

**WA COLLEGE OF AGRICULTURE – NARROGIN
COLLEGE BOARD
Meeting minutes
Thursday 24th August, 2017**

| ITEM | ACTION |
|--|--|
| <p>1. WELCOME AND APOLOGIES</p> <p>Present: Year 12 Prefects – Liam Bell, Michael Moore Board members - Martin Brooks, Michelle May, Marc Sharman, Mitch Wray, Mark Pascoe, Karen Agnew, Teresa Rafferty, Mary Kittow Meeting commenced: 9am.</p> <ul style="list-style-type: none"> • Confirmation of the Agenda <p>The Chairman, Marc requested additional agenda items for inclusion for this meeting; an Agricultural Advisory report and the committee to be taken to see the improvements/renovations to the gymnasium and club.</p> <p>It was requested by Mark Pascoe, Principal to have the Residential Report moved forward to 9.30am as Heather Rae, Residential Manager is required in other areas for the closed weekend preparation.</p> | <p><u>Apologies</u> Pauline Appelbee, Geoff Jones, Rowena Pugh, Stephen Watt, Frank Haydock</p> <p>Additional agenda items to include an Agricultural Advisory report and for the members to see improvements/renovations to club and gymnasium.</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 June for approval. The Board endorsed the minutes of the previous meeting as complete and accurate.</p> <p>BUSINESS ARISING</p> <p>The Board were informed that Stephen Watt had two items from the previous meeting he was not able to fully complete before he went on long service leave.</p> <ol style="list-style-type: none"> i) The College vehicles promotional stickers are yet to be arranged and investigations are continuing on how the College is promoted in various ways. ii) The Bush Fire Training is still to be arranged. Due to the government system budget constraints, previous services have now changed and what is available and possible are still being investigated. | <p>Moved: Mitch Way Seconded: Michelle May Carried</p> <p>Mark Pascoe</p> |
| <p>4. CORRESPONDENCE</p> <p>Inwards – Letter from Jamie McElroy, WA Education Awards Coordinator regarding WA Education Awards, received 19/6/17. Applications for this award closed on 28/7/17. This award will be included in the agenda for next year's meeting prior to July for the Board to consider forwarding a nomination. Mark explained the College had also received a copy of this information. The VET Awards are currently being reviewed and a student will be nominated.</p> | <p>Marc Sharman</p> |

| AGENDA ITEMS – <i>cont'd</i> | ACTION |
|---|---|
| <p>5. National criminal screening</p> <p>As referred to in the minutes of 2nd June, Board members were encouraged to complete their screening. A copy of the Criminal Screening Information was emailed to members on 14th August. A copy of this documentation is also filed. New Board members are required to go through the National screening process at the commencement of their membership. The two new members to the Board for this year, Michelle May and Martin Brooks have completed their screening. Michelle and Martin commented the screening process was easy. Mark encouraged all Board members to complete this process as soon as possible and not wait until their required membership renewal.</p> | <p>Mark Pascoe</p> <p>The Board recommends that all members have their National criminal screening completed.</p> |
| <p>6. Residential report, 9.20am</p> <p>The Residential Report power point presentation was presented to the Board on the overhead projector and a copy filed.</p> <p>Sporting activities students were involved in this year included; WACoA Carnival Harvey, Countryweek, local sporting competitions ie: Hockey, Netball, Basketball and Football.</p> <p>The carnival held in Harvey on 31st March – 2nd April was a great weekend with students competing with other Agricultural Colleges. The number of students attending did change from the original number of students who put their names forward. This change of commitment from students to attend activities has caused problems for residential staff in planning activities for students to attend.</p> <p>The week of Countryweek was very successful and all students worked well together and students assisted with filling in for some sports when required. The hockey team came home with a trophy.</p> <p>Residential staff are currently investigating having a camp at Dryandra and hope to make it compulsory to ensure the activity can go ahead with the appropriate number of students.</p> <p>For activities involving students swimming, a staff member supervising is now required to have a current Bronze medallion swimming qualification.</p> <p>All students are encouraged to attend excursions that also include on a regular basis Collie runs, Narrogin town runs and shopping in Armadale. The Residential Report also listed activities held so far this year and the list of activities that had to be cancelled due to lack of students prepared to be involved.</p> <p>The changes this year in residence included mixed dorms. The Prefects were asked if they preferred this change from how the dorms used to be arranged. Both Michael and Liam felt they were divided from their friends. Michelle May explained at some other schools students have to work towards being allocated into certain dorms. It was reported that when all the year 12 students were together in the dorms they did not look after their areas as well as hoped. Mark explained the College is a family and in the residential area the hidden curriculum is teaching team work and learning to get on with others. These types of skills are what employers are looking for in potential student employees. The pro and cons of both mixed and unmixed dorms was discussed.</p> <p>The Year 12 students do have an extra half an hour before lights out at night which has enabled them to mingle within their year group.</p> | <p>Heather Rae</p> |

6. Residential report - cont'd

All students must clean up after themselves in their common rooms. All students are also rostered to help tidy up in the dining room. Tasks such as these assist students to learn life skills. The dining room table settings change each term with students allocated to different tables and this has enabled students to mingle more with a different group of students.

Board member Karen commented students on town run look great in their class uniform and should be very proud of their appearance and behaviour when in town.

The issue of student leave was discussed and the problems caused when leave is submitted late. Karen suggested the College send a generic reminder message to parents on Wednesday reminding parents that student leave is to be submitted by Thursday lunchtime every week.

The REACH system also has the option for parents to submit reoccurring leave arrangements.

A new system has been started regarding students going into sick bay. When a student requests to go into sick bay they have to ring their parent first and inform them they are unwell and request to go into sick bay. If a student is deemed to be behaving inappropriately in sick bay they will be sent back to class. The staff supervision roster for morning recess and lunch time now includes the sick bay area/student services access area.

There has been some damage to College property. At the start of the year the new lounges were damaged and had repairs completed by Narrogin Upholsterers. A fridge door was also deliberately damaged. Parents of students involved with deliberately vandalising items have had the costs of repairs charged to their son's/daughter's account. The CCTV camera has assisted with identifying students involved with vandalising College property.

Concerns were discussed regarding students returning from leave unwell on Sunday night and requesting to go into sick bay Monday morning.

Board member Martin Brooks stated he was very impressed in the way the College managed the situation when his son Kynan broke his leg and was taken to Narrogin Regional Hospital. The process for injured students returning was discussed. Mark explained the College's philosophy is to have injured students here onsite with broken legs so they can participate in the theory side of learning.

To reduce the opportunity of inappropriate items coming onsite all student mail containing parcels must now be opened in front of either the Principal or Deputy Principal. The fire alarms can be set off by aerosol cans. The fire brigade is obliged to attend the College every time an alarm is raised.

Yesterday Mark discussed with Police having the Police drive through the campus or come onsite and have a meal with the students as a way of creating a rapport with the College community.

The evening of Wednesday 23rd August, two Police Officers and a St John Ambulance Officer spoke with students in the dining room regarding students attending an event like the College Ball and how students are encouraged to watch out for each other. A video was also shown to students to help them better understand the ramifications of anti-social behaviour and the dangers associated with drugs and alcohol consumption.

Some students are claiming they do not have parts of the uniform which has resulted in them not being able to go to section in the correct uniform. Residential staff will do a uniform audit of what a student claims they do not have and parents will be informed.

Marc suggested a reminder to parents regarding submitting leave on time be put in the College Chronicle.

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| <p>6. Residential report - cont'd</p> <p>Board member Michelle May enquired if it is possible to have Police involved with sniffer dogs to assist ensuring any drugs on site are detected. Mark explained there is limited availability for these type of Police resources and stated the College is vigilant in reducing the opportunities for students to bring drugs onsite. The College is no longer permitted to breathalyse students due to the Department of Education policy guidelines. If staff are concerned about a student, with parental consent they can take a student to Narrogin Regional Hospital for a blood test. If parents do not give their consent they will be asked to remove the student from the College. In trades if staff have concerns regarding a student, they remove the student from using machinery to ensure safety for all concerned.</p> <p>The new recreational room at the Club is completed and CCTV cameras will be installed. Unfortunately some students have been banned due to inappropriate behaviour ie: throwing the Monopoly game around.</p> <p>The power point presentation included listing the improvements and purchases of equipment to benefit all students at the College. Some of these improvements have been made by students and include decking around the oak tree and six new picnic tables. Heather stated she loves her job at the College! The Board thanked Heather for her report.</p> | <p>Heather Rae</p> <p>Marc requested a Farm Report be included in the agenda for the next meeting to be held on 10th November.</p> |
| <p>7. Principals report Q&A</p> <ul style="list-style-type: none"> • Staffing term 3 <p>This term Stephen Watt is on long service leave, Mark is Acting Principal, David Webster is the Acting Deputy Principal for term 3. The Farm Manager Stephen Madson is on long service leave this term and John Archer is the Acting Farm Manager.</p> <ul style="list-style-type: none"> • Staffing restructure in Central Office <p>The Principal from Cunderdin, Bernard Beatty was Acting in the position of Director Agricultural Education and has now returned to his position in Cunderdin. The position for Director of Agricultural Education has been restructured and now includes regional development which covers the day to day running of Agricultural schools and the Country Hostel's Authority. As the College now has the Independent Public School (IPS) status the Principal has greater autonomy and is required to report directly to the Director General, Sharyn O'Neil. The Assistant Executive Director, Pam Moss is available for consultation when required and Pam will be attending Open Day on Friday 15th September. The Department of Education Finance Department has remained at Central Office in East Perth with the Curriculum staff moving to the School Curriculum Standards Authority office in Padbury.</p> <ul style="list-style-type: none"> • Student numbers <p>The student numbers have altered this term due to:</p> <ul style="list-style-type: none"> - Two students not following rules, it was necessary to remove their residential status. - A Year 11 and 12 student have left the College to go into employment. - Two new Year 10 students have commenced this term. <p>Enrolments for 2018 are progressing steadily although slower than previous years. The Harvey, Denmark and Cunderdin Agricultural College's have all filled their student intake numbers for 2018.</p> | <p>Mark Pascoe</p> <p>Board members were given a document indicating the number of students interviewed so far and the projected student numbers for 2018.</p> |

7. Principals report Q&A - cont'd

Mark P.

- College Promotion

This term Gayelle Quartermaine, Head of Department Class currently on maternity leave has been employed part-time to assist with College promotion. Gayelle has written articles for various papers regarding student achievements and activities. It has been frustrating at times as papers do not always actually put these articles in their editions.

As part of College promotion the Agricultural Advisory committee have recommended the College focus to include specifically the sheep industry. For the College to focus on the sheep industry and train young people to get into this industry the College requires suitable sheep. By having the appropriate type of sheep for students to train with this will enable the parameters to shape the College as a School of Excellence for Sheep and Wool Production.

Hopefully by the College updating its focus to the sheep industry we will encourage students to enrol at this College.

Other agricultural Colleges are not set up specifically for sheep eg: Morawa's focus is broad acre cropping, Denmark's focus is viticulture, Harvey's focus is dairy and Cunderdin's focus is the pig industry.

The process of culling some of the current flock of sheep and acquiring the new flock of approximately 600 sheep may take up to five years to achieve.

The Agricultural Advisory Committee have provided Mark a DRAFT specification for a plan for the Sheep Industry focus for the College. At the Combined Agricultural Advisory Committee (CAAC) meeting on 4th September Mark will apply for funding to do a "Special Project" for replacing like for like ie: flock of sheep. The College must forward 40% of all revenue received from farm and it is hoped the CAAC will consider this application for funding.

The College's Business Plan will also be updated to include the plan of focussing on the Sheep Industry.

Another plan to expand the College promotion is to have a promotional stand at the Esperance Show similar to what we currently provide at the Wagin Woolorama and Newdegate Field Days.

- Student discipline

There have been three students suspended for five days for having alcohol onsite. A discipline panel will convene on Monday 4th September to decide the future of one of these students as it is the second offence for this student.

- College improvements

The College is currently having more CCTV systems installed in areas to include the Club and gymnasium to the value of \$140,000.

The Kitchen maintenance/upgrade is an ongoing issue.

The number of students enrolled at the College in 2018 will dictate what funding we will receive from Central Office.

- Open Day, Friday 15th September

The focus for this year's Open Day will include the official opening at 1pm of the College Museum located in the Club building. The Museum will be officially opened by ex-student 1939-1940 and current Agricultural Advisory committee member Mr Bill Butler. Invitations to Open Day have been sent to ex-students and local industry representatives. Mark invited Board members to Open Day, Marc Sharman asked how can the Board member assist on the day? By having Board members available to talk with people to assist promoting the College on the day would be most beneficial.

7. Principals report Q&A - cont'd

Board member, Michelle May asked if the trades program could be a focus for the College promotion. Mark explained that Narrogin is part of the WA College's of Agriculture and therefore the focus is on agriculture and that student certification at Level II in agriculture be achieved. The trades department at the College has a positive reputation in the community and is also promoted during prospective student interviews. The Trades program is also linked to the farm section as much as possible to assist making learning competencies relevant for the students.

- Students volunteering within local community

This activity was part of the students program at the College about 10 years ago. For students to graduate they had to have completed a registered amount of volunteering. In 2018 Mark is planning to encourage students to do volunteering within the local community. Recognition of community volunteering will be included in student certification. This type of activity assists students to become well rounded members of society. Mark is finalising details for this activity. Michelle May suggested having a roster for all students to participate in volunteering.

- Graduation

The Department of Education provides a West Australian Certificate of Education (WACE) program to track student results to assist monitoring their progress towards their graduation, Mark explained the process. Mark has reviewed these results and has identified students at risk of not graduating. These students have been interviewed and parents informed. The WACE with On Line Numeracy Assessment (OLNA) estimation is an 85% rate of students will graduate statewide.

Board member Michelle asked if the College notifies parents regarding student progress. Discussion was held regarding the parent, teacher, student interviews scheduled being held this afternoon in the College dining room.

Teacher Mitch Wray commented he had requested interviews with nine parents and had not had any replies to attend any appointments with him.

Michelle suggested it would be helpful to be notified earlier rather than waiting for a whole school interview afternoon.

- Ag Advisory Report

The very wet winter has affected some of the farm operations, lambs were lost due to the extra wet conditions.

The College eggs sales are going well with customers' orders increasing.

The implementation of the Piggery is still a work in progress.

Board members Karen Agnew and Michelle May offered to assist with coordinating this student activity.

10. Next Board meeting date

Marc suggested the next Board meeting on Friday 10th November. Endorsing the fees and charges for 2018 and a farm report will be included in the agenda for the next meeting.

All members are in favour of next meeting being held on 10th November.

Meeting closed at 12.10pm

THIS IS A TRUE AND CORRECT COPY OF THE MEETING MINUTES

SIGNED _____ DATE _____

SIGNED _____ DATE _____



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Narrogin

RESIDENTIAL REPORT

24/08/2017
An Invitation to Update Board



CONTENTS

- Staff
- Sporting Activities
- Activities
- Cancelled Activities
- Changes
- Issues
- Improvements/purchases



STAFF

| | |
|--------------------|-----------------------------------|
| ◦ Heather Rae | Residential Manager |
| ◦ Frank Haydock | Full time |
| ◦ Brian Hare | Full time |
| ◦ Kathy Mitchell | Full time active night |
| ◦ June Harvey | 0.9 |
| ◦ Rob McEllister | 0.7 |
| ◦ John Eastwell | 0.7 |
| ◦ Helen Shalders | 0.5 + 0.2 Fix term |
| ◦ Julie Thompson | 0.5 |
| ◦ Robert Brown | 0.3 fix term Weekend active night |
| ◦ Jennifer Pollard | Chaplin |



SPORTING ACTIVITIES

- WACoA Carnival Harvey
- Country Week
- Hockey
- Netball
- Basketball
- Footy



ACTIVITIES

- Trips to Armadale
- Wagin Woolarama
- Kulin Water Slide
- Collie runs
- Wagin Movies
- Town trips
- Dryandra Woodland
- Farm camp out and bonfire
- Zoo
- Socials
- BBQ Tea onsite
- Flames Netball Game
- Speed way
- Formal diner
- Movie on bulling
- Road safety talks
- Drug and Alcohol talks
- Circus
- Games night
- Fire pit




CANCELLED ACTIVITIES

- Albany overnight trip
- Cunderdin Ag social
- Harvey Ag Open Day
- Motor Cross
- Go carts
- Bounce
- Laser tag
- Paint ball
- Beverly Show



CHANGES

- Mixed year dorms
- Daily routine
- Duty rosters
- Town trips
- Prep time
- Supper
- Table seatings



ISSUES

- Leave
- Sick bay
- Lack of interest in excursions
- Damage to property
- Children returning unwell or injured after weekends out
- Inappropriate items brought into boarding
- Uniforms



IMPROVEMENTS/PURCHASES

- Club room - 5 lounges - 8 Floor cushions
- Outdoor half basketball court
- Outdoor furniture in archway
- 6 New picnic tables
- Garden improvements
- New Lounges for dorms
- New beds for dorms
- Decking around oak tree in dorm area



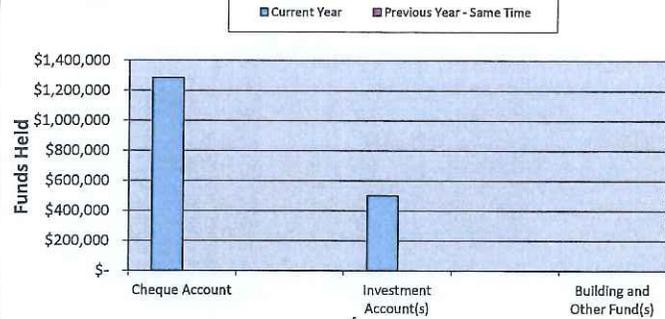
WACOA - Narrogin
Financial Summary
23 August 2017

Reconciled Bank Balances:

Current Year as at:
31/07/2017

| | Current Year as at: 31/07/2017 | Previous Year - Same Time |
|----------------------------|-----------------------------------|---------------------------|
| Cheque Account | \$ 1,285,089.65 | |
| Investment Account(s) | \$ 500,000.00 | |
| Building and Other Fund(s) | \$ - | |
| Total | \$ 1,785,089.65 | \$ - |

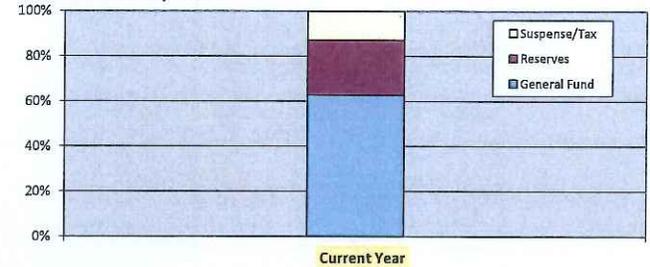
Bank Balances



Bank Account Composition

| | |
|--------------|-----|
| General Fund | 63% |
| Reserves | 24% |
| Suspense/Tax | 13% |

Bank Account Composition



Equipment Replacement Reserves:

| | Current Year | Previous Year 31/12 |
|--|---------------|---------------------|
| Total Asset Reserves (Incl General Reserves) | \$ 111,101.96 | |
| Total Resource Reserves | \$ 62,208.25 | |
| Total Building Fabric & Infrastructure Reserves | \$ 264,500.00 | |
| Total All Reserves | \$ 437,810.21 | \$ - |
| Current Year Reserve Transfer Funds Included above | \$ 19,000.00 | N/A |
| Budgeted Reserve Transfer Funds not Transferred | \$ - | N/A |

Funds Held

**Yearly Comparison
Total Reserve Funds**

