available to them here. Agriculture has a huge impact on young people and is an essential part of student education, the college staff will continue to be proactive as we look into the future to better meet the needs of our students.</p>

ITEM	DISCUSSION / ACTION
<p>12. Principal's Report Q and A— cont'd</p>	<p>Through the meetings Melissa has held with students there have been discussions regarding the menu at the college. Students have suggested possibly trialling something like having the opportunity to request a particular meal once a month. The position for a Chef at the college will be advertised for another week.</p> <p>Year 12 students reported they enjoyed having their own Awards Ceremony day. Melissa suggested maintaining this type of Year 12 Awards day into the future.</p> <p>The poultry section and veggie patch is thriving under the care of Farm Technical Officer, Wayne Gill.</p> <p>The DOE through DOF have had an Arborist come onsite to assess trees for safety. The trees reported as unsafe will be attended to as required.</p> <p>A comprehensive report has been completed by Department of Planning, Land and Heritage (DPLH) regarding Asbestos Contaminated Materials (ACM) onsite. The college is working with DOE, DOF and DPLH to manage ACM across the college.</p> <p><u>Additional agenda item</u></p> <p>Karen explained the P.A.R.T.Y Program. The P.A.R.T.Y Program provides useful, relevant information to young people to help them recognise potential injury-causing situations and make informed prevention-oriented choices about activities. It is also designed to help young people adopt behaviours and actions that minimise risk. In previous years the college has taken students to Perth and Bunbury to experience this program. Karen was wanting the college to include this activity in 2021 if possible with COVID-19 restrictions etc.</p> <p><u>ACTION:</u></p> <p>Melissa will take this request to Senior Staff to be considered in the planning of activities for students in 2021.</p>
<p>13. Future meetings and call for agenda items - Karen</p>	<p>The next meeting will be held on Friday 26 February, 2021 commencing at 12noon with lunch provided. This meeting will also be the annual Public meeting. The position of Chairperson is due for renewal and Karen invited all members to consider nominating or if they know of a suitable person to ask them to consider nominating.</p>

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____