

**WA COLLEGE OF AGRICULTURE – NARROGIN
COLLEGE BOARD
Meeting minutes**

Friday 17th August 2018

ITEM	DISCUSSION / ACTION
<p>Meeting commenced: 9.10am</p> <p>1. WELCOME AND APOLOGIES</p>	<p><u>Apologies</u> – Marc Sharman, Pauline Appelbee, Frank Haydock</p> <p>Present: Year 12 Prefects – Joe Coldwell, Jacinta Wheatley, Mark Pascoe, Martin Brooks, Karen McCall, Graeme Dawson, Karen Agnew, Michelle May, Christo Argæet, Steve Watt, Mary Kittow.</p> <p>Observer-Renae Dawson</p> <p>Mark Pascoe commenced the meeting as the Acting Chairperson.</p> <p>Additional agenda items:</p> <p>1. Year 12 Graduation as requested by Karen Agnew.</p> <p>9.20am – Steve Watt arrived and he introduced Alison Ramm, Regional Executive Director who was visiting the college.</p>
<p>2. DISCLOSURE OF INTERESTS</p> <p>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 Acting Chairperson, Mark Pascoe presented to the Board members the minutes from the meeting held on 1st June for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Karen Agnew</p> <p>Seconded: Karen McCall</p> <p>Carried</p>
<p>BUSINESS ARISING</p>	<p>The evening supper for students now includes other items in addition to toast.</p>
<p>4. CORRESPONDENCE Inwards - Mark</p>	<p>31st July – Letter from Stephen Baxter, A/Director General regarding the new approach to reviewing all schools due to commence in 2019.</p>

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<p>5. Whole school literacy plan- overview and data to date – Christo Argæet, English teacher</p>	<p>The Whole School Literacy Plan (WSLP) 2018 power point presentation was displayed by Christo Argæet, English Teacher.</p> <p>Topics covered were:</p> <ul style="list-style-type: none"> • There are two ways of helping students: <ul style="list-style-type: none"> Whole School Intervention Individual Intervention • Links to Business Plan • WSLP – Outcomes • Outcome 1 – Identify – Diagnostics <ul style="list-style-type: none"> Year 10 Spelling and Sight Reading Data Year 11 Spelling and Sight Reading Data • Outcome 2 – Low Literacy intervention • Outcome 3 – High Literacy resourcing • Outcome 4 – Consistent approach to develop literacy across all learning areas. <p>Interdepartmental communications and sharing diagnostics results for students assists staff to know how best to support students. For example if staff know a student is engaged in trades they can explain to class how the student is working and visa versa.</p> <p>The WSLP links through to the College Business Plan 2016 – 2019. The key philosophy is "High Performance – High Care" and linking to OLNÀ and WACE achievement.</p> <p>Students are tested three times a year and this assists to pinpoint where a student mostly requires assistance to improve. The reading data is stronger than the spelling data. Every student is different and therefore is treated in different ways. Some students have Education Assistant funding allocations. A behaviour strategy instead of literacy strategy may be required to assist some students. From these results the evidence indicates these strategies are working for this cohort. The main focus is for constant improvement.</p> <p>The biggest decider for literacy improvement is confidence. At the college, students have the opportunity to experience the different areas ie: farm, trades or class and can find an area that best suits their type of learning which in turn increases their level of confidence. As a result we see greatest improvement in their first year at the college.</p> <p>Mid-year testing data for year 10 and 11 students was shown with pleasing improvement indicated. A number of students start from a very low base and so improvement beyond one year in a school year is a success.</p>

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<p>5. Whole school literacy plan- overview and data to date – cont'd Christo Arguet, English teacher</p>	<p>The trades areas have implemented word walls to assist students with their literacy skills. Part of spelling is constant repetition and familiarity for students in all areas. Students can contextualise information to what they are interested in.</p> <p>In the year 12 General English class students were given the opportunity to practice for job interviews and found this experience helpful. This very practical type activity is less able to fit into the ATAR syllabus.</p> <p>Board members found this presentation very informative and thanked Christo for all his work.</p>
<p>6. Focus 2018 – Steve Watt</p>	<p>The Focus 2018 – Directions for Schools document was presented to members at the meeting held on 1st June. Members were invited to make any comments regarding this information.</p> <p>The college is continuing to follow the guidelines as outlined:</p> <ul style="list-style-type: none"> • Success for all students • High Quality Teaching • Effective Leadership • Strong Governance and support <p>The college has progressed well in the development and implementation of an explicit teaching model. In addition, the class structures for year 10's have been formalised to be clearer about expectations.</p>
<p>7. College Drug Policy – Steve Watt</p>	<p>A copy of the WA College of Agriculture – Narrogin Drug Education Guidelines document was emailed to members on 9th August and filed. Members were asked to provide feedback and stated they are happy with these guidelines as a direction for the college.</p> <p>If a student is found to be actually smoking or drinking in a group setting the entire group will be disciplined with the same sanction. Students standing by know what they are doing is not right and by watching this type of behaviour are encouraging it.</p> <p>Board members endorsed all students being treated equally regardless of year group..</p> <p>When students are involved with drugs the police are involved.</p> <p>It was suggested to have a guest speaker who has a throat injury due to smoking to deter students from smoking. On 29th May during the college "Wellness Day" students did have a quest speaker who was a rehabilitated drug addict. Prefects Joe and Jacinta reported this guest speaker was very beneficial. Having a guest speaker during the lesson times seems to engage the students better than when a guest speaker addresses the students after hours in their own time.</p> <p>The college is working to ensure a consistent approach to discipline issues. Depending on how many times a student has been sanctioned for inappropriate behaviour will determine what kind of sanction will be applied for a 1st, 2nd or 3rd offence etc.</p>

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<p>7. College Drug Policy – Steve Watt – <i>cont'd</i></p>	<p>The Prefects reported that when they were in year 10 the year 12 students at the time were allowed to get away with more. Sometimes this is a matter of personal perspective rather than fact. The college has improved in ensuring a more consistent approach to all year groups.</p> <p>The Board were asked, “Are we clear with our Good Standing Policy?”</p> <p>The Good Standing Policy has had some minor changes over its roll out. These include the ability for students to work off loss of Good Standing to enable them to attend events. For example in the lead up to Country Week a number of students worked hard to cut out their time off Good Standing so they could attend. The opportunity to participate in a special event was an incentive for the students to improve their behaviour.</p> <p>The next considered change will be to look at the length of time off Good status as a consequence of a suspension. At the moment it is a blanket four weeks regardless of the length of suspension as this is could be better. Any changes to this aspect will occur next year.</p> <p>Board members commented a set amount of work party should be completed no matter what time of the year it is.</p>
<p>8. Discipline issues – good Standing consistency across all years – S.Watt</p>	<p>See above</p>
<p>9. 2018 Financial update - Steve Watt</p>	<p>A copy of the 2018 Budget summary as at 15th August was displayed on the overhead screen and filed.</p> <p>The college completed the census in February and August as requested by the Department of Education. Staffing levels on the basis of student numbers is sustainable at this time, the college is solvent and financial. The salary surplus has gone up as we have not yet replaced the farm mechanic technical officer position.</p> <p>The student numbers were adjusted as two year 12 students left at start of term 3 to go to Muresk which was a good outcome for those students.</p> <p>The college would like to end this year if possible with the same carry over in salary from last year of \$544,000. This will buffer us against probable lower enrolments next year.</p> <p>The college Finance Committee will meet in the next couple of weeks and endorse transferring funds from salary to cash for specific projects.</p>
<p>10. Chaplaincy – Mark Pascoe</p>	<p>Mark has spoken with the Area Chaplain and he has not been able to source a male chaplain to fill in the position for two days at the college to compliment the one day female chaplain time.</p> <p>In term 4 when people have completed their training it is hoped that a chaplain may be sourced.</p> <p>The Regional District Education Office has allocated the college more psychologist time. This extra time may be allocated to Monday night and other times during the week, to be confirmed.</p>

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<p>11. Trades training – industry advisory – Mitch Wray</p>	<p>The Trades Advisory Panel is in progress. Mitch has written to the following local trades persons to form this advisory group:</p> <ul style="list-style-type: none"> • Cabinet making - Phil Blyth from Narrogin Cabinet Making • Building and Construction - Lindsay Sims from LR Sims & Co. Builder • Mechanics – Russell Francis from Narrogin Toyota • Engineering – Ray Smith from Ray Smith Engineering <p>The panel will provide advice and guidance to the college to ensure our training meets industry needs and current practice in compliance with Training Accreditation Council as a Registered Training Organisation.</p>
<p>12. Uniform hats and beanies – formalise for 2019 – Steve W.</p>	<p>In 2019 as part of the college uniform, hat and beanies will be included. When a student is wearing a bucket hat, cap or beanie it can only be from the college uniform items. Consistency with this uniform item will improve the college appearance especially when attending excursions. A navy blue Akubra hat can also be worn for extra sun projection when out on farm section. The college bucket hats, cap and beanies are available from Narrogin Sportspower. The navy blue Akubra hat is available from Parry's department store in Narrogin. The hat, beanie uniform information will be updated in the 2019 College Operating Procedures booklet.</p> <p>The current sports maroon colour jacket is to be replaced with a warm jacket for class purposes. There are already options for warm clothing as part of the farm /trades uniform. There are already options for water proof wet weather gear via navy blue or black plain raincoat.</p> <p>ACTION: Steve and students will source possible jacket options and present to the Board at the next meeting.</p> <p>Local stores Parry's and Sportspower stock uniform supplies as quoted on pages 10 – 14 of the 2018 College Operating Procedures booklet which was sent out to all parents at the commencement of this year.</p>
<p>13.Principals Report Q & A</p>	<p>A copy of the Principal's report for term 3 was emailed to members on 9th August, a copy filed and displayed on the overhead projector.</p> <p>This report includes information for:</p> <ul style="list-style-type: none"> • Staffing • Student numbers • Student issues • Activities this term • External groups using the college • Classroom, Farm, Trades, Residence • Infrastructure • Student recruitment

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<p>13.Principals Report Q & A – Steve W.</p>	<p>Unfortunately, there have been a number of discipline issues lately however, this is partly the result of people telling us what is happening around the college. This information gives the college the opportunity to stop inappropriate behaviours immediately and also look at CCTV footage if necessary.</p> <p>The college has had its first Stymie (anonymous online reporting system) notification last week.</p> <p>Last week a number of students had to be suspended for:</p> <ul style="list-style-type: none"> • an incident involving alcohol • an incident where students were suspended for wilful damage to another student's car • an incident escalating a disagreement into a physical assault <p>Discussion was held regarding equipping students with strategies/tools to assist them to deflect bullying behaviour, take the power away from the bully. Often the tendency is to deal with the bully rather than assisting the victim. Students often say that they are having a bit of fun when confronted with accusations of bullying. It is difficult to unpick what is bullying, malicious behaviour and what started as mutual rough play that has gone too far.</p> <p>It is proposed that in 2019 Work Place Learning (WPL) will be held at a different time than previous years to assist spreading work load for staff throughout the year and to recognise the value of work experience. This change in the 2019 schedule will hopefully improve the number of students attending Country Week. Students choosing not to attend Country Week will have the option of staying at the college on a modified program. In 2019 WPL will be held:</p> <ul style="list-style-type: none"> • Year 10 students, term 4, weeks 9 & 10 • Year 11 students term 4, after Graduation weeks 6 & 7 • Year 12 students term 1, week 10 <p>WPL cannot be at home and should be different location/employers each time.</p> <p>In 2019 there will not be a closed weekend in term 3. The reality is that most students can go home whenever they want and having a closed weekend in the middle of term disrupts the student's focus to get their work complete and is an inconvenience to students from long distances. The student free day will be moved to the commencement of term 3 and this day will be allocated to professional development (PD). Having a staff PD at the commencement of the term gives all staff from all areas the opportunity to participate.</p> <p>Year 12 students are starting to compete their course requirements and many are aiming not to return for term 4. Staff have worked hard to keep year 12 students focussed and motivated so they leave us with as higher level of qualifications as possible.</p> <p>A concern was discussed regarding difficulties for some students to get rostered on to the necessary farm sections to help them work towards completing outstanding competencies. In 2019 the farm rostering will be more organised now that we have Emily McDonald as the Assistant Farm Manager.</p>

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<p>13.Principals Report Q & A – Steve W.- cont'd</p>	<p>The new tele handler has arrived and some staff attended a training day from Perkins Machinery. The total cost of the tele handler was \$163,900 with the college receiving \$90,000 from the Department's Machinery Trust Fund to support the purchase. The college has also purchased a dual cab light tipper truck to the value of \$48,000, fully funded by the Machinery Trust Fund.</p> <p>The college has put through submissions for 2019 to the Trust for a Multi-spreader, chemical shed, cattle and horse crate and second truck.</p> <p>The college crops are looking good. Next week a helicopter will spray our oats for broad leaf weeds and some liquid nitrogen.</p> <p>The college merino flock lambing was 117%. Ewes were purchased from East Mundalla at the start of this year. Recently we have purchased 274 merino wether hoggets to finish off while grazing our creek lines and to apply pressure for our pasture manipulation program.</p> <p>The college Angus stud has been registered so we can compete in the various show competitions. The Prefects confirmed students enjoyed participating in showing cattle.</p> <p>The poultry section has reduced production of eggs at the moment as the chooks are off the lay.</p> <p>The appointment of Assistant Farm Manager Emily McDonald is a great attribute for the college. The position for a new Technical Officer has been advertised, applications closed on 14th August.</p>
<p>Mark Pascoe had to leave the meeting at 10.50am with Steve Watt taking the role of Acting Chairperson.</p>	
<p>14. Student Report – Year 12 Prefects, Jacinta Wheatley and Joe Coldwell</p>	<p>Students have had the opportunity to provide feedback or suggestions regarding the college meals by filling in blue notes that are placed in a designated box for collating. Students have been encouraged to put forward their ideas instead of simply complaining. A meeting was held earlier this week with kitchen staff, Steve W, Heather and two student representatives. With the help of the Canteen Associations, Steve is looking at how the college can overhaul our catering and food menus. The use of an external organisation like this will assist to ensure that we are producing healthy food for this growing age group.</p> <p>Trades students recently attended an excursion to the Construction Futures Centre and the WA Wood Show. This was a great day out and students appreciated the opportunities to participate in several hands on exhibitions such as virtual reality site visits, a crane operation simulator, loader operation simulator, industry related maths games, confide spaces tunnels, civil project games and more. Another excursion the trades area has planned is for the Engineering group to go to Westrac and Hoffman Engineering in Perth. These types of excursions have assisted the trades students to develop a career plan.</p> <p>The ATAR students have had excursions to universities last year and it was suggested that it may be helpful for them to also attend excursions similar to the above mentioned trades section excursions. Some students experience apprehension about leaving school as they do not have a definite direction for their careers. Suggested attendance at Career expos.</p>

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<p>14. Student Report – Year 12 Prefects, Jacinta Wheatley and Joe Coldwell</p>	<p>Students will be encouraged to seek out staff members who have an interest or skills set in the specific areas the student is most interested in pursuing a career ie: Louise Eastwood for equine industry, Colin Batt for sheep industry. The equine course is a general course that can transcend into various areas within the equine industry. It was suggested to have guest speakers come in and talk to students about various career pathway opportunities.</p> <p>ACTION: Steve will contact Alysia Kepert, Principal Consultant, Statewide Services Centre to investigate a uni trip for year 12's next year.</p> <p>Jacinta and Joe suggested that the college consider allowing the year 12 students have some extra privileges as this is their last year at school. There are some simple things that can be made available such as year 12 only town run, different lines for meal servery. As discussed previously year 12's should not have different sanctions for inappropriate behaviour.</p> <p>ACTION: Steve will meet with the Prefects to discuss the possibility of appropriate privileges.</p>
<p>14. Open Day – Steve</p>	<p>Each year the P & C have a stall at the Open Day. At this stall fundraising raffle tickets are sold. P & C members assist with talking with prospective students and parents. The Board members are also invited to participate with being available to talk with prospective students and parents.</p> <p>ACTION: Name badges to be ordered for Board members in time for Open Day, Mary to organise.</p>
<p>15. Graduation Day - Steve</p>	<p>Board members have received feedback from ex-students regarding last year's Graduation Ceremony. The feedback stated the service in the gym was long and hot, in previous years' parents had enjoyed the sit down formal ceremony held in the dining room for year 12 students only and their parents. However due to the logistics of only two parents per year 12 student being able to attend in the dining room the ceremony was moved to the gym. Also the intent is to involve the younger years so that they can see and aspire to high performance in year 12.</p> <p>This year's ceremony will be held in the gym for all year groups. There is now air-conditioning and the format will be modified to speed the year 10 and 11 awards section. A more elaborate lunch may be able to be arranged for 12's and select members of their family.</p> <p>The year 12 students will have an end of year excursion to Adventure World. It was also suggested that a special year 12 student time capsule be created each year.</p> <p>ACTION: Steve to meet with year 12 Prefects to see what can be arranged for their end of year.</p>

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<p>16. Survey results - Steve</p>	<p>The parents and students have completed their surveys, Steve thanked the parents who participated. The results from these surveys will be emailed home with these minutes. At the all staff PD to be held on Monday 20th August Steve will discuss with staff the positive results and the areas we need to work towards where we think we can do things better.</p>
<p>Next meeting</p>	<p>The next board meeting will be held on Friday 23rd November commencing at 9am. At the next meeting the 2019 Fees and Charges will be presented for endorsement along with 2018 performance data available at that point.</p>

Meeting closed 11.40am

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____