

# WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD Meeting Minutes

**Friday 22 November 2019**

ITEM	DISCUSSION / ACTION
<p><b>1. WELCOME AND APOLOGIES</b></p> <p>Meeting commenced: 12.05pm</p>	<p>Apologies - Graeme Dawson,</p> <p>Present: Marc Sharman, Dane Tulley, Tim House, Michelle May, Frank Haydock, Karen Agnew, Graeme Mason, Mitch Wray, Stephen Watt, Mary Kittow</p> <p>Year 10 Prefects – Shivaune Arnold, Sammantha Perry</p> <p>Marc Sharman welcomed all Board members to the meeting and introduced two Year 10 Prefects Shivaune and Sammantha.</p> <p>Additional agenda items:</p> <ol style="list-style-type: none"> <li>1. Deputy Principal, Mark Pascoe to present the Student Services Operational Plan 2020 - 2022.</li> </ol>
<p><b>2. DISCLOSURE OF INTERESTS</b></p> <p>It is customary that members declare any potential conflict of interest.</p>	<p>Nil reported</p>
<p><b>3. MINUTES OF PREVIOUS MEETING</b></p>	<p>The Chairperson, Marc presented to the Board members the minutes from the meeting held on 30 August for approval.</p> <p><b>Moved that the minutes of the previous meeting as complete and accurate:</b> Karen Agnew</p> <p><b>Seconded:</b> Graeme Mason</p> <p><b>Carried</b></p>
<p><b>4. CORRESPONDENCE Inwards</b></p>	<p>A letter from Stephen Baxter, Deputy Director General, Schools DET dated 19 September regarding the Public School Review of WACoA – Narrogin.</p>
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<p><b>5. Farm report – Steve Madson</b></p>	<p>A copy of the Farm Manager’s Report was tabled, a copy given to the members 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, Staffing, Farm Improvements, Shows and Events, Trust allocation.</p> <p>The Agricultural Advisory committee had asked the College to complete an overall analysis of different feeds for feedlot sheep. The class completed a trial and were able to determine that it is better to buy in feed products from Milne Feed.</p> <p>The various sheep and wool sold, sale prices and rams purchased were reported. All the College rams are now from the Nepowie Stud bloodline.</p>

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<p><b>5. Farm report – cont'd</b></p>	<p>Students participated and did very well in the Sheep, Shearing, Wool Handling and Cattle Parading at the Perth Royal Show. A summary of results was included in the College Chronicle edition 25 October.</p> <p>The Agricultural Advisory committee endorsed shifting the focus of the Suffolk sheep stud away from selling rams to benefit students by giving them the opportunity to participate in the various Agricultural Shows and provide rams to our cross breeding program.</p> <p>Marc enquired if there had been any ongoing issues regarding the Footrot quarantine issue from 2018? It was reported that this issue had impacted on the College showing sheep at this year's Wagin Woolorama (comments made) but other than less ram sales there was no other impact.</p> <p>Wayne Gill has started a small vegetable garden at the poultry section. The garden utilises the waste materials from the poultry and the produce grown is assisting to supply the College kitchen with vegetables. The Board reported on Open Day the poultry section presentation was fantastic and special thanks to Wayne.</p> <p>The farm workshop is currently working to repair the broken drive shaft on the JD6400. The repair bill could exceed \$3500.</p> <p>Steve Madson and Ryan Hough (Butcher on 6 month contract) attended WACOA Denmark for slaughtering, HACCP Plan and RTO Assessment planning, week 2 this term.</p> <p>Both Steve and Ryan also attended an Emergency Management Disease Workshop at Corrigin. This workshop covered topics regarding recognising symptoms on farm in relation to diseases eg: African swine flu.</p> <p>An audit of the College abattoir has been completed and identified work to do. We are currently not slaughtering and are buying in carcasses partly because there is still no health inspector available through the Shire of Narrogin. Ex-student and now qualified Butcher and meat inspector Cameron Brechin has offered to assist the College with inspections. Awaiting Shire confirmation.</p> <p>Fencing of the old entrance road has been completed by fencing contractor Neil Rae. Neil has done a great job so far and is now working to complete the foaling yards in equine.</p> <p>A crop divider for reduce wheel damage when desiccating the canola has been built by David Webster with the assistance from students in the trades section.</p> <p>Michelle enquired about the handling of new foals and explained they must be constantly handled from birth to prevent them becoming feral as they grow older. Horses need to be ridden all the time by a person who is an experienced horse handler. A significant overhaul of the equine section will be undertaken when the new TO is appointed. This will include assessing suitability of all horses to determine their suitability for the equine section. If a horse is assessed to possibly present as a risk it could be culled and sold off.</p> <p>Mark Pascoe is working at realigning the Certificate II Equine Course and has been working with Racing and Wagering WA's Racing Careers and Industry Training Manager, Ron Fleming.</p>

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5. Farm report – <i>cont'd</i>	<u>ACTION:</u> At the next Board meeting an update report on the assessment of College horses for the equine course.
6. Finances – 2019 review and 2020 planning – Steve Watt	<p>A copy of the Prospective 2020 student numbers, 2020 budget implications and cost comparison documents was tabled, a copy given to the members and filed.</p> <p>Steve explained the anticipated carry over finances from 2019 into 2020. The Department policy states each year schools must spend 96% of its current budget and 10% of the carry forward from the previous year budget on current students. It is critical to make it clear and report on how money is being spent, for what particular purpose and the impact of the expenditure on resources.</p> <p>Enrolments for next year are strong with Year 10 student numbers being capped at 44. Year 11 student numbers likely to be 52, Year 12 group will be smaller than usual at 34. With lower Year 12 numbers this will have a financial impact on 2020. Assuming enrolments in 2020 occur as for 2019 this will resolve itself for 2021.</p> <p>Over the course of this year funds have been saved as some staff have not been replaced when they have taken leave. Existing staff positions and staffing changes in 2020 were explained.</p> <p>The various additional staff positions will have a financial impact but surplus salaries will buffer the impact which will not be as significant due to efficiencies that always occur over the year.</p>
7. Student report – Year 10 Prefects, Samantha Perry and Shivuane Arnold	<p>The Prefects reported most Year 10 students settled into the College easily this year. One area that the Prefects felt did not work well was the dorm captains/mentors as they did not make enough effort to speak with all students. Steve appreciated this observation and will make adjustments for 2020.</p> <p>Frank asked did the students feel they had someone they could go to at all times? All students have two staff members overseeing their progress (one residential staff member and one teacher). New students also have a senior student mentor to look out for them.</p> <p>Students have enjoyed the after school activities including; Using College gymnasium, drone lessons Monday afternoon, dodge ball Monday night, Trades section open Tuesday night, touch rugby Wednesday night, Cheryl Haydock cooking lessons in residence, hockey and basketball teams playing in the local competition, training and care of show animals - cattle and sheep, horse care and riding, motorbikes, Narrogin town trips, Interschool socials, music playing, squash, mountain bike riding, extra class tutoring.</p>

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<p><b>7. Student report – Year 10 Prefects – cont’d</b></p>	<p>The Prefects were asked if they wanted any other activities at this time they reported being happy with the activities provided.</p> <p>Both Sammantha and Shivaune are thankful for having the opportunity to speak at the Prefect and Senior Staff meetings. Karen stated it was great for the Board to have both Prefects attend meetings and hoped their confidence grew from participating. It was suggested the College research into the possibilities of Prefects obtaining formal training ie: Certificate II in Leadership? from their experience at the College. This type of qualification could possibly assist with future employment references etc.</p> <p><u>ACTION:</u> Steve W. will investigate if there are any type of Certificate II Leadership available on the training scope.</p> <p>Steve explained in 2020 as part of the position for the Program Coordinator Student Engagement who will assist with a range of issues of student welfare across the school.</p> <p>The College has made a request to YouthCare to replace our previous Chaplain Paul Standish. The YouthCare Area Manager will be onsite this week to meet with Mark Pascoe to discuss the College Chaplaincy.</p>
<p><b>8. 2019 student performance summary – Steve W.</b></p>	<p>A copy of the School performance summary 2019, Reference Business Plan 2016 – 2019 was tabled, filed and emailed to members on 13 November.</p> <p>The 2019 Performance summary document focussed on the Business Plan targets, comparing data from 2018, a comment explaining the results for 2019 in comparison to results from 2018 data. The planning for 2020 to ensure continual success for all students and improvements implemented when appropriate.</p> <p>The College is working towards creating a new Business Plan 2020 – 2022. An all staff planning day will be held on Monday 16 December, each facility will provide a report for this year. Information collated from this “cycle of review” day will assist compiling the new Business Plan.</p> <p>Steve invited all Board members to attend this day to give them the opportunity to contribute. The next Business Plan will focus more on “Care” for students and staff.</p> <p>Generally positive improvements across the majority of areas of performance.</p>

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<p><b>8. 2019 student performance summary – cont’d</b></p>	<p>The College is particularly interested in student retention rates and always wants an explanation as to why a student leaves the College ie: employment, behaviour issues etc. Fewer students left in 2019 and most attributed to reasons other than the College underperforming.</p> <p>Marc checked if the Prefects understood this information and explained it is a measure to see how the College is performing and gives us a mechanism to work on any deficiencies.</p> <p>Student suspension rates were discussed. Karen has spoken to parents and students at local sporting events and the College reputation now is that it is not okay to behave inappropriately ie: “<i>dac a student?</i>”. It is well known now in the wider community that students that attend this College know it is not okay to deliberately make others feel unhappy, uncomfortable or unwelcome. Narrogin Ag College students know the correct way to behave and will not tolerate any person attempting to lower standards set by the College. Mitch Wray commented it is a credit to residential staff for assisting with setting plans and strategies to improve the “<i>culture of care</i>” around the College.</p> <p><u><b>ACTION:</b></u> The Business Plan 2020 – 2022 will be emailed to Board members before the next Board meeting in 2020.</p>
<p><b>9. 2019 Parent Survey results – Steve W.</b></p>	<p>A copy of the 2019 Parent surveys document was tabled, filed and also emailed to members on 13 November.</p> <p>The number of parents who responded the survey was relatively low. Steve hopes that this means that most parents are happy with the College and don’t need to make comment in surveys as they can contact the College with any issues- Michelle agreed.</p> <p>The survey indicated parents have recognised there has been an improvement across all areas of the College. These improvements are a result of planning at the end of last year to include:</p> <ul style="list-style-type: none"> <li>• A positive Year 12 group</li> <li>• New leadership responsibilities for Year 12’s and certain privileges to recognise their leadership and senior status</li> <li>• A strong student voice in decision making around the College</li> <li>• Additional residential activities</li> <li>• Strengthening connections and collaboration between day and residential staff</li> <li>• Strengthened support to new students</li> <li>• Strengthened behaviour management across the College</li> <li>• Additional staff in critical areas including Chaplaincy</li> </ul>

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<p><b>9. 2019 Parent Survey results – cont'd</b></p>	<p>It was suggested from feedback for the class area is staff need to get better at using Connect. Connect is an online service for teachers, students, parents and Department staff. Connect is a communication channel that schools may use to communicate with parents/guardians on matters impacting student education.</p> <p>Marc enquired if Steve had a measure for how much staff were actually using Connect.</p> <p><u>ACTION:</u> Steve will investigate setting benchmarks on utilisation of Connect.</p> <p>The Prefects agreed the survey information provided an overview of what it is like to attend the College.</p> <p>Karen commented the life skills taught here are wonderful.</p> <p><i>Michelle May left the meeting at 1.30pm.</i></p>
<p><b>10. 2020 Fees and Charges – Steve W.</b></p>	<p>The 2020 College Charges and Contributions information booklet was tabled, filed and also emailed to Board members on 13 November. 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 week 8, commencing 2 December.</p> <p>The 2020 WACoA Narrogin Stationery Booklist for Year 10, 11 and 12 and the Cost Comparison document was also tabled and filed.</p> <p>The cost comparison document information indicated the various increases in the 2020 student fees. The additional costs for 2020 are due to increases in Boarding Fees, Computer technology, Sketchup (Trimble) - a tech drawing software for trades students, Trades course charges and Voluntary Approved Requests.</p> <p>The College was notified in May 2019 that the Minister for Education and Training confirmed the 2020 Residential Boarding Fees (RBF) will be \$8880.00. This is an increase of \$195 from 2019 RBF.</p> <p>Head of Department – Trades, Mitch Wray has researched and compared costs with other schools and has found that the scale and scope of projects created in our trades areas and the costs involved are definitely comparable to other schools. The Sketchup (Trimble) costings are for the license annual subscription for this program.</p> <p>It is planned in 2020 to introduce a 1:1 laptop system where each student is provided with a laptop computer with current specifications and software plus a bag and insurance. Students will have sole access to their computer and be able to use them at home, in the residence and on term holidays, (all computers will be returned at the end of each year for reimaging and reallocation the following year). Students and parents will be expected to sign a contract agreeing to the appropriate use of the device. The College is currently only funded to provide one computer for every four students.</p>

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<p><b>10. 2020 Fees and Charges – cont'd</b></p>	<p>This does not provide the access that students need across the College including the residence. As a result, in order to achieve the desired 1 to 1 ratio the College is planning to include an annual contribution of \$250 per year to reflect the fact the students will have sole access to a computer outside of school time (residence, home and holidays). In effect this is only a \$150 increase given 2019 fees and charges included a contribution of \$100 for ICT use.</p> <p>The College will still need to supply some computers to accommodate the students who do not wish to participate in the 1:1 laptop system.</p> <p>In the 2020 College Charges and Contributions document an additional cost has been included under the Other Optional Charges on page 4, titled FINES. This Fine will be charged in the event of vandalism or wilful damage by a student for the repair or replacement of an item. In the event of misuse of the fire alarm system leading to the Fire Brigade attendance students will be charged \$920.00, DFES charge (Department of Fire &amp; Emergency Services).</p> <p>The College is charged \$1500 for each unit a student is enrolled to do with SIDE, (School of Isolated and Distance Education). The College is not permitted to pass on the charge for SIDE to students but will formalise the process for vetting students wishing to undertake a SIDE subject as it is not suited to everyone and there is a cost impact to the College. Also if a student were to change their mind and wish to withdraw from the SIDE unit they would then have to incur the costs involved.</p> <p>Students enrolled in the ATAR course in Year 11 and wish to make a change in Year 12 are unable to commence a new subject as it is not possible to complete all the course work required in the limited timeframe. Course selection for all students requires considerable planning and foresight.</p> <p><u>MOTION:</u> Moved that 2020 College Charges and Contributions be adopted.</p> <p>Moved: Karen                      Seconded: Dane Tulley</p> <p><i>Carried</i></p>
<p><b>Student Services Operational Plan 2020 – 2022 – Mark Pascoe</b></p>	<p>The Student Services Operational Plan 2020 – 2022 was tabled and filed.</p> <p>The purpose of this plan is to bring together what we do for students here at the College so everything is coordinated. Allocate out correct services and staff required to look after students as best as possible. What processes are in place, what resources are allocated and what is the evidence to be collected.</p> <p>At a recent meeting Neil Darby, Regional Executive Director, DET suggested that the Student Services Operational Plan 2020 – 2022 may also be used as a model for other Agricultural Colleges.</p>

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<p><b>Student Services Operational Plan 2020 – 2022 – cont’d</b></p>	<p>Mark explained the various sections of the Student Services Operational Plan document - Empowerment, Connection, Success, Healthy Body and Mind. There are three levels of programs as per the Response to Intervention model; Tiers 1, 2 and 3.</p> <p>Tier 1 strategies are those that apply to all students as part of our normal routine. When this is not sufficient for individual students, Tier 2 strategies are employed. When this is not enough, Tier 3 strategies are deployed. With adequate assistance students will hopefully return down to the Tier 1 level and manage/maintain themselves well enough with their newly acquired skills made possible from the specific intervention they have been helped with.</p> <p>This year the College formed a Student Wellbeing Group with representatives from all areas. This group met fortnightly at the start of the year and continued to meet monthly and has coordinated student services here at the College to plan welfare and wellbeing for students and staff, a central hub for information and triage of student issues. The group have identified students at risk and these staff members play an integral part with assisting students.</p> <p>A Wellbeing day was held in term 2, week 4, 22 May. A number of presenters visited the College and spoke to the students on themes such as <i>what makes a real man, what is beauty in women, tolerance of other cultures and resilience in the face of adversity.</i></p> <p><u><b>ACTION:</b></u> At the next Board meeting endorse the Student Services Operational Plan 2020 – 2022.</p> <p><i>Mark left the meeting at 2pm.</i></p>
<p><b>11. 2020 Uniform Changes – Steve W.</b></p>	<p>Michelle has spoken with Lindsay from Sportspower and at this stage it is not viable to change the jacket or the shirt as Lindsay has too much stock on hand.</p> <p>Later in 2020 the College will transition into the new warmer jackets already selected by the Prefects and endorsed by the Board at the meeting held on 31 May, 2019.</p> <p>The Prefects and Steve W. went into Sportspower to select and define the final uniform items to include:</p> <ul style="list-style-type: none"> <li>• A single style of black short, Champion Micro Fibre Infinity, ladies and men’s with College logo</li> <li>• A single style of black track pant, Champion Micro Fibre Infinity, ladies and men’s with College logo</li> <li>• A single style of black chino pants in male and female cuts to be worn as the formal uniform</li> <li>• Removal of jeans and moleskins from the uniform - there have been too many different styles, types and colours.</li> <li>• Removal of the burgundy jumper from the uniform - it was considered that the need did not warrant the cost. The jumper will remain as an optional item.</li> <li>• The farm and trades navy blue (no high vis) uniform remains unchanged. Bisley long sleeve shirt, ladies and men’s. Bisley ladies pants and men’s trousers. Bisley ladies and men’s shorts. JB’s work jumper, ladies and men’s and soft shell jacket. All farm and trades uniform items are available from Parry’s Narrogin. All uniform items will have the College logo embroidered.</li> </ul>

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<p><b>11. 2020 Uniform Changes – cont'd</b></p>	<p>The Polo shirt will stay the same for now and will be transitioned out in 2020. The 2020 College uniform will include a uniform hat and beanie. Consistency with this uniform item will improve the College appearance especially when attending excursions.</p> <p>Steve will email new parents the uniform summary and ask existing parents to assist their son/daughter to “tidy up” the uniform items some of them are wearing.</p> <p>Both Prefects, Sammantha and Shivaune reported they were happy the uniform updates. College staff find it helpful to identify our students when on excursions or town run when they are dressed correctly in uniform.</p> <p>Marc asked if any Board members had any further comments, no further comments received.</p> <p><b>MOTION:</b> The College Board endorses the uniform recommendations.</p> <p>Moved: Marc Sharman      Seconded: Karen Agnew</p> <p><i>Carried</i></p>
<p><b>12. Principal's report – Steve W.</b></p>	<p>The Principal report term 4, 2019 was tabled, filed and also emailed to the Board on 13 November.</p> <p>This report includes information for:</p> <ul style="list-style-type: none"> <li>• Staffing changes</li> <li>• Student issues</li> <li>• Activities terms 3 and 4</li> <li>• Parent surveys</li> <li>• Classroom, Farm, Trades, Residence</li> <li>• Infrastructure</li> <li>• Uniforms</li> <li>• Prospective 2020 student numbers</li> </ul> <p>Steve thanked Board members for their support in attending Open Day and the 2019 Student Awards and Year 12 Graduation.</p> <p>This term Cameron Galsworthy, Network Support Officer has organised an after school activity for students interested in Drone flying. Steve explained having a license to fly a Drone involves different levels so the more aligned we have to be with regulations the more restrictions are involved. Students will benefit from being exposed to the use of drones from a recreational and industry perspective as use of this technological resource will increase into the future.</p> <p>Thank you to both Grahams, Marc and Karen for attending the School Review Validation Day on 12 September. The Review Panel members spoke very highly of their conversations with all parties and could clearly see a shared vision and collaborative drive for improvement across the College. A formal report was compiled which has been shared with the College community and is on our website. Steve thanked all staff, Board members and Prefects for their involvement with improvements in the College over the last few years. The College will be reviewed again in 3 years.</p>

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<p><b>12. Principal's report – cont'd</b></p>	<p>Steve returned from Morawa this morning after assisting the Central Office staff with the School Review of Morawa Agricultural College. At present 20% of schools are judged as needing support.</p> <p>The incoming Year 12 Prefects for 2020 were announced at the Student Awards and Year 12 Graduation day they are; Katelyn Lansdell, Lucy Ward, Harry Brown, Tate Barrett. In the new year the Year 10 and 11 students will be involved in the Prefect selection process.</p> <p>The College has been allocated \$144,000 from the state government. This funding must be spent on high priority maintenance and minor works issues around the College. Steve is currently working through to select areas to allocate funding that will have the greatest impact on students living around the College.</p>
<p><b>13. Board Chairperson – cont'd.</b></p>	<p>The Chairperson position tenure has now ended. Steve thanked Marc for his support on the Board and with the various College events.</p> <p>Steve officially called for any nominations for the position of Chairperson for the Board.</p> <p>Karen nominated herself, Mark and Steve W seconded this nomination.</p> <p>There were any more nominations</p> <p>The College Board were <b><i>all in favour</i></b> of Karen being voted as the new Chairperson.</p> <p>The current member positions on the Board were discussed. In early 2020 Steve will advertised in the College Chronicle for two new Year 10 parent representatives.</p> <p>The current past parent representative Karen Agnew is now the new Chairperson.</p> <p>The current Year 12 parent representatives Michelle May and Martin Brooks will be asked if they wish to continue as ex-parent representatives. Steve will contact both Michelle and Martin to confirm.</p> <p>The current Year 11 parent representative, Graeme Mason agreed to continue next year as a Year 12 parent representative.</p> <p>The current Year 10 parent representatives Tim House and Dane Tulley both agree to continue as Year 11 parent representatives in 2020.</p>

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<p><b>13. Board Chairperson – Steve W.</b></p>	<p>The current staff member Mitch Wray's position is due for renewal and Steve will advertise this position to College staff in early 2020.</p> <p>It is beneficial to have parents continue on the Board through being a Year 10, 11 and 12 parent representative to provide continuity.</p> <p>Marc thanked the College Board for allowing him to have the Chairperson position for 3 years and is confident the Board will continue to make the students the focus for having a Board.</p> <p>Karen closed the meeting and commended Marc on his role as Chair and providing a model for her.</p>
<p><b>15. Next Board meeting</b></p>	<p>The date suggested for the first meeting in 2020 is Friday 28 February commencing at 11am after the P &amp; C meeting.</p>
<p>The meeting closed at 2.30pm.</p>	

This is a true and correct copy of the meeting minutes

SIGNED: \_\_\_\_\_ SIGNED: \_\_\_\_\_