

4	<p>CORRESPONDENCE</p> <p><u>Inwards correspondence.</u> A letter was sent to the Board from Sharyn O'Neill, Director General, Department of Education congratulating the College on being awarded Independent Public School status.</p>	R. Pugh
	AGENDA ITEMS	ACTION
5	<p>IPS status- implications and opportunities Part of the College becoming an IPS will include;</p> <ul style="list-style-type: none"> • The College will have greater autonomy. • The College can sign off on higher levels of financial management. • The Department of Education cannot refer teaching staff to us. • All staff positions (other than Education Act ie: teachers, deputies, HOD's, D & T teachers) are still under <u>whole of government redeployment policy.</u> <p>The College Council will transition to a Board in the IPS. There are two options for the transition process for the Council to the Board;</p> <ul style="list-style-type: none"> • Spill the members positions and start from scratch in 2017 and develop a whole new Terms of Reference document and structure for the Board. • Continue with the current College Council structure we already have and continue as a College Board. <p>Discussion was held regarding the current structure of the College Council which is working well. Stephen and the Council are happy to rename from a Council to a Board and continue operating as is.</p> <p>Motion: Keep the College Council structure as is and rename to College Board, in due course restructure memberships as required. Moved: Frank Haydock Seconded: Marc Sharman Carried</p> <p>The College will use the opportunity becoming an IPS to rethink how meetings are conducted, engage the community, be involved with the end of year reporting etc. In 2017 the whole College will have a special lunchtime celebration for becoming an IPS, the College Board and local newspaper will be invited to attend. The Department Marketing personnel have been working on promotional materials for the College ie; signage, banners, letterhead. Updating promotional materials will make a slight difference to the look around the College for the commencement as an IPS in the new school year 2017.</p>	<p>S. Watt</p> <p>The Terms of Reference documentation will be updated.</p>

	AGENDA – cont'd	ACTION
6	<p>Board Chair position- Terms of Reference</p> <p>At the conclusion of 2016 the membership term for Chairperson, Rowena Pugh and ex-parent representative Jenny Wiles will finish.</p> <p>Current staff member Steve Harris will not be at the College in 2017 as he has secured a teaching position closer to home in Wagin.</p> <p>The current staff three year term positions will be adjusted- Mark Pascoe will become staff position 2 to be renewed 2018. Staff position number 1 position will be voted on to the Board in early 2017.</p> <p>In 2017 new memberships will be invited to the Board for two, year 10 parent representatives.</p> <p>The current College Board membership has members with the expertise to consider the position of Chairperson in 2017.</p> <p>ACTION:</p> <p>Stephen Watt officially called for nominations for the position of Chairperson for the College Board for a 3 year term.</p> <p>Mark Pascoe nominated Marc Sharman, no further nominations were received.</p> <p>The College Board were all in favour of Marc Sharman being voted as the new Chairperson in 2017.</p> <p>The position of Vice Chairperson will be discussed in early 2017.</p>	<p>S. Watt</p> <p>The Terms of Reference documentation will be updated in early 2017 to reflect change in name to College Board.</p> <p>Information will be sent out to incoming parents and current parents regarding participating or nominating to join the Board in 2017.</p>
7	<p>School performance data</p> <p>The National survey results were demonstrated on overhead projector, a copy was emailed to the Board members on 1 November.</p> <p>Suggestion was given to ensure students attending meeting are also given a copy before a meeting.</p> <p>The College is obliged to complete the four National surveys being;</p> <ul style="list-style-type: none"> • Parent • Staff • Students –Year 10 and a Year 12 survey to compare opinion <p>These surveys will consider everyone's perspective.</p> <p>All staff will review this data at a whole College meeting on 16 December.</p> <p>Stephen Watt thanked everyone who has taken the time to complete the Principals Performance Management survey.</p> <p>Survey results concerns discussed by the Board members included;</p> <ul style="list-style-type: none"> • Student behaviour management • Communication between staff members • College menu 	<p>S.Watt</p> <p>A copy of the survey results were filed.</p>

	AGENDA – cont'd	ACTION
7	<p>The survey results from year 10 students were more positive than the year 12 student results. The year 12 group has unfortunately had a disruptive time whilst at the College due to many changes over last three years ie; negative Expert Review Group findings, many staff changes.</p> <p>The compiled survey data shows areas of commonalities. Concerns were discussed regarding the need to address concerns so next time a survey is completed we do not have the same drop off in the positive results between years 10 and 12 students.</p> <p>Board members suggested teachers have a responsibility to make lessons interesting for students, especially students who struggle.</p> <p>Suggestion for the next survey to include asking students what can staff do to make the student feel cared about.</p> <p>The staff survey results were discussed in depth and concerns raised regarding the lack of staff who responded to actually completing the survey was only 17 out of the total number of staff of 56. It was suggested by Stephen Watt that in 2017 the staff surveys will be completed in staff faculty meetings to ensure all staff complete surveys.</p> <p>Stephen Watt is working towards helping every member of staff to feel they make a difference in the College across all areas ie; farm, teaching, kitchen, cleaning, admin etc. Whole College staff approach to identifying areas for improvement and how to achieve these improvements.</p> <p>To assist parents to complete the survey it was suggested to have the survey information highlighted on coloured paper to make this request look more significant from other information.</p> <p>Class teachers provide a curriculum outline for the year for each student although students may not realise or understand. Staff are mandated to provide this information. The new system called CONNECT will assist with student reporting information for parents and students.</p> <p>Curriculum outcomes are given to students in the first few days of term 1. Suggestion made to also to include this information on the College website under a tab for curriculum outcomes. Parents to be encouraged to come and talk to teachers at one of our interviews days or contact the College at anytime.</p> <p>Concerns expressed from staff Board members regarding some parents when contacted requesting they speak with staff, the parents have not responded eg: Frank Haydock had only 4 parents responses out of 8.</p> <p>The appointment of a permanent Head of Department for Residence, Heather Rae will assist with creating stability and consistency across the residential area.</p>	S.Watt

	AGENDA – cont'd	ACTION
7	<p>The way forward to gain assistance with the menu will include a nutritionist regularly reviewing the College menu. Suggested to develop a cooking program for students to learn basic cooking skills. Introduce in 2017 proactive development of skills and attitudes.</p> <p>A suggestion for the survey in 2018 to include another option for when a person is unable to comment on a specific question that a non-applicable option for some of the responses is required to be included.</p> <p>Stephen Watt asked for all Board members to review all survey information and email to Mary any issues identified. The College will cross reference with staff discussions to compile data and make suggestions for improvements.</p>	<p>S.Watt Development of menus and advice from dietician. The College cooks will visit other schools to gain useful information.</p> <p>An additional column to be included in the surveys for what the College could include and what could be implemented to improve ideas.</p>
8	<p>Uniform changes- remove yellow and high vis, incorporate short sleeve grey shirt in class, hat and beanie.</p> <p>The College proposes to remove the yellow and hi viz for new students and have these uniform items replaced by the navy blue uniform. The College logo will be embroidered onto the shirts and jackets. When necessary students will be provided with high vis vests when on farm or in trades. The current high vis uniform will be phased out for the current year 11 and 12 students. When year 11 and 12 students require new items they will be expected to purchase the new uniform items.</p> <p>Staff in trades may change their uniform from the blue colour to differentiate from students in blue uniform.</p> <p>Board brimmed hats are to be worn by students during terms 1 and 4. Samples of hats will be sourced, College caps and beanies with College logo embroidered will be added to the uniform items. Concerns raised regarding students feel the maroon jumper is itchy. The formal dress uniform ie: grey dress shirt (long or short sleeve), maroon tie, maroon jumper, black trousers will remain the same in 2017. The Board decided by consensus to;</p> <ul style="list-style-type: none"> • retain the polo shirt for students to wear in class or when attending sporting events • review the maroon jumper for its wearability • look at trousers for students wear to class , plain dress trouser, plain black shorts, <u>no</u> track suit paints. • add a short sleeve option to grey dress shirt. 	S.Watt

	AGENDA – cont'd	ACTION
9	<p>2016 Financial update</p> <p>The financial information was presented to the Board on the white board. Stephen explained the parts of the budget which impact on the College's Strategic Plan.</p> <p>Stephen explained how the funding comes in as salary and cash with the variance to carry over into next year. The variance funding is kept in reserve accounts and will be used for specific projects ie: reticulation, upgrading dormitories etc. The dorms will have repairs and maintenance before the end of this year to ensure they are ready for the arrival of new students in 2017. The student bond will be used for the cost of any deliberate damages by students. Student representative Jess Appelbee suggested it may be helpful to place certain students in dorms together so behaviours can be monitored and eliminated as quickly as possible.</p> <p>The Department's staffing calculator which is used to describe how much funding the College has for next year was incorrect and has had to be removed for now.</p> <p>The current College staffing profile is sustainable for the student enrolments in 2017.</p> <p>Two positions factored into the current budget are;</p> <ul style="list-style-type: none"> • A second Assistant Farm Manager to coordinate Certificate II and III training. • An ICT support position 0.5FTE 	<p>S. Watt and Teresa Rafferty</p>
10	<p>2017 Budgets</p> <p>Introductory overview of next year's budgets.</p> <p>The 2017 Budget summary was displayed on the whiteboard. The next Board meeting will include information for the final 2017 budget.</p> <p>Teresa gave incoming, outgoing Financial Summary report. In December when the Residential Boarding Fees (RBF) have been sent off to central office the financial report will give a more accurate picture.</p> <p>IPS school status gives the College another \$27,000 per year. Stephen is currently working through the College's re-profiling application process to have appropriate staffing ie; English teacher for 2017. Currently staffing structure is sustainable.</p>	<p>S.Watt & T. Rafferty</p> <p>A copy of the Financial Summary report was filed.</p>
11	<p>2017 Fees and charges</p> <p>The 2017 College Course Charges and Contribution Allowance and Assistance booklet information was emailed to Board members on 11 November and a copy filed. It is a Departmental mandatory requirement to have this information sent to parents/guardians two months prior to students commencing in the new school year. It is planned to send this information to parents/guardians on 1 December 2016.</p> <p>Motion: The College Board endorsed the 2017 College Charges and Contributions, Allowance And Assistance Information, Moved S Watt Seconded: Teresa Rafferty, Manager Corporate Services <i>all in favour</i></p>	<p>Council endorsement The 2017 College Course Charges and Contribution Allowance and Assistance booklet was filed.</p>

	AGENDA – cont'd	ACTION
12	<p>End of year review activities- invitation to staff reporting session</p> <p>The end of year review with staff will be held on 16 December and the College Board members are invited to attend. Each facility area will report to whole school on student and faculty outcomes 2016 and plans for 2017. Stephen Watt will send an email to Board members with an invitation stating times and details for 16 December.</p> <p>Monday 12 December 10am-12noon will be designated to discuss the National Survey results and the Principal Performance Management survey with staff, the Board will also be invited.</p>	S.Watt
13	<p>Principals report Q&A</p> <p>The College Board meeting agenda to also include a student report item. Students attending meeting to be reminded prior to meeting and given assistance if required to complete their report to the Board.</p> <p>A copy of the Principal's report for term 4 was emailed to Board members on 11 November.</p> <p>The topics covered in the Principal's report included:</p> <ul style="list-style-type: none"> • Independent Public School status • Staffing • Student issues • Activities in term 4 • External groups using the college/visitors to the college • Classroom, Farm, Trades and Residence • Infrastructure • Student numbers <p>Stephen Watt thanked Steve Harris for acting in the Head of Department for trades during the last 18 months.</p> <p>A copy of the Good Standing Policy was given to Board members. Stephen explained the Good Standing Policy is to improve student behaviour with the lower level behavioural issues eg: late to class etc, Students may gain demerit points when they breach behavioural expectations. Each demerit point has a life of four weeks, term time only and excluding student absences and holiday periods. Four live demerit points will result in loss of Good Standing for a period of four weeks from the date of the last demerit point. The Deputy Principal will record and monitor demerit points and keep students and parents informed on weekly basis.</p> <p>If a student continues to behave inappropriately and receives additional demerit points a behavioural review panel will be held to determine ongoing action and sanctions.</p>	<p>S.Watt</p> <p>A copy of the Principal's report for term 4 was filed.</p> <p>A copy of the Good Standing Policy was filed.</p>

	AGENDA – cont'd	ACTION
13	<p>A suggestion was made by Board members to have a student interviewed in front of a panel of 3 independent people from the College to assist students to explain their inappropriate behaviour. This process may assist students to realise the consequences for inappropriate having to report to people of authority outside of the familiar College staff.</p> <p>The College operates a separate positive reward system in residence which will be widened to incorporate the day program.</p>	S.Watt
14	<p>Ag Advisory report- farm operations Harvest should commence later this week if conditions are suitable. The insurance representative Clive Morton will be onsite to inspect the crop for insurance claim purposes. Looking to appoint an Assistant Farm Manager to improve the training for students. Continuing to investigate introduction of grow out piggery facility. Working on increasing grain storage, to sell grain when prices are favourable. New sheep Technical Officer John Archer has culled sheep with poor structure, lambs being sold this week. Farm section has been involved in promoting the College attending the following shows: Albany, Dinninup, Narrogin, Northam, Katanning, Perth Royal Show, Corrigin Shears.</p> <p>Purchase of Machinery Trust submissions items – auger, silos, boom spray. The College forwards 40% of funds from farm proceeds to the Trust.</p> <p>Dairy being converted to vehicle wash down bay and chemical wash-down area. Capitalising on structures already here, tidying up areas.</p>	S.Watt
15	<p>Harvest 2016 Board member Karen Agnew enquired about the option for students to participate with harvest. Some students are keen to do harvest, Stephen Watt will investigate how to accommodate students and manage them onsite when possible. Narrogin in hosting an Agricultural Conference 5 – 7 December so cannot accommodate students at that time.</p>	Karen Agnew
16	<p>Year 12 camp Student representative Liam requested the College consider having a year 12 camp in 2017. Liam will assist Stephen Watt establish suitable dates in term 1, 2017 and what the purpose is for the camp. Stephen Watt recommended a Prefect camp be held first to give students knowledge to assist supporting other year 12 students bond together and work as a whole group.</p>	Liam Bell

	AGENDA – cont'd	
17	College Board meeting dates for 2017 1. 3 March commencing at 9am 2. 2 June 3. 24 August 4. Term 4 to be confirmed	

Meeting closed: 11.45am

Next meeting: 3 March commencing at 9am

THIS IS A TRUE AND CORRECT COPY OF THE MEETING MINUTES

SIGNED _____ DATE _____

SIGNED _____ DATE _____