

**WA COLLEGE OF AGRICULTURE – NARROGIN  
COLLEGE COUNCIL  
Meeting minutes  
Friday 19 August 2016**

ITEM NO	ITEM	ACTION
1	<p><b>WELCOME AND APOLOGIES</b>  <b>Present:</b> Stephen Watt, Rowena Pugh, Marc Sharman, Jenny Wiles, Geoff Jones, Frank Haydock, Steve Harris, Karen Agnew, Mark Pascoe.            Students; Year 11 Liam Bell, Jessica Appelbee</p> <p>Meeting commenced: 9.30am</p> <ul style="list-style-type: none"> <li>• Apologies Pauline Applebee, Stewart Raine</li> <li>• Confirmation of the Agenda Item number 6, Literacy testing data to be moved to the last item on the agenda.</li> </ul>	
2	<p><b>DISCLOSURE OF INTERESTS</b>            It is customary that members declare any potential conflict of interest.</p> <p>Note: No disclosures noted.</p>	<b>Rowena Pugh</b>
3	<p><b>MINUTES OF PREVIOUS MEETING</b>            The Council missed endorsing the minutes of the previous meeting held on 2 June, this endorsement will be carried forward to the next meeting on 18 November.</p> <p><b>BUSINESS ARISING</b></p> <p>1. DET Staffing Recruitment Freeze            The Head of Residence has been appointed for a fixed term until November to Heather Rae. Heather has settled in well and has previously worked at WA College of Agriculture – Harvey. The college will advertise Head of Residence position for a permanent person for 2017.</p> <p>The Head Cleaner position has been filled by recommended applicant Eugene McCarthy. The Cook position has been filled by recommended applicant Tamrah Goodridge. The advertisement for the Sheep Technical Officer position closed on 17 August, three applications are currently being processed. The three, 0.5 residential supervisor positions have also been advertised.</p>	<p><b>R. Pugh</b></p> <p><i>To be endorsed at next meeting on 18 November</i></p>
4	<p><b>CORRESPONDENCE</b>            Inwards correspondence.            A letter was sent to the Council from Stewart Raine informing the college of his resignation from the position of year 11 parent representative.            Stewart and his family are moving to Queensland.</p>	<p><b>R. Pugh</b></p> <p><i>A letter of thanks to be sent to Stewart for his contribution to the council and college community.</i></p>

	<b>AGENDA ITEMS</b>	
5	<p><b>IPS application update progress</b></p> <p>On 9 June Stephen Watt and Rowena Pugh attended the second IPS information meeting day as part of the college application process. The half hour presentation to a selection panel included:</p> <ul style="list-style-type: none"> <li>• WACoA – Narrogin governance structure explanation</li> <li>• The processes the college has in place are clear and transparent</li> <li>• History of the college</li> <li>• 2012 negative ERG, college has traded out of this and is aspiring to become the best agricultural college in the state</li> <li>• Agricultural Advisory, College Council, P &amp; C Committee improvement to structures</li> <li>• Rebrand the college, we are now good enough to gain IPS</li> </ul> <p>The outcome of the colleges' application will be known in September.</p>	Stephen Watt
6	<p><b>National surveys</b></p> <p>The National survey was demonstrated on the white board for the Council members. Every 2 years the college has to complete National surveys to parents, staff and students. These surveys have standard questions which cannot be altered and can also have some additional questions included by the Principal.</p> <p>Additional questions Stephen has included were not just tailored questions regarding teachers but also questions to include other areas of the college ie:</p> <ul style="list-style-type: none"> <li>• Residential</li> <li>• Farm</li> <li>• Trades</li> <li>• Front office</li> <li>• Class area</li> </ul> <p>Stephen Watt requested feedback from the Council regarding the types of questions he had added into the survey.</p> <p>Discussions held and the following suggestions for additional information to be included into the survey by Stephen.</p> <p><b>ACTION:</b></p> <p>The survey to have additional questions to include;</p> <ul style="list-style-type: none"> <li>• Ask students if they feel staff are respectful to students</li> <li>• Are staff approachable</li> <li>• Are staff welcoming and friendly</li> <li>• Are parents happy with the amount of communications they receive from staff</li> <li>• Include questions asking parents what are two things the college does well and two things the college needs to improve and any further comments</li> <li>• Do staff enjoy working with young adults</li> <li>• Ask staff what are two things they enjoy about their job and two things they don't enjoy</li> <li>• If staff intend working in their roles into the future and for what period of time</li> <li>• What would staff wish for to improve their experience working in their roles to encourage them plan to work into the future here at the college</li> </ul>	S. Watt

6	<p><b>National surveys – cont'd</b></p> <p>The student survey will be completed during English class. The survey will be completed by designating two students to two computers at a time. It is hoped that allocating two students at a time the survey will be completed with a genuine response. Previously allowing the entire student group to complete a survey at the same time has resulted in students not participating effectively.</p> <p>The Year 12 Student Exit Survey and the Post School Destination Survey will be completed separately to the National Survey.</p> <p><b>ACTION:</b> The staff survey to have included the above mentioned questions, Stephen Watt to update survey and send the link to parents via the College Chronicle after Open Day.</p>	S.Watt
7	<p><b>2016 Financial update</b></p> <p>The dashboard from the Student Centred One Line Budget was demonstrated on the whiteboard for the Council members.</p> <p>The overall sheet for the month of August with the 2017 budget summary and staffing calculation was explained to the Council by Stephen.</p> <p>The student numbers for 2017 will be about the same as this year. The college finances are sustainable now however we are over in staffing and still need to investigate our teaching staff area. There are two FTE teachers permanently appointed to this school and currently at other schools and are unlikely to want to return.</p> <p>There will be an opportunity to revise and review next term the reserve money for specific projects. The reserve account needs to have specific projects and funds appointed. Reserves can be redirected where appropriate ie; roof for amphitheatre was redirected to improvements for the gymnasium.</p> <p>In 2017 the college will have to reapply for a full reregistration for our RTO Status. The Auditor will be onsite in April to review the college operations. Mark Pascoe explained Certificate III is new to the college and he is working with the Farm Manager developing assessment tools.</p>	<p>S.Watt</p> <p>Rowena had to leave the meeting at 10.15am and Marc Sharman assisted as the Chairperson for the remainder of the meeting</p>
8	<p><b>Principals report Q&amp;A</b></p> <p>A copy of the Principal's report for term 3 was given to the Council members and a copy filed.</p> <p>The topics covered in the Principal's report included;</p> <ul style="list-style-type: none"> <li>• Staffing</li> <li>• Student issues</li> <li>• Activities this term</li> <li>• Use of college facilities</li> <li>• Classroom</li> <li>• Farm</li> <li>• Trades</li> <li>• Residence</li> <li>• Infrastructure</li> <li>• Student numbers</li> </ul>	S. Watt

<p>8</p>	<p><b>Principals report Q&amp;A – cont’d</b></p> <p>Discussion was held including feedback from students Liam Bell and Jessica Appelbee regarding the changeover in Chaplains since Karren Gow had resigned and Marty Vause and Jennifer Pollard had commenced this term. As YOUTHCARE are not employing permanent Chaplains at the moment and are awaiting confirmation in changes to government policies Marty and Jennifer will be onsite for semester 2 only.</p> <p>To assist in the future funding of Chaplains the college may engage the assistance of community groups for funding assistance.</p> <p>The appointment of Heather Rae as Acting Head of Residence has also assisted students with pastoral care.</p> <p>Year 12 students are working very hard to ensure all work is completed. Some students have required extra assistance to ensure they transition from the college with the best possible results.</p> <p>All students have been given the opportunity to participate in the variety of shows and events the college has been participating in ie: Dowerin, Newdegate, Perth Royal, Katanning, Albany, Narrogin, Dinninup.</p> <p>The College Open Day will be held next week on Friday 26 August. Parent / staff interviews will be held on Friday 2 September.</p> <p>External groups to visit the college this term have included the Chamberlain 9G tractor tour group. In 2017 a student will attend the college who is a 4<sup>th</sup> generation student having had his father, grandfather and great grandfather attend as students. This student enrolment is an amazing testament to the college with it’s long and positive history.</p> <p>The farm section has been working towards completing ground works for the pad to accommodate the new silo complex and hay shed.</p> <p>The college applied for some funding from the Machinery Trust Fund and Stephen Watt has been notified funding has been approved for the first three priorities being; Boomspray, Grain Auger and additional silos.</p> <p>The Agricultural Advisory Committee will meet on 31 August and will continue with farm planning.</p> <p>Onsite, various college infrastructure projects updates include;</p> <ul style="list-style-type: none"> <li>• the completion of the gymnasium upgrade</li> <li>• the completion of the motorbike track</li> <li>• the motorbike lockup area will be completed by Open Day</li> </ul> <p>The Department of Education is arranging to demolish three houses on the college campus. The department only wants to maintain four houses on site and any additional are up to the college to maintain. These houses are in too poor a condition for the college to warrant spending our money on maintaining.</p> <p>The Club will have the rear part demolished and the front half retained and maintained properly for use as a museum/archives/meeting room and student common room.</p> <p>The old Shugg/Cullen dormitories are currently being converted into a staff room with some staff offices.</p> <p>The college is aiming to grow student numbers for 2017 to 30 year 10 students, 50 – 55 year 11 students, 45 – 50 year 12 students. The current timetable structure would allow for these numbers with little additional staff.</p>	<p>S.Watt</p>
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8	<p><b>Principals report Q&amp;A – cont'd</b></p> <p>Discussion was held regarding the benefits for students commencing at the college as a year 10 student. Year 11 student Liam Bell commenced as a year 10 student in 2015 and was asked if he thought he was further advanced than a student who had commenced as a year 11 student this year. Liam responded that he felt it would have been beneficial to have learnt Animals and Plants in year 10. Current year 10 students now start their learning journey earlier.</p> <p>For some students boarding from year 10 it seems by the time they reach year 12 they have had enough of school/residential life.</p> <p>Marc Sharman thanked the students for participating and giving the Council their views.</p> <p>The Trades Advisory Group is still being sourced and developed. It is important to have industry consultation for RTO status qualification. Head of Department Steve Harris will source outside trades persons to consult with the latest industry best practice. It was suggested that Steve approach trades people from the motor vehicle industry to be included in the Trades Advisory Group.</p>	S. Watt
9  10	<p><b>Ag Advisory report- farm operations</b></p> <p>This year's crops are looking good so far, input from agronomists has been useful. The lambing marking over the entire merino flock has been 103%. The Agricultural Advisory committee assists with farm planning and enterprise plans and is continuing to investigate the introduction of a grow out piggery facility, hay shed and extension to farm workshop.</p> <p><b>College Council Committee memberships.</b></p> <p>A random draw was held to identify the three year terms of each of the staff representatives.</p> <p>The results of this draw have given the following membership renewal;</p> <ul style="list-style-type: none"> <li>• Staff representative 3 - Frank has a renewed membership until 2019</li> <li>• Staff representative 2 - Steve Harris has a renewed membership until 2018</li> <li>• Staff representative 1 - Mark has a renewed membership until 2017</li> </ul> <p>The position of Chairperson is due for renewal in 2017. Nominations can come from within the current college Council committee or someone from outside of the committee can nominate. Two new year 10 parents will join the Council in 2017.</p> <p>The year 12 representative Geoff Jones can continue on the committee for another year as an ex-parent representative. The ex-parent representative, Jenny Wiles will leave the Council in 2017 as her sons are now more than 1 year out of school. Geoff Jones asked Marc Sharman if he would consider the appointment of Chairperson in 2017, Marc responded he would give it consideration.</p> <p>The year 11 students, Jessica Appelbee and Liam Bell left the meeting at 11.30am. Marc thanked them for attending and appreciated their participation and comments.</p> <p><b>ACTION:</b> Table for next meeting the position of Chairperson to be included in the agenda.</p>	S.Watt

<p><b>11</b></p>	<p><b>Literacy testing data</b></p> <p>A copy of the Literacy Report – 20/07/2016 was given to the Council members and a copy filed with these minutes.</p> <p>Stephen Watt congratulated Head of Department - Class, Sarjit Manez and his staff for their work.</p> <p>Special thanks to Teacher Christo Argaet and the Education Assistants, Tania Vogel and Lisa Whyte for researching and creating this comprehensive data. The compilation of this statistical analysis provides the college with a clear understanding of what standard our students have achieved to date and to recognise the follow up action needed to lift literacy standards.</p> <p>The data was sourced from five different measures;</p> <ul style="list-style-type: none"> <li>• SONIC Data</li> <li>• South Australian Spelling Test</li> <li>• Elect Grade Reading</li> <li>• OLNA Testing</li> <li>• NAPLAN Data</li> </ul> <p>Discussion was held regarding the concerns for the number of students with critically low literacy. Some students have missed out on some fundamental learning during previous schooling.</p> <p>The class has implemented a variety of ways to assist students to improve their literacy skills by attending after school tutoring SONIC Fast ForWord. The college is working to provide support to assist teachers to understand which students are having issues so they can change the way they present information.</p> <p>Some students have trouble with numeracy because they don't have literacy skills. The trades and farm areas will also assist with intergrading the literacy and numeracy using correct terminology in the right context.</p> <p>The college has set targets, monitors progress, changes strategies where required, summarises data and reports as part of the school review cycle.</p>	<p><b>S.Watt</b></p>
	<p><b>Conclusion</b></p> <p>It is Department of Education policy that parents are sent their fees and charges information two months prior to the commencement of the new school year. The next date for the next college Council meeting has to be brought forward by a week to ensure the 2017 finances are endorsed by the Council. The next college Council meeting will be held on Friday 18 November commencing at 9am. Following the meeting the end of Year 11 Student Awards Luncheon will be held.</p> <p>Stephen Watt thanked the college Council members for attending this meeting and he appreciates the members interest in the college.</p>	<p><b>S.Watt</b></p>

Meeting closed at 12 noon

Next meeting: 9am Friday 18 November

**THIS IS A TRUE AND CORRECT COPY OF THE MEETING MINUTES**

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_