

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

Friday 23 November 2018

ITEM	DISCUSSION / ACTION
<p>Meeting commenced: 9.10am</p> <p>1. WELCOME AND APOLOGIES</p>	<p><u>Apologies</u> – no apologies received.</p> <p>Present: Marc Sharman, Graeme Dawson, Karen Agnew, Michelle May, Year 10 Prefects Connor Dawson, Alika Gould, Steve Watt, Mark Pascoe, Mitch Wray, Frank Haydock, Stephen Madson, Teresa Rafferty, Mary Kittow.</p> <p>Observer-Renae Dawson</p> <p>Additional agenda items:</p> <ol style="list-style-type: none"> 1. Report on Open Day from Steve W. 2. Uniform agenda item to include jackets 3. Update regarding Chaplaincy followup from previous meeting - Mark Pascoe 4. Update on Trades Advisory group - Mitch Wray 5. Endorsement for the updated Good Standing Policy - Mark 6. The Board membership for 2019. <p>Chairperson Marc introduced and welcomed the new Year 10 Prefects, Alika Gould and Connor Dawson and explained to them what is the function of the Board.</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 Sharman presented to the Board members the minutes from the meeting held on 17 August for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Michelle May</p> <p>Seconded: Karen Agnew</p> <p>Carried</p>

<p>BUSINESS ARISING</p>	<p>1. The Trade Advisory Group has been formalised and the members are:</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>To date three panel members have come onsite and have been impressed with the college resources. These Advisory members will aim to meet their specific trades section staff twice a year. This group will provide advice and guidance and ensure our training meets industry needs and current practice in compliance with Training Accreditation Council as a Registered Training Organisation.</p> <p>A template document has been created for members to record and sign off any recommendations they may provide for the certificate courses.</p> <p>2. College Chaplaincy The Area Chaplain will be onsite on Monday 26 November to assist with interviews for a male Chaplain to work alongside our current Chaplain. The college is aiming to have a Chaplain onsite 2 – 3 days per week mostly during the afternoon/evenings.</p> <p>The 2018 Student Awards and Year 12 Graduation feedback/suggestions from Board members included:</p> <ul style="list-style-type: none"> • The presentation was beautiful • Year 10 student Katelyn Lansdell's singing and guitar playing was amazing • Lay out of the gym this year worked well • To improve the viewing of the ceremony it was suggested to elevate the stage • The air conditioning worked well, consider having it on for the entire ceremony next year • Black out the roof to make the screens brighter to assist viewing better • The guest speaker, Brooke Pugh being a Graduate student from 2013 was interesting and inspirational for the current years 10 and 11 students • At the luncheon afterwards in the dining room there was a lack of tables and chairs • It was suggested to have music playing in the background when the year 12 students enter and depart the gym • A Time Capsule has been created for this year 12 student group. The information to be included in the capsule will include the Graduation USB, Yearbook and other relevant information from this year
<p>4. CORRESPONDENCE Inwards -</p>	<p>1. A letter from Lindsay Hale, Acting Deputy Director General dated 21 August regarding a review of standards of policy compliance, residential program management and practices.</p> <p>2. A resignation letter from year 10 parent representative Karen McCall. A copy of the responding letter to Karen from Marc Sharman is filed.</p>

AGENDA ITEMS	DISCUSSION / ACTION
<p>5. Events of term 3 and residential environmental scan – Steve W.</p>	<p>During term 3 police were onsite as a consequence of student behaviours from term 2.</p> <p>Narrogin detectives interviewed year 10 and 11 boys, some as potential witnesses, victims or perpetrators. No year 12 students were involved in these particular incidents. None of the victims were prepared to lay charges even though there was CCTV evidence.</p> <p>These incidents occurred as a result of an “initiation” type of behaviour though clearly inappropriate and not wanted at the college in any circumstance.</p> <p>A Residential Status Review Panel was held which recommended four students losing their residential status. This occurred with three students are now attending as day students and one finding employment.</p> <p>From the initial investigations, other information has become available and is now being processed by the authorities.</p> <p>As a result of these behavioural concerns the college is working towards:</p> <ul style="list-style-type: none"> • Ongoing planning into Student Services, aiming at increasing resilience and tolerance of difference to enhance relationships and reduce negative impacts on each other • increasing residential staff coverage on Monday and Tuesdays • school psychologist and Chaplaincy in the evenings • increased vigilance and use of CCTV footage • additional organised activities at critical times • ongoing reinforcement of expectations for staff and students • Detectives to follow up with talking to all students about appropriate behaviours and consequences • Leadership camp to lift capacity and sights for students, upskill the year 12 students to assist with mentoring year 10 and 11 students to create an environment where students can live, work and learn without negative impact from others • Encourage students and parents to use the STYMIE, the anonymous online reporting system as a way of making a report about incidents that need help from staff. • Continue afterhours activities ie; Trades workshop open Tuesday and Wednesdays, computers and staff available every prep. Class staff available after school Monday and Tuesday to assist, motorbikes after school Tuesday and Thursdays. Guitar lessons every Thursday evening, Basketball teams in town competition. Compulsory faction sports activities one evening each week • Residential staff mentoring students and being available for them to talk with • Catering for students who are not necessarily “sporty”, development of structured independent living skills program, cooking, clothing repair. • Locks on students rooms to allow security • Additional student induction activities

AGENDA ITEMS	DISCUSSION / ACTION
<p>5. Events of term 3 and residential environmental scan – <i>cont'd</i></p>	<p>The Prefects reported when they commenced at the college the year 12 students were very helpful at assisting them to settle into life away from home in the residence.</p> <p>Board members reinforced the importance of students learning to behave appropriately with their peers as this is the stage of their lives to learn these life skills to prepare them for life after school.</p> <p>At a recent Principal's Network meeting Steve reported the Department of Education has appointed Mr Rod Lowther, Director, Public School Accountability to undertake a review of all residences at Ag colleges to identify issues. The college Chair, Marc was interviewed by Rod Lowther and the focus of the interview was the care of students in residence.</p> <p>The report will be made available once published.</p>
<p>6. Behaviour surveys – Steve W.</p>	<p>The Parents Bullying Survey, Year 11 Behaviour and Year 10 survey summarized data was emailed to members on 14 November and filed.</p> <p>Steve explained he was disappointed with the number of responses but must assume parents are quite happy with the college so they did not feel the need to respond. A total of 20% responses were received. The Board commented it was not possible to answer some of the questions accurately. In the next survey Steve will include a response option "I am not aware of" or "unsure" or "not applicable" to assist parents to complete the survey more thoroughly.</p> <p>As a result of the responses in the survey, Class and Trades staff have developed an improved system of recording and tracking low level behaviours.</p> <p>College staff are to model appropriate behaviour to students ie; no swearing in front of students.</p> <p>The Prefects, Alika and Connor were encouraged to read the survey and provide feedback to the Board at the next meeting.</p> <p>Steve has had two positive sessions with a focus group of year 11 students regarding behaviour and tone. The types of behaviour were categorised and it was compared with a list staff had created earlier in the term. The main difference understandably stemmed from the fact that students look at behaviour from their own perspective rather than the impact it has on other students and staff. For example, students considered smashing plates in dining room as a minor behaviour, whereas staff considered smashing plates more serious as disrespect for college and community property.</p>

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<p>6. Behaviour surveys – cont’d</p>	<p>Discussion was held regarding the leadership camp and the various exercises ie: rope courses. These types of activities assist in team building and help students develop problem solving skills together.</p> <p>One of the new initiatives being planned for 2019 is to include the compulsory faction sports activities which will enable students to learn these types of life skills. It was suggested to have the leadership camp and year 10 camp earlier in the year to assist students develop skills earlier in the year.</p> <p>The college is working towards engineering situations for students to engage with each other.</p> <p>Suggestions discussed included giving students the opportunity to participate in camping out on farm. The college is formulating a plan for 2019 to take students to Laverton to develop a cultural exchange experience following the Laverton students visiting this week.</p>
<p>7. 2018 Performance data – Steve W.</p>	<p>A copy of the School performance summary 2018, Reference Business Plan 2016 – 2019 was tabled and filed.</p> <p>The 2018 Performance summary document focussed on Priority 1: Success for all students from the Business Plan 2016 – 2019. The figures in brackets () within the Performance summary document refer to figures from the previous year being 2017. This Performance summary provides a story as to how the students have achieved their results.</p> <p>The Business Plan for WA College of Agriculture - Narrogin 2016 - 2019 sets broad performance targets for the college and is linked to the Department of Education (DET) Strategic Plan 2016 - 2019 and the Framework for Agricultural Education.</p> <ul style="list-style-type: none"> • Priority 1: Success for all students • Priority 2: High quality teaching (and training) • Priority 3: Effective leadership • Priority 4: Strong governance and support <p>Operational plans in each area describe in more detail how improvement is made.</p> <p>The Business Plan will need to be reviewed next year.</p> <p>School performance summary 2018 indicates mostly pleasing improvement;</p> <ul style="list-style-type: none"> • Positive literacy and numeracy progression from years 10, 11 and 12. • Improvement for Certificate II & III qualification achievement • Positive Indigenous students • Three measures of success are the number of qualifications, scope and scale of projects, and positive post school outcomes. All appear positive.

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<p>7. 2018 Performance data – Steve – <i>cont'd</i></p>	<p>The college aims to have all students achieve a minimum of Certificate II in Agriculture and at least one Certificate II from one other area of their choice. This was achieved.</p> <p>There has been a reduction in student suspension rates since 2017. The vast majority of suspensions occur from the residential area. It was suggested that next year the student suspensions be categorised into residential and day.</p> <p>It is observed that despite relatively large numbers of individual students being suspended, the time lost from the learning program when considered across a whole year group is small. Time lost due to unapproved absences is larger than time lost due to suspension.</p> <p>Attendance expectations for year 12's will be adjusted at the end of the year so they are not penalised for leaving early due to course completion.</p>
<p>8. 2018 Financial update – Steve W.</p>	<p>A copy of the 2018 Budget summary as at 22 November was provided and filed.</p> <p>Healthy surpluses are indicated but comparing the carryover from 2017 Cash has gone backwards (due to a number of extraordinary projects this year) and Salary improved.</p> <p>Steve is not concerned about additional salary carryover into 2019 because;</p> <ul style="list-style-type: none"> • Student enrolments will be slightly less in 2019 and this will impact on funding for the college. • There are fewer disability funded students in 2019 but we still wish to retain Tania Vogel who does a fantastic job in the college. • We are investing in additional Head of Class time as a trial to improve the class environment • We are increasing male Chaplaincy time <p>In general, current staffing levels are sustainable for our student numbers.</p> <p>Steve explained why there had been changes in student numbers since the February and August census.</p>

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<p>9. 2019 Fees and charges – Teresa</p>	<p>The 2019 College Charges and Contribution and Financial Assistance Information booklet was emailed to Board members on 14 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 30 November 2018.</p> <p>Teresa explained there were changes to Government funding and the Boarding Away from Home Allowance (BAHA) amount paid to parents would be reduced in 2019. The school fees will remain the same with the exception of,</p> <ul style="list-style-type: none"> • Other Optional Charges/Courses to include the Skid Steer Course • Material Design and Technology course is now also available for year 12 students <p>The course name “Furnishings” is to be updated to “Furniture Making.”</p> <p>Admin staff are currently investigating the practicality of emailing student accounts with BAHA information to parents/carers at the commencement of 2019.</p> <p>Discussion was held to ensure Prefects Alika and Connor understood this information and explained that as students they will be involved over the coming years within these meetings and any information or feedback they can provide is valued.</p> <p>Marc formally acknowledged that the 2019 College Charges and Contributions and Financial Assistance Information document was received and asked for any objections from the members. There is a general understanding that fees tend to increase over time.</p> <p>Motion – The 2019 College Charges and Contributions and Financial Assistance Information be endorsed by the Board</p> <p>Moved: Marc Sharman Seconded: Karen Agnew</p> <p>Carried</p>

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<p>10. Uniform hats and beanies – formalise for 2019 – Steve</p>	<p>The 2019 college uniform will include a uniform hat and beanie. Any hats worn with uniform must be of the prescribed uniform hat. Consistency with this uniform item will improve the college appearance especially when attending excursions.</p> <p>The current sports maroon colour jacket is to be replaced with a warmer jacket will look as close to identical to the present one. The Board would like to see a sample of the jacket before they consider endorsing the upgrade.</p> <p>ACTION: A sample jacket to be available for Board members to review and consider for endorsement for inclusion in the college uniform items. The uniform topic will be included in the agenda for the next meeting to be held on Friday 1 March 2019.</p>
<p>11. Focus 2019 – Steve</p>	<p>A copy of the Department of Education Directions for Schools Focus 2019 document was given to members and filed.</p> <p>Steve explained the key areas of this document:</p> <ul style="list-style-type: none"> • Success for all students • High Quality Teaching • Effective leadership • Strong governance and support <p>The document identifies areas that schools, regional offices and central office need to focus on.</p> <p>The college is already identifying areas of focus that will create additional attention and work.</p>
<p>12. Aboriginal Cultural Standards Framework – Steve W.</p>	<p>A copy of the Department of Education Aboriginal Cultural Standards Framework document was tabled and filed.</p> <p>Steve explained the various subsets within this document and each subset has a continuum. Whilst the college does not currently have a high number of indigenous students attending a greater focus will be on enhancing understanding amongst the non-indigenous students about cultural matters.</p> <p>On the 20 – 23 November the college hosted staff and students from Laverton school. The visitors were engaged in a program involving farm, trades and class activities and were teamed up with our students. The visit was a great success with the Laverton students and our students being exposed to alternate culture.</p> <p>Steve will continue to offer the college facilities for conferences and meetings for Aboriginal education workers or community groups to raise awareness of opportunities for aboriginal students.</p> <p>In 2019 the college will progress incorporating the Aboriginal Cultural Standards Framework into the college operations.</p>

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<p>13. Principals report Q & A – Steve W</p>	<p>Board members were emailed a copy of the Principal's report for term four on 14 November and a copy is filed. Term planners were presented.</p> <p>Aspects of planning for 2019 include:</p> <ul style="list-style-type: none"> • Year 12 leadership camp • Year 11's to BStreetsmart – road safety presentation • College Ball last day of term 1 • Workplace learning for each year group • Country Week or the alternate program onsite (not WPL) • Compulsory residential camp mid-term 3 • Year 10 camp <p>Discussion was held regarding year 10 students having an opportunity to have a “camp out” over a weekend during term 1 to assist students get to know each other, settle into living together at the college and form friendships.</p> <p>At the end of this year Jackie Bellotti, Lead teacher Animal Production Systems will retire. The college Network Support Officer, Chris Zielke is leaving and this position will be advertised.</p> <p>The anonymous online reporting system STYMIE has assisted the college to investigate student concerns. We are getting increasing use.</p> <p>In term 4 when year 12 students have been signed off and completed all their work the lesson attendance code Q (not required to attend) is recorded against their record. The additional lesson attendance codes enables the college to give a more accurate report as to why a student is not onsite during the term.</p> <p>The college facilities continue to be used by external groups. This week the college hosted Kent Street Cricket Camp, Baldivis Secondary College, Butler College Cricket Camp and Laverton School Camp. In 2019 the college will endeavour to have Laverton onsite on their own to enable staff and students to focus on their experience at the college.</p> <p>The use of the college facilities assists promoting the college. A recent ex-student 50 year reunion sent a thank you to the college and provided very positive feedback for their experience onsite.</p>

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<p>14. Student report - Alika Gould and Connor Dawson</p>	<p>Alika has come from Karragullen and decided to attend this college after a friend and ex-student encouraged her. As Alika did not have an agricultural background she reported enjoying all the various learning opportunities she has experienced at the college so far. At the commencement of this year Alika found it very beneficial having a year 12 student mentor her which assisted her to settle into life at the college and adjust to living away from home.</p> <p>Connor has come from Corrigin and his older sister Zoe was a year 12 student this year. Connor reported at the commencement of this year he benefitted from year 11 and 12 students helping him settle into the college as at time homesickness was an issue for him. Connor reported he has enjoyed attending the college this year especially the farm and trades sections.</p> <p>The Prefects reported they are excited to be going on the year 10 camp, departing Monday and returning Thursday. This camp will include visiting; Wagin Historical Village, Beaufort River Abattoir, Patterson Farm (Gnowangerup), Stirling Ranges, Climbing Bluff Knoll, Mt Barker Police Museum, West Cape Howe Wine, Surf lessons at Denmark, Denmark Heritage Trail walk, tour Albany Port, Sandalwood Factory, Albany Wind Farm and Walpole Eco River Cruise.</p> <p>It was reported at times the friendly banter between students went too far and the Prefects suggested staff in all sections monitor this more closely. All staff need to model appropriate behaviour.</p> <p>The Board asked how can the college improve new students transition when they commence at the start of the year. It is planned to include the year 11 students with the year 12 students in mentoring new students to the college and to strengthen the staff dorm support groups.</p>

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<p>15. Farm report - Steve M.</p>	<p>The student results are great; some year 10 students have commenced their Certificate II, this is improved progress compared to previous years. Tracking and student performance is working well with Assistant Farm Manager Emily McDonald now part of the college staff.</p> <p>The Footrot issue quarantine requirements have now been lifted. Special thanks to staff and students involved with the process. Whilst the footrot issue severely impacted on the farm operations it has been a great learning opportunity. It has heightened our appreciation of the risk that the college faces with the range of comings and goings of people, vehicles and horses and we will develop a bio-security policy to better protect us in the future. The college will try to recoup money from an insurance claim to reimburse funds spent to purchase the ram which was euthanized due to footrot.</p> <p>Technical Officer, Pat Kealley, is looking after the sheep enterprise and is preparing mobs for mating.</p> <p>Technical Officer, Ray Batt, reported the highest weaning weights for some time averaging 293 kg with the highest weight at 370kgs. These figures indicate weights have increased by 5kg per head in one year. The weaned cattle are being prepared for sale.</p> <p>Newly appointed Technical Officer, Wayne Gill, is overseeing the poultry and pigs enterprise and is doing a great job. The egg sales are continuing through the front office and several customers in Narrogin.</p> <p>The stage 1 of the new horse pens is complete and the shelters will go up soon. The college horse "Bliss" has been broken in so students are able to ride her. Bliss has been mated again to a quarter horse. The college horse "Sesty" is pregnant so there will be foals on the ground next year.</p> <p>Harvest is underway with Canola 1.35 T/Ha. A portion of oat harvest has been forward sold at \$400/T.</p> <p>The Meat Processing Technical Officer, Natasha Reynolds, is currently reviewing the college HACCP (Hazard Analysis and Critical Control Points) plans to ensure we meet standards that are required by industry.</p> <p>Technical Officer, Vince Donaldson is working in the farm workshop preparing for harvest and is compiling a data base for all the college machinery to correlate what consumables each machine requires. It is hoped having the data base will enable the college to be better organised and provide a one stop shop with the correct gear on site to eliminate problems previously experienced due to being held up sourcing parts during extra busy times such as harvest.</p> <p>The Budget for this year is on target thanks to good prices for sheep, oats and canola. It is planned for 2019 to get students back into showing livestock at agricultural shows which will assist in the positive promotion of the college.</p>

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<p>16. Additional agenda item, Good Standing policy - Steve</p>	<p>A copy of the updated Good Standing policy was tabled and filed.</p> <p>Suggested changes to the Policy were presented for discussion ;</p> <ul style="list-style-type: none"> • When a student has lost Good Standing they forfeit the opportunity to have a vehicle on site. • Students have the ability to shorten the time they are off Good Standing by completing sanctioned work party. 1 hour of work party completed and signed off by staff will reduce the loss of 'Good Standing' by 1 day. This work party must be pre-approved with a Head of Department before it can be included. • When a student is suspended for one day they will lose Good standing for two weeks. For each additional day of suspension, the loss of Good Standing increases by one week. • Accumulation of four demerit points will result in loss of Good Standing for two weeks. • There must be a re-entry review when a student returns from loss of Good Standing • Loss of Good Standing on weekends – this is not applicable as students do not all reside or stay at the college over weekends. The Loss of Good Standing resumes after the weekend. Work party however, can be done to support the reduction of Good Standing overall • If suspended, the loss of Good Standing commences after the re-entry interview <p>This information will be sent out to parents with the end of term information package.</p> <p>A discussion was held and when asked the Prefects commented they did understand this information as they had the original Good Standing policy explained to them at the commencement of this year. From a Prefect perspective they felt these types of discipline sanctions will be effective as students will realise that if they lose their Good Standing status when they have a motorbike/horse/car onsite they will lose the privilege of using it.</p> <p>A student must reapply each year to have a vehicle onsite and a car permission form is submitted to the Deputy Principal for approval. These forms will be updated to include the Good Standing policy sanctions.</p> <p>The residential team is currently working on developing a separate residential procedures handbook. All students will be required to sign off to the guidelines of this handbook and will be given a copy for their individual rooms as a reminder and to reinforce expected behaviours.</p>

AGENDA ITEMS	DISCUSSION / ACTION
<p>17. Membership College Board 2019</p>	<p>The college will advertise in the College Chronicle for two new year 10 and one year 11 parent representative for 2019.</p> <p>The current year 12 parent representatives, Marc and Karen, agreed to continue their involvement in the Board as ex-parent representatives in 2019.</p> <p>The staff member position filled by Frank Haydock will need to be refilled in 2019 this position will be advertised amongst staff.</p> <p>The Chairperson position whose tenure is to expire at the end of 2018 has to be renominated. Steve Watt officially called for any nominations for the position of Chairperson for the Board for a one year term in 2019.</p> <p>Karen nominated Marc Sharman, Frank Haydock second this nomination, no further nominations were received. The College Board were <i>all in favour</i> of Marc being voted as the Chairperson in 2019.</p> <p>Steve thanked Marc for accepting his nomination.</p> <p>Marc thanked everyone for their input and attendance this year and thanked the Prefects for participating. The Prefects are encouraged to bring feedback to future meetings and see Mr Watt if necessary.</p> <p>Steve thanked all college Board members for their attendance and assistance this year and Marc for his work as a Board Chairperson.</p>
<p>Next meeting</p>	<p>The next Board meeting will be held on 1 March, 2019 commencing 9am.</p>

Meeting closed 12.45pm

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____