

WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD Meeting minutes

Friday 1st June 2018

ITEM	DISCUSSION / ACTION
<p>Meeting commenced: 9.10am</p> <p>1. WELCOME AND APOLOGIES</p>	<p><u>Apologies</u> - Pauline Appelbee Mark Pascoe attended the meeting from 9.25am</p> <p>Present: Year 12 Prefects – Joe Coldwell, Zoe Dawson, Marc Sharman, Steve Watt, Graeme Dawson, Karen McCall, Martin Brooks, Mitch Wray, Frank Haydock, Karen Agnew, Michelle May, Mary Kittow.</p> <p>Observer-Renae Dawson</p> <p>Additional agenda items:</p> <ol style="list-style-type: none"> 1. A report from Karen regarding the PD training for school Boards both she and Marc attended on 29 May. 2. A report from Steve regarding responding to recent discipline issues. 3. Learning Pathways Review from Steve. <p>Marc confirmed Mark Pascoe will be the staff representative for this year and thanked Mark for accepting this role.</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 Chairperson, Marc presented to the Board members the minutes from the meeting held on 2nd March 2018 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Karen Agnew Seconded: Frank Haydock Carried</p>

<p>BUSINESS ARISING</p>	<p>Item 11, from the previous minutes, Principal's report. Steve confirmed the number of student suspensions and the types of suspensions in 2017 ie: 8 students were suspended more than once, 26 students were suspended one time. The various types of discipline issues that resulted in a student being suspended were explained. The most prevalent suspension reasons were violation of school code (usually refusal to follow directions), restricted substances (alcohol- usually multiple student involved), abuse of staff and illegal substances.</p> <p>Item 5, Education Department, Central Office and Ag Directorate changes. The changes include the Department will no longer have the position of Director of Agricultural Education.</p> <p>The previous Padbury Senior High School has now been converted into the new Student and Supports Services Department. The following staff are located at this new site:</p> <ul style="list-style-type: none"> • Principal Consultant, Curriculum Support - Alysia Kepert • Co-ordinator of Budget and Resources - Margaret Ross • Manager of Curriculum Support - Michelle Ostberg <p>Agricultural Colleges now fit under the Regional structure. For issues related to the running of the college Steve can consult with Alison Ramm, Regional Executive Director, based in Northam. The issues related to Agricultural Curriculum, training, farm and residence resourcing, Steve can refer to the Student and Support Services Department based in Padbury.</p> <p>Item 9, Use of electronic devices at school. A copy of the document for <i>Use of electronic devices to harass and intimidate</i> was given to Board members. This revised and updated information will be incorporated into the College Operation and Procedures document and also attached information on initiating violence.</p> <p>This information has been updated and now includes a more broader description of social media and all its various forms ie: Snapchat, Twitter Facebook etc. A person may claim to not have the intent to offend eg: racial vilification, however it is the recipient's perception that is important.</p> <p>Item 10, Student uniforms. The Prefects reported that students were happy with the uniform options eg: black pants (plain, no strips etc) can be worn in class. Students are finding the uniform requirements for the various sections a lot easier. The formal uniform black pants need to be long enough to cover a student's socks. A whole school approach is working towards assisting students to maintain the correct uniform standard.</p>
<p>4. CORRESPONDENCE Inwards - Marc</p>	<p>9th May – Letter from Sharyn O'Neill, Director General Department of Education (DET) regarding new program to support Council and Board members called Linking Schools and Communities. Both Karen and Marc attended training of Board members and Chairpersons.</p> <p>24th May – Carbon copy of a letter to Steve Watt from Brett Hunt, Director Public School Accountability DET regarding Steve joining the Public School Accountability team.</p> <p>24th May – Letter to College Board Chairperson, Marc from Sharyn O'Neill regarding WA Education Awards.</p> <p><u>ACTION:</u> Steve will investigate into the preparation we can do to make a submission for next time which will give us a far better chance of success when nominating a staff member for these awards.</p>

AGENDA ITEMS	DISCUSSION / ACTION
<p>5. Annual Public meeting report on Board functions since last public meeting - Marc</p>	<p>The Annual Public meeting report on Board functions was presented by Marc. A copy is attached to these minutes. The Chairperson is required to give this report annually to the Board. This report included: Highlights from 2017, Induction of new members, criminal screening requirements information, items addressed by the Board regarding new uniforms and college menu.</p>
<p>6. Board Terms of Reference- new standard template - Steve</p>	<p>The School Board Terms of Reference is to be updated with the following changes:</p> <ul style="list-style-type: none"> • from page 4, point 6.5 under the composition of the Board, 1, Agricultural Advisory Committee representative is no longer required. Steve will include any reporting from the Agricultural Advisory Committee in his Principal's report at each meeting. • Nomination for the Chairperson should be changed from the current two year cycle to annually in term 4. <p>The Board was asked if anyone would like to nominate for the position of Chairperson. No new nominations were presented. <u>Karen nominated</u> Marc to continue in the Chairperson position until term 4, <u>Frank seconded.</u></p> <p>In term 3 information regarding the nominations for the Chairperson position for 2019 will be advertised to the college community via the weekly College Chronicle newsletter.</p> <p>From the training Karen and Marc attended on 29th May they reminded all Board members of the Code of Conduct. When a Board member speaks in a public setting they are speaking on behalf of all Board members. To ensure the college reputation is kept positive in the broader community all members are reminded to speak in a positive manner.</p>
<p>7. 2017 Annual Report - Steve</p>	<p>A copy of the completed 2017 Annual Report was given to members and filed with the minutes. This report is also available on the college and Schools On Line websites. It was suggested copies of the Annual Report be made readily available to the general public by having copies on the counter in admin.</p>
<p>8. Focus 2018 - Directions for schools - Steve</p>	<p>A copy of the Direction for Schools Focus 2018 document was given to the members and filed. This document provides schools and other levels of the Department of Education clear direction for the priority areas for the year. The document outlines the focus within the following areas:</p> <ul style="list-style-type: none"> • Success for all students • High quality teaching • Effective leadership • Strong governance and support

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<p>8. Focus 2018 - Directions for schools - Steve – <i>cont'd</i></p>	<p>The main focus at the college in the next couple of weeks in the various teaching areas will be explicit teaching using a consistent approach in all areas ie: farm, class and trades. The way students will enter a classroom, be prepared, dressed appropriately, language used will be consistent in all areas. At the commencement of each class the students will be given an explanation of exactly what they are going to be doing in that particular class. At the end of each lesson teachers will discuss with students the summary points for the lesson they have participated in.</p> <p>Steve is working towards developing staff in middle leadership roles as part of a school-based talent identification and development initiative.</p> <p>ACTION: Board members were asked to read this document and provide Steve with their feedback. The Focus 2018 document follow-up discussion will be included in the agenda for the next Board meeting on 17th August.</p>
<p>9. 2018 Financial update Funding agreement for schools 2018 - Steve</p>	<p>A copy of the 2018 Budget summary as at 31 May document was given to the members and filed.</p> <p>The college's sources of income have not changed and the current staffing and student numbers are sustainable.</p> <p>Funds have been put aside for a male Chaplain for 1 day a week at the college. Unfortunately a male Chaplain who was to commence at the start of this year withdrew from the position the day before he was due to commence and a replacement is still being sourced by Youthcare, the organisation that sources and employs Chaplains.</p> <p>In term 3 Senior Staff and their teams will be asked to provide submissions for expenditure projects to be considered during this calendar year to be funded from surplus funds. At this stage no additional major infrastructures have been planned.</p> <p>The CCTV has coverage for 70% of the inner area of the college campus. Mark Pascoe will put in a submission to request expanding coverage to include some farm areas and external areas near the boys dorms and the quadrangle.</p> <p>The Board members are invited to discuss any and all areas of the budget with Steve at any time.</p>
<p>10am - The meeting was adjourned for a 10 minute break.</p>	

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<p>10. Student support plan - Mark Pascoe</p>	<p>A copy of the Student Services Overview (DRAFT) document was given to members and filed. This document is an overview of the mechanisms the college has in place to support students.</p> <p>At the commencement of this year all staff participated in a PD and were asked what they thought the college motto or creed should be. From the data collated during the PD the college creed is <i>Strive for Excellence with Respect and Responsibility</i>.</p> <p>A Positive Behaviour Recognition reward system has been created to encourage students to strive for excellence with respect and responsibility at all times. This reward system gives the students immediate recognition of positive behaviour and therefore encourages them to continue on this positive pathway. The student is given a blue positive slip and then brings their slip to the front office where it goes into a designated box. Each week during lunch the Principal or Deputy will address the students and draw two random blue slips from the box and those students are given a prize. At the end of each term the 10 students who have collected the most blue positive slips will be recognised and rewarded by going out for a special meal. Part of this process is all staff are modelling to students what positive behaviour looks like.</p> <p>Prefects, Zoe and Joe reported some students are always behaving appropriately in class and were not necessarily rewarded. The college is endeavouring to celebrate when a student works towards improving their behaviour with immediate reward whilst also encouraging the consistently well behaved students to maintain their striving for excellence.</p> <p>Mark collates the blue slips and is monitoring which students are being recognised. Staff will work towards being consistent with recognizing improved behaviour and constantly well behaved students. The college will keep refining this reward system.</p> <p>A Board member enquired if the Chaplain, Jenny Pollard and School Psychologist, Emma Gonzalez have enough time at the college to meet student needs. Currently Emma has one day to see students and in term 3 will commence additional days in some weeks with the increased time to be designated to planning. It was reported that during term 2 there was an increased number of students requesting to see Emma. It is the role of the School Psych to assist students with school issues and when necessary identifying the student needs and where to refer students to external support providers ie: Primary Health, CAMHS, Narrogin Regional Hospital. Through this triage system it ensures the students are given support from the specialist carers in their known area of expertise, with no student ever left unsupported. Each week reviews are undertaken about students and their specific needs.</p> <p>Chaplain Jenny works 1 day a week and the college is also working towards appointing a male Chaplain to assist with providing gender balance in the support available to students.</p>

AGENDA ITEMS	DISCUSSION / ACTION
<p>10. Student support plan - Mark - <i>cont'd</i></p>	<p>The college is currently working towards assisting students develop strategies on how to be resilient and respectful. Regardless of how you are being treated if you can model how you <i>should</i> be treated it will demonstrate to others what respect really means. Teaching students resilience will ensure they can cope with <i>little things</i> that happen in their lives so they will be better equipped to cope when the <i>bigger things</i> happen.</p> <p>Some students have chosen to try to resolve their issues using violence. These students need to be assisted to develop self-regulation skills for their anger management. The college will not tolerate students who chose to initiate violence. This mirrors society's stance in dealing with violence.</p> <p>On Wednesday 29th May the college held a "Wellness day". Students and staff attended sessions with guest speakers from various groups including;</p> <ul style="list-style-type: none"> • Armed for Life • Black Dog • Teen Challenge • Sexual Health • Various recreational activities in the afternoon <ul style="list-style-type: none"> - Skincare, Tennis, Badminton, Beach volleyball, show cattle & sheep preparation, Squash, Sepep football, Didgeridoo playing <p>The day focussed on various themes such as tolerance, acceptance of diversity and resilience. Students were surveyed about their views of the various speakers and this will inform the development of the next Wellness day.</p>
<p>10.30am - Frank had to leave the meeting to return to the residential area to assist with students leaving for the closed weekend.</p>	
<p>11. Principals report Q&A - Steve</p>	<p>A copy of the Principals' report for term 2 was given to members and filed. The information in this report includes:</p> <ul style="list-style-type: none"> • Staffing • Student numbers and issues • Activities this term • External groups using the college • Classroom, Farm, Trades and Residential areas • Infrastructure • Reporting semester 1 • Student recruitment <p>The college Ball was held on Friday 13th April, last day of term 1. The feedback from all regarding the Ball was it worked well having it in term 1. The duration of the evening of the Ball was a bit long despite it being shortened this year. The introductory format will be changed next year to include parents being able to see their daughter/son entering the ball room, similar to previous years. This will necessitate a different venue. Overall everyone is happy for the Ball to be held in Fremantle. Current planning is underway for sourcing an appropriate venue for 2019.</p>

11. Principals report Q&A
- Steve

Steve and other Principals will spend time discussing how we can best deliver ATAR subjects as we all have small numbers. In the future a centrally located teacher who specialises in a particular subject may deliver the lesson via video link to all students located in the various agricultural colleges.

The staff in the Trades area are to be commended and in particular Mitch on the fantastic job he is doing. Steve thanked Mitch for his dedication and assistance he has given to the students and trades staff. The trades area has students creating and constructing some fantastic projects.

The Board members asked Joe and Zoe if the college menu had improved and they reported that it has and they encourage all students to provide constructive feedback for them to use to review the menu with the cooks. Steve confirmed the college was allocating further funding to employ another cook to assist with roster coverage.

A copy of the OLNA (Online Literacy and Numeracy Assessment) Report was given to members and filed.

This report shows results from numeracy, writing and reading testing for years 10,11 and 12 from the Round 1, 2018. Writing continues to be the area that most students struggle with. Results continue to show strong improvement in all areas.

Learning Pathways Review- After three years the college is undertaking a review of the Learning Pathways to identify areas of improvement. This year Materials Design Technology has been added to the college's training scope for year 11 General students. A question to be considered is whether General students should have access to ATAR courses.

National School Surveys- this year we need to survey our students, parents and staff using the standard surveys. There is opportunity to add questions specific to our school needs. The current survey questions will be sent to Board members for feedback on additional questions they might like to gather data on.

ACTION: Steve will email to the Board members a copy of the questions from the previous survey so he can incorporate feedback received to compile questions for the next survey.

For the next Board meeting Steve will ask Christo Arguet to provide a report from class.

11am – Mark Pascoe left the meeting to supervise student exams.

AGENDA ITEMS	DISCUSSION / ACTION
<p>12. Student report - Zoe and Joe</p>	<p>On Wednesday 29th May the college held a Social and Bon Fire night for students and the Narrogin Residential College were invited. This activity was made compulsory for all students however students could also choose to study in the library if they preferred. It is necessary to make the Social activity compulsory to ensure the number of staff rostered on are able to supervise students around the campus.</p> <p>Feedback from the students was some students wanted to attend the Social and others did not want to participate. The college is encouraging students to learn the skill of socialising in various kinds of activities to help prepare them for their life in the adult world. The students were also able to leave the Social in the gymnasium and sit around the Bon fire outside (near the gym). It has been frustrating for the Prefects to endeavour to organise activities for students with some students unhappy with any of the numerous activities made available.</p> <p>Other after school optional activities the students can participate in include:</p> <ul style="list-style-type: none"> • Squash • Mountain bike riding • Music playing • Trades areas open • Class extra tutoring • Table tennis (tables have been ordered) <p>Suggested that opportunities for quiet recreation be considered- board games etc.</p> <p>A suggestion for evening supper to include other items in additional to toast.</p>
<p>13. Board members PD training 29th May – Karen Agnew</p>	<p>On 29th May Board members Karen and Marc attended a School Board training PD in Perth.</p> <p>From the training Karen and Marc confirmed the current structure and functions of the college Board are working well. It was recommended that the Board review its' Code of Conduct annually. Induction of new Board members needed to ensure the new members were inducted thoroughly with an explanation of the induction file documentation and the criminal screening requirements. Chair position needs to be confirmed annually.</p> <p>Information received at the PD included a file with 5 modules for Karen and Marc to complete. A further 4 modules will be available through higher training, Karen and Marc will work towards completing those modules when possible.</p>
<p>Meeting closed at 11.10am and members went on a farm tour and overview of ongoing projects with Steve Madson, Farm Manager.</p>	
<p>Next meeting</p>	<p>The next board meeting will be held on Friday 17th August commencing at 9am.</p>

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____

WA College of Agriculture - Narrogin

Annual Public Meeting Report on Board Functions – 1st June 2018

Since the last Public Meeting in March 2017, the College Board has been functioning well and meeting all of our requirements as an IPS Board. We have held 4 meetings, one per term, which have been well represented with an average attendance of 12 Board members per meeting.

An agenda is set for every meeting and all items are addressed at each meeting. The Minutes are then endorsed as complete and accurate at the following meeting and then posted on the College website.

The highlight of the past year has been the College appointment as an Independent Public School and the signing of the Delivery & Performance Agreement between the Sharyn O'Neill, the Director General of the Dept. of Education, Stephen Watt, the Principal of the WA College of Agriculture Narrogin and Marc Sharman on behalf of the College Board.

The Board has implemented regular presentations from the different sections within the College. So far we have heard from Heather Rae on behalf of the Residential section, Mitchell Wray on behalf of the Trades section and Steve Madson on behalf of the Farm.

We have introduced a College Board Induction Package for all new Board Members and have started training sessions to increase the knowledge and capacity of the Board, now and into the future.

Criminal Screening has become a requirement for all new Board Members from 2018 however we have asked all existing Board Members to voluntarily undergo this check.

Other items we have addressed over the year are new uniforms & hats, quality of food and menu options and have removed the requirement for a member of the Ag Advisory Committee to attend the Board Meetings, with Steve now presenting this report.

I am pleased to report that I believe we are meeting all of our requirements under the School Education Regulations for School Councils, the School Education Act covering School Councils, our College Board Code of Conduct and our Terms of Reference.

Marc Sharman
Board Chair
WA College of Agriculture - Narrogin