

WA College of Agriculture – Narrogin College Board Meeting Minutes Friday 26th February 2021

ITEM	DISCUSSION / ACTION
<p>1. Welcome and apologies</p>	<p>Present: Year 12 Prefect Sammantha Perry, Clare Roser, Karen Agnew, Tim House, Michelle May, Mitch Wray, Nat Beer, Leanne Sjollema, Mark Pascoe, Kristy Banner, Teresa Rafferty, Christo Argæet.</p> <p>Apologies: Frank Haydock, Dane Tulley, Graeme Dawson, Graeme Mason.</p> <p>Confirmation of agenda - confirmed Additional agenda items - nil to note</p> <p>The Chairperson position tenure has now ended. Mark Pascoe called for any nominations for the position of Chairperson for the Board. Mitch Wray nominated Karen Agnew.</p> <p>The College Board were <i>all in favour</i> of Karen being voted as the Chairperson for the Board.</p>
<p>2. Disclosure of interests 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, Karen, presented to the Board members the minutes from the meeting held on 13th November, 2020 for approval.</p> <p>Correction to minutes from 13th November 2020, Graeme Mason should have been included as an apology for the Board meeting.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Tim House</p> <p>Seconded: Nat Beer</p> <p><i>Carried</i></p>

ITEM	DISCUSSION / ACTION
<p>Business arising - P.A.R.T.Y. discussion for planning to attend</p>	<p>Planning has commenced for the Prevent Alcohol and Risk-related Trauma in Youth (P.A.R.T.Y.) prevention initiative. The Year 12 students will be attending, Heather Rae is coordinating this activity.</p> <p>The P.A.R.T.Y. Program provides useful, relevant information to young people to help them recognise potential injury-causing situations and make informed prevention-oriented choices about activities. It is also designed to help young people adopt behaviours and actions that minimise risk. In previous years the College has taken students to Perth and Bunbury to experience this program.</p> <p>To complement the defensive driving course for Year 11 students they will attend the RAC bStreetSmart at Perth Arena, Week 9, 30th March. This event is a re-enactment of a traffic accident and the response of the emergency services, consequences of actions and long term outcomes for those involved in accidents.</p>
<p>4. Correspondence</p>	<p>10/02/21 - Outwards correspondence: An email was sent to the Board members with the College Drug Education Guidelines documentation, the agenda for this meeting and the minutes from the previous meeting held on 13th November 2020.</p>
<p>5. Farm report - Stephen Madson</p>	<p>A copy of the Farm Manager's report was tabled and filed. Topics covered in this report were: Sheep Commercial, Sheep Stud, Cattle, Poultry, Workshop, Butcher shop, Fencing, Equine, Farm Construction, Cropping, Piggery, Staffing, Shows and Events, Staff Training, Student Training and Assessments.</p> <p>Special thanks to Mark Stanton and Stephen Thompson from Australian Wool Innovation (AWI) for assisting to deliver the Shearing and Wool Handling training. The College has secured two weeks of funding for Shearing and Wool Handling training from AWI. The College will fund the remaining 3 – 4 weeks of this training. The goal for the students shearing training is to ensure all students have a go and experience both shearing and wool handling to enable them to develop these skills.</p> <p><u>Sheep Stud</u> The Sheep Stud section is working well with Colin Batt, Technical Officer, doing a great job. A former student, Hayden Baker (2014) who works for West Coast Livestock has been assisting with training our students across a range of junior judging events in preparation for Wagin Woolorama.</p> <p><u>Cattle</u> The Cattle section is working well with Danielle Trappitt, Technical Officer, preparing students and cattle for the Woolorama. Students have been practising for weeks leading and preparing cattle.</p> <p><u>Bull Sale</u> The Countryman Invitation Bull Sale was held at the College on Tuesday 23rd February. A total of 36 bulls from three vendors were offered for sale, the top price went for a Hereford bull.</p> <p><u>Poultry</u> The Poultry section is working well with Wayne Gill, Technical Officer. Plans are underway to increase the size of the vegetable patch. Produce from the vegie patch supplies the College kitchen.</p>

ITEM	DISCUSSION / ACTION
<p>5. Farm report – cont'd Stephen Madson</p>	<p><u>Butcher shop</u> The Butcher shop is working well with Ryan Hough, Technical Officer. Some of the machinery in the Butcher shop requires upgrading or replacing. The P & C will be asked to consider providing some funding to assist with this upgrade.</p> <p><u>Farm improvements</u> A new laneway is now required due to asbestos contamination within the laneway near some houses. After rain events asbestos patches have grown slightly. A couple of paddocks have also been found to be contaminated. On 18th February Simone Staaden from the Department of Planning, Lands and Heritage, Mitchell Beal and Michelle O'Rourke from Department of Education (DOE) Asset and Planning Services visited the College to deliver training on the appropriate handling of asbestos and use of the toolkit. Planning is underway to find solutions to reclaim the land by possibly taking off the top soil and creating a fenced off site containment cell (pit) exclusion zone to contain the contaminated material.</p> <p><u>Equine</u> The Equine area is looking great with Renae Tucci, Technical Officer assisting with the Stage 2 shelters and planning for the water lines. The planning for the new Chemical shed is still a work in progress. The Department of Building Management and Works (DBMW) reported there was more work needed with the plans for the Chemical shed. The amount of funding allocated is not enough to commence this project. If the College does not expend the funds it has had allocated to date in a timely manner there is a risk of these funds having to be returned to the Department.</p> <p><u>Cropping</u> The program for the 2021 crop and paddock selections have been made. Soil samples have been taken with results due very soon. Ag Advisory committee member, Helen Duncan, has recommended the College maintain cropping barley. Early machine and paddock preparation for this cropping program has commenced, John Archer, Technical Officer, has been summer weed spraying. The College received 40mls of rain in one weekend causing the germination of summer weeds including caltrop. The farm staff are working to ensure these weeds are contained as best as possible to eliminate bio-security issues.</p> <p><u>Piggery</u> The College is planning to purchase a new breed of pigs, Tamworth pigs (red colour). This is a change from the previous Berkshire variety.</p> <p><u>Staffing</u> The College is placing advertisements on JobsWA next week for two positions:</p> <ol style="list-style-type: none"> 1. Sheep technical officer 2. Cropping technical officer <p>Assistant Farm Manager, Emily McDonald, has returned to Esperance and is working for TAFE on a 12 month fixed term contract. Russell Gooley has won the position of replacement Assistant Farm Manager for a 12 month period. After the passing of Karl McBurney (dec.) in November 2020 the Cropping technical officer position needs staffing.</p>

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<p>5. Farm report – cont'd</p>	<p><u>Staff Training</u> Stephen reported he attended training and assessment upskilling for the RTO in Albany on 22nd February. He also attended WACoA - Denmark on 23rd February for collaboration of online learning resources.</p> <p><u>Student Training and Assessment</u> Stephen reported he is currently focussing on the Certificate III, Year 12 students to fast track their completion of the Certificate II units. These students are working well and Stephen will collate their work in preparation for Rob Carter, TAFE lecturer/trainer, commencing the advanced Wool Handling program for those selected Certificate III students.</p>
<p>Year 12 Leadership Camp and Countryweek excursions - Mitch Wray</p>	<p>The Year 12 Leadership camp gives the students the opportunity to attend a three day Leadership camp where they participate in workshops that aim to build their leadership skills. This camp will be held at the Swan Valley Adventure Centre during term 1, week 8, 24th – 26th March. Activities the students will be involved with include: Flying Fox, Rock Climbing, Canoeing, Orienteering, Swimming, Team Building Challenges, High Ropes, Raft Building, Commando Course and Frisbee Golf.</p> <p>The benefits to students are significant. They will:</p> <p>Learn to: Use and appreciate their leadership strengths and abilities and how to grow these within a team. Identify and appreciate others' leadership strengths to work collaboratively. Take responsibility over their own thoughts, behaviours and choices.</p> <p>Begin to: Think wider in terms of impact and their ability to make change, individually and as a collective. Positively impact their friends, peers, school community and social causes with their developed leadership and social skills. Feel empowered, creative, unique and eager to take on tasks they may have shied away from in the past. Shift from dependency to empowerment and initiative through working within a collective. Increase their self-worth and understanding of their own values and belief system. Build stronger relationships with their families and able to recognise the importance of investing in their support structure.</p> <p>Become: More aware and open to learning and experiences. Aware of their purpose, the importance of developing character traits through conscious awareness for better leadership. More self-motivated and positive, measuring themselves in progress and improvement even without seeing immediate results.</p> <p>Develop: Resilience and a positive attitude towards weaknesses and failures through a learning mindset. Time management skills and function better under time pressure.</p>

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<p>Year 12 Leadership Camp and Country Week excursions Mitch Wray – <i>cont'd</i></p>	<p>Country Week will be held during term 2, week 11, 28th June – 2nd July. Senior High Schools Country Week is an annual multi-sport event carnival held in Perth, organised by School Sport WA.</p> <p>The carnival includes sports such as Australian rules football, hockey, soccer, netball, volleyball and basketball in a range of divisions. Non-sporting competitions in areas such as speech, debating and dance have also been added to the event schedule.</p> <p>Training has commenced at the College in preparation of this event. The accommodation this year is at the Be. Fremantle Apartments in Fremantle.</p> <p>The evening activities will be: Sunday – dinner, Fish and Chips at Cicerello’s Fremantle, settling into accommodation. Monday – dinner at Subway, Fremantle Prison tour. Tuesday – dinner at Gino’s Restaurant, rest night. Wednesday – dinner at Dominos, movie night. Thursday – presentation dinner at National Hotel Fremantle.</p> <p>An email will be sent out to parents/carers next week with details for this event. Students not attending Country Week will participate in an alternative program at the College.</p>
<p>6. Finances – 2021 update</p> <ul style="list-style-type: none"> • School • Farm • Residential <p>- Teresa Rafferty, Manager Corporate Services</p>	<p>A copy of the Comparative Budget Report as at 26th February 2021, document was tabled, filed and a copy given to Board members.</p> <p>The Manager of Corporate Services, Teresa Rafferty, prepared the School Comparative Budget Report for the Board.</p> <p>The College finances are separated into three different ledgers "S" is School budgets, "R" is Residential budgets, "F" is Farm budgets. All three ledgers are similar, each having the relevant types of items for their specific areas and requirements.</p> <p>The Comparative Budget Report as at 26th February 2021 is a total of all the three ledgers.</p> <p>The Previous Year Closing Balance of (\$492,243) has been carried forward to this year, these funds will be divided into the three ledgers (S,R,F).</p> <p>The Comparative Budgets are divided into "C", "D" and "N" Accounts. The "C" account is money coming in from revenue, "D" account is monies going out for expenditures.</p> <p>The "N" reserve accounts for school is money that is kept in the reserve accounts will be transferred to the appropriate expenditures when required after endorsement from the Finance Committee. Within the School Comparative Budgets there are columns dividing the Fixed Budget, Current Budget, Actual YTD (Year to date) and Variance data.</p> <p>Each year in November the College Finance Committee will confirm the Fixed Budgets for the following year. At times circumstances change and the original budgets are updated/amended after Finance Committee endorsement. The Current Budget column information is the figure for exactly what that budget amount is set at. The Actual YTD column is the figure for funds that have actually been spent or received for that budget as at the date of the report. The Variance column data is the difference between what was budgeted for and what ended up being the final figure for that particular income or expenditure.</p>

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<p>6. Finances – 2021 update</p> <ul style="list-style-type: none"> • School • Farm • Residential <p>- Teresa Rafferty, Manager Corporate Services – <i>cont'd</i></p>	<p>The College Boarding Fees are managed through an “N” account as these are funds received and then forwarded on to the Department of Education (DoE) as per policy stipulations. The Residential Boarding fees (RBF) can seem to temporarily prop up the College bank account balances however all of these funds are transferred.</p> <p>The College Finance committee are planning to schedule a meeting in term one, date to be confirmed.</p> <p>The Finance committee will invite the different areas of the College to put forward submissions for planning of special projects.</p> <p>Teresa explained monies must be allocated to the Reserves accounts for saving for special projects into the future. It is beneficial to the College when applying for additional funding from DOE to be able to demonstrate the financial management of the College has done all it can within its funding availabilities to save monies. Applying for additional funding can be more successful when the College is able to demonstrate adequate planning.</p> <p>Events such as the Year 12 Leadership camp and Country Week are self supporting so they will not affect the debits and the credits for the various budgets involved.</p> <p>Michelle enquired as to the Residential budget account for meats (D3306) of \$35,000. This amount of expenditure is necessary for the extra meats ie: chicken, sandwich/small meats which the College cannot produce. The College does source our own sheep, cattle and pigs to supply the kitchen. The Farm Enterprise reports have the data showing exactly the quantity of sheep, cattle and pigs the College supplies to its kitchen.</p> <p>Mark explained due to biosecurity protocols it is not viable for the College to process extra meats ie: chicken, sandwich/small meats etc.</p> <p>MOTION: Moved that the College Board endorses the Comparative Budget Report as at 26th February, 2021.</p> <p><i>All in favour - Carried</i></p>
<p>7. New Staff 2021 - Clare Roser, Principal</p>	<p>The following staff have joined the College in 2021;</p> <ul style="list-style-type: none"> • Leanne Sjollega - Head of Teaching and Learning, Agriculture Teacher: Animal Production Systems, Year 10 Science • Christine Emerson - English Teacher, Year 10 Health • Danielle Quinn - Maths Essentials and Foundation, Year 10 HASS (Humanities and Social Sciences) and PE (Physical Education) Teacher • John Parker - Trades Teacher (2 days per week), Material Design and Technology, Year 10 Auto Engineering • Russell Gooley - Assistant Farm Manager (AFM) is for a fixed term position for 2021 while the substantive AFM, Emily McDonald, is working at TAFE in Esperance this year. If the position becomes available at the end of 2021 this position will have to be advertised. • Peter Harding - Chef • Michael Frost - Cleaning

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<p>7. New Staff 2021 - Clare Roser, Principal</p>	<p>Karen enquired how the new Chef, Peter was settling in. Clare and Mark explained Peter commenced last week and is "observing" at the moment as he has only just started. Peter has been walking around the dining room during meal times talking with students asking them what types of foods do they like. The kitchen will continue on with the current menu that was planned for term 1 before Peter commenced. The main emphasis for Peter is the planning of the winter menu.</p> <p>Due to the COVID situation in 2020 the kitchen commenced making more "take away" style of lunches. The kitchen staff and Peter are investigating different types of disposable packing options as due to the COVID situation these types of meals and packaging could be needed for some time to come. Recycling/disposable packaging products are more expensive, the kitchen is looking at how we collect rubbish, scrape off plates into the bin etc. There are a number of issues to be worked through. Mark reported Peter is very keen to work with staff to find solutions. Discussion was held with suggestions of disposable products ie: spoons and knives made out of rice that can then be eaten when a person has finished eating their meal.</p> <p>Mark explained due to COVID the College had a whole range of "peculiarities" to navigate through ie: Between 8am and 4pm students from Boddington were required to wear face masks. Between 4.01pm and 7.59am these same students could have their face masks off whilst in the residence.</p>
<p>8. Review of 2020 school academic data - Leanne Sjollema and Mark Pascoe</p>	<p>A power point presentation was displayed with the class data for 2020/21.</p> <p>Information included: Class Performance Measures</p> <ul style="list-style-type: none"> • ATAR results • OLNA data • Externally Set Tasks (EST) • Literacy and Numeracy assessment • Overall WACE attainment rate <p>Leanne gave an explanation of the data from last year, where we are and where we want to be. ATAR Performance Data shows the comparison of school and state average scores (after scaling). In 2020 the College was closer to the target Median ATAR score with further improvement on 2019 data. The class area is developing an ATAR improvement plan to support further achievement in this area.</p> <p>The OLNA data is used as an attainment for mapping a student's progress against. The data concluded 100% of students demonstrated improvement in ratings over their time at the College. In 2020 the OLNA results exceeded the College Business Plan target of 90% pass rate. Results from 2020 were; Reading 100%, Writing 97%, Numeracy 100%. These excellent results from the class area were attributable to the students literacy and numeracy support program, Educational Assistance (EA) support and the class team.</p> <p>The OLNA progression data indicates/summarises where a student was when they commenced at the College and what level they progressed to during their time at the College.</p> <p>The 2021, Year 12 group are the first group who have had the chance to do OLNA in year 9. If a student passed the OLNA in year 9 they do not have to re-sit the OLNA again.</p>

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<p>8. Review of 2020 school academic data - Leanne Sjollema and Mark Pascoe – <i>cont'd</i></p>	<p>In 2020, 96.8% of Year 12 students graduated with achieved Western Australian Certificate of Education (WACE) and 100% of WACE eligible students achieved VET Certificate II or higher.</p> <p>The Externally Set Tasks (EST) measures performance and is a general version of ATAR exams. The point is to assess where the student is in the state and how the teacher is marking. A "Check Marker" from the DOE will take samples from each school. The Check Marker will actually compare what marks the class teachers have given, a 10% variation is considered acceptable.</p> <p>In 2020 due to COVID the EST was not delivered as normal. It was used as a class assessment but no Schools Curriculum Standards Authority (SCSA) moderation process occurred. In 2021 the College is planning to moderate informally with other schools for several of the smaller courses to improve/maintain consistency of marking.</p> <p>Christo described the difficulties with marking the English subject. In 2020 the Year 12 English class were quite a nervous group. When marking their assessments students were excelling however when they went into an examination they underperformed. A significant number of students need support with writing. From this data the College has developed a strategy to make assessments more "exam like" to assist students to overcome their concerns when partaking in exams. Students are encouraged so they have no surprises at the end of the year when sitting their final exams, being able to reproduce their results in real exams. The College has created an informal moderation group to constantly review assessment marking standards. Christo reported the most recent data regarding students applying for university concluded only 25% of students use their ATAR score. The remaining 75% of students that were seeking university entrance were able to achieve it through different various pathways. The data from 2020 indicated all the College Year 12 students who applied for university entrance were successful. Those students who wanted to get there got there.</p> <p>Where to from here?</p> <ul style="list-style-type: none"> • Maintain current approach utilising targeted OLN support both at an individual level by EA team and within streamed classes (foundations) • Induct new staff to ensure consistent application of Whole School Literacy and Numeracy Plan • Collaborative development of Group Education Plans/Individual Education Plan (GEPs/IEP) for students needing additional support. • Develop ATAR improvement plan. <p>Christo explained all staff are here to help all our students.</p> <p>Clare explained that one of the challenges regional schools have is moderation. In term 3 Clare and Mark are planning a School Development Day to be held at the College with Narrogin Senior High School (NSHS) for teachers to work collaboratively with moderation.</p>

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<p>8. Review of 2020 school academic data - Leanne Sjollema and Mark Pascoe – cont'd</p>	<p>Leanne is the President of the Agricultural Teacher Association of WA and a member of the Course Advisory Committee (CAC) for the Schools Curriculum and Standards Authority (SCSA).</p> <p>The CAC have indicated that due to the small numbers of students enrolled in the state for Animal Production Systems (APS) and Plant Production Systems (PPS) these two courses are no longer sustainable. There is a writing party that is developing two new Agricultural syllabuses, Agricultural Science and Agricultural Business to be rolled out in 2023. These courses will include the sustainable side of farming to address the challenge of how to double food production as the world does not have enough land to meet this demand and differentiate between the science and business sides of agriculture. These updated courses will also incorporate the use of land and Indigenous Cultural Awareness and address the increasing trend for Agricultural employment opportunities to exist off farm (around 80% are post farm gate).</p> <p>Karen congratulated Leanne and Mark for their work to ensure the College is providing the most up-to-date and relevant courses for our students. The skills and knowledge students gain from attending this College will enable them to be competitive in their chosen career pathway.</p> <p>Mark explained in 2020, 30 students were eligible for WACE. Out of the 30 students, 29 were able to achieve their WACE. The only student who did not achieve WACE was a student who left before the end of the year as they commenced an apprenticeship. This student who had commenced an apprenticeship only needed to come back to the College to finish off two hours of work to have completed enough work to achieve their WACE. Mark reported the frustration and difficulties in helping some students reach their potential and gain qualifications to assist them in life after school.</p> <p>At the commencement of 2021, nine students enrolled from 2020 did not return for various reasons. When a student does not return to the College they are referred to the Participation Coordinator/Manager. The Participation Coordinator's role is to verify/confirm the student has actually commenced further training, studies or employment as approved by the Notice of Arrangements. The Participation Coordinator confirms the student has a Notice of Arrangements (NOA) which is a '<i>Combination of school, employment and/or training.</i>' Once these processes are completed the DOE will give approval for the student to be moved from the College current roll to the former roll.</p> <p>Board member Nat Beer enquired if a student completes a course during the school holidays can this type of qualification help towards Units of Competency towards their Certificate II in Agriculture?</p> <p>Mark explained Certificate II requires a student to complete 18 Units of Competency. Some units have to be exactly the same to be on our scope. We can also select our electives associated with the students particular vocation.</p> <p>The College will do everything it can to help a student obtain their Certificate II.</p>

ITEM	DISCUSSION / ACTION
<p>8.Review of 2020 school academic data - Leanne Sjollema and Mark Pascoe – <i>cont'd</i></p>	<p>In Year 11, students complete their First Aid qualification. This qualification is bona fide and can be also included in the Certificate III level.</p> <p>Mark explained other courses students choose to do have to be bona fide, if the course meets the conditions it can be incorporated. The College is obligated to accept other units that have been completed at other Registered Training Organisations (RTO's). If a student can provide a Statement of Attainment the College will accept this towards their Certificate II.</p>
<p>9. Endorsement of Alcohol and Drug Policy - Christo Argæt</p>	<p>A copy of the College Drug Education Guidelines was emailed to members on 10th February, tabled and filed.</p> <p>Christo explained students need to be aware of the College's expectations surrounding drugs and alcohol. Western Australia College of Agriculture - Narrogin does not permit students while on school or residential premises, at any school function, excursion or camp to:</p> <ul style="list-style-type: none"> • smoke or possess tobacco products • consume, possess or be affected by alcohol • use, possess or be affected by illicit drugs • possess drug-related equipment or paraphernalia • possess pharmaceutical drugs (over the counter or prescription) • use pharmaceutical drugs that have not been issued by staff • possess or use volatile substances - including aerosol cans • consume or possess energy drinks. <p>If a student is found to be in possession of drugs or alcohol, the substance will be immediately confiscated. In the case of illegal drugs, Police will be contacted and an investigation will take place.</p> <p>The DOE policy states there is a zero tolerance for use of drugs and alcohol by students and staff.</p> <p>Christo explained the reasons behind developing the College Drug Education Guidelines.</p> <p>A student presented on a Monday in the midst of a bad panic attack. This student had on-going drug use on weekends.</p> <p>The College Student Services Team got involved with external agencies ie: School Psychologist. The combination of these professional people were able to work with the student for a number of weeks. This helpful intervention assisted the student not to use drugs. Christo explained that if the College staff had found these drugs on the student or in their dorm it would have been necessary to follow the Mandatory Policy Guidelines and this student would have had to be excluded from the College. As educators the College wants to assist students to focus on positive decision making ie: not to use drugs or alcohol. This approach is all about helping the student work through issues and fix problems.</p>

ITEM	DISCUSSION / ACTION
<p>9. Endorsement of Alcohol and Drug Policy - Christo Arguet - <i>cont'd</i></p>	<p>The Student Services Team consulted with Holyoake Wheatbelt Community Alcohol and Drug Service and the School Drug Education and Road Aware (SDERA) external agencies who confirmed the College Drug Education Guidelines approach is excellent.</p> <p>This document includes:</p> <ul style="list-style-type: none"> • Our vision • Our College commitment • Purpose • Scope • Definitions • College Expectations • Staff Roles and Responsibility • Staff Training • Student Alcohol and Other Drug Education • Curriculum • Ethos and Environment • Parents and Community • Incident Management • Intervention Support • Guidelines for Engaging Guest Presenters. <p>Christo described an unfortunate incident last year that involved the death of a 16 year old girl in Perth (not a student of this College). This girl had attended a party with friends and consumed too much alcohol, then passed out on the lawn and died. The friends of this girl were not equipped with the appropriate skills and knowledge to make a decision to seek help resulting in the death of this girl.</p> <p>Young people also have the opportunity to easily purchase energy drinks. Research has shown some of these drinks have 10 times the amount of caffeine as coffee. If a person consumes enough energy drinks and then decides to also have a cigarette this can lead them into having a cardiac arrest. There is a real danger when a <i>side along stimulant</i> ie: energy drink/cigarette are consumed together. Young people with increased risk of being adversely affected by a <i>side along stimulant</i> can be those with ADHD (Attention Deficit Hyperactivity Disorder) as they can already be on medication.</p> <p>The Student Service Team is focussed on student well-being. This team is about helping students, not punishing them.</p> <p>Christo explained the College has programs/excursions for each year group:</p> <ul style="list-style-type: none"> • Year 10 - Keys for Life • Year 11 - RAC bstreetsmart • Year 12 - P.A.R.T.Y. (Prevent Alcohol and Risk-Related Trauma in Youth) <p>The Year 10 program "Keys for Life" is used to assist students to gain the appropriate skills to drive a vehicle.</p> <p>The Year 11 program includes taking these students to the "RAC bstreetsmart" annual event held in Perth. This event demonstrates the consequences of distracted driving, speeding and drink/drug driving. Attending this event informs students on how to reduce risk taking behaviours.</p>

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<p>9. Endorsement of Alcohol and Drug Policy – Christo Argæet - <i>cont'd</i></p>	<p>The Year 12 program includes taking students to P.A.R.T.Y.</p> <p>The P.A.R.T.Y. (Prevent Alcohol and Risk-Related Trauma in Youth) Program is a one-day injury awareness and prevention program for youth. Developed in 1986 at Sunnybrook Health Sciences Centre, this program is a vital component of the growing community effort to reduce death and injury in alcohol, drug and risk-related crashes and incidents in Youth.</p> <p>Students participating in these programs build their understanding of these topics.</p> <p>Christo explained how the College manages incidents and support by following the Incident Management Overview outlined in the College Drug Education Guidelines.</p> <p>Incident Management Overview includes:</p> <ul style="list-style-type: none"> • Immediate Actions • Initial Follow-up Actions • Legal Drug - Follow-up Actions • Illicit drug - Follow-up Actions <p>The College Drug Education Guidelines includes Intervention Support as the provision of assistance to students who are identified as being at risk of drug use, or who disclose, demonstrate or are suspected of drug using behaviour.</p> <p>The DOE have directed schools not to have single guest presenters. Research has shown some guest speakers have presented their own drug-related testimonials that are not linked to positive learning outcomes. Christo explained he and his team created the "Guidelines for Engaging Guest Presenters". It is important that the College is clear about the particular aspects they would like the presenter to address and that they consider what may be covered with the students before and after the 'one off' session. This will ensure that the session being offered enriches and reinforces the key messages being offered through the College's current drug education initiatives. Students are assisted with some pre-learning before the 'one off' session and some post-learning after the session.</p> <p>Clare thanked Christo and the Student Services Team for creating and compiling the College Drug Education Guidelines.</p> <p>MOTION: The College Board endorses the College Drug Education Guidelines document.</p> <p>All in favour - Carried</p> <p>Karen thanked Christo for all his work to assist our students and staff.</p>

ITEM	DISCUSSION / ACTION
<p>10. Uniform Update - Michelle May</p>	<p>The new uniform jacket with the warmer lining has arrived at Sportspower Narrogin. Discussion was held regarding what to do with the original incorrect order of 70 jackets that had a lighter lining. The P & C were considering possibly donating funding to cover the cost of the incorrect order totalling \$1750.00. These jackets could then possibly be offered to students to buy at a reduced rate (\$25?) to have a spare jacket. As there are only 70 jackets at various sizes it could be a "first in first served" basis. The next P & C Committee meeting is scheduled for next Monday 1st March at 2pm.</p> <p><u>Action:</u> Clare will discuss the possibility of the P & C assisting with funding of these lighter jackets at the meeting on Monday. Further discussion to decide what to do with these jackets will be held at the next Board meeting on Friday 4th June.</p> <p>Michelle has been to see Lindsay (Narrogin Sportspower) regarding updating the College formal dress uniform grey shirt for girls with a more appropriate cut/style. Lindsay confirmed his current stock of shirts at the moment and was happy for Michelle to research finding a more suitable shirt for girls.</p> <p><u>Action:</u> Michelle will continue to investigate/research the possible alternative option for the girl's formal grey dress uniform shirt.</p> <p>Clare expressed concern regarding seeing an increase in students wearing shorts that are cut well above mid-thigh or have been rolled up. This not only increases the amount of skin exposed to the sun when working outside, being an OSH hazard, but would be seen as inappropriate in a regular workplace. This information will be sent to parents in this week's edition of the College Chronicle.</p> <p>Discussion was held regarding the formal uniform black chino pants. It has been found that the men's cut has been more practical for some girls to wear as the lower leg sizing makes it easier to wear with/over boots. Nat reported Bisley have a <i>flex and go pant</i> which is very comfortable and fire resistant which is helpful when students are involved in activities like welding and grinding.</p>
<p>11. OSH Update - Stephen Madson</p>	<p>Due to Stephen having to exit the meeting for work reasons Mitch Wray provided the OSH update.</p> <p>The College Occupational Safety and Health Officers Stephen Madson and Mark Batt have recently attended a OSH update with DOE representative.</p> <p>Due to new legislation it is now a requirement to have "Risk Assessments" completed for each and every machine used at the College by students and staff, ie: drills, nail gun, tractor etc . This new legislation includes charging a person with "Industrial Manslaughter" if it is proven that due to a Risk Assessment not being thoroughly completed and it is found a staff member may have neglected to have completed the appropriate type of assessment and this neglect causes an accident a staff member may be charged.</p>

ITEM	DISCUSSION / ACTION
<p>11. OSH Update - Stephen Madson – <i>cont'd</i></p>	<p>Mitch gave an example where a Southwest school student accidentally chopped off a finger. It was found that the staff member had been notified that the machine being used required the guard to be fixed. This guard was not repaired and this led to the student being injured. This teacher could be the first staff member to be jailed for not adhering to the Risk Assessment guidelines.</p> <p>Each machine must have a Risk Assessment completed every five years. Mitch explained there is a lot of work to be completed upfront for these Risk Assessments and then these machines and records must be maintained. Every student at the College will have to complete the required amount of induction and have a Risk Assessment signed off deeming them competent to use that particular machine.</p> <p>Mitch explained the College has always inducted students in the use of tools and machinery so it is not that different to what has been done before.</p> <p>Michelle enquired about students using chemicals, are chemicals part of the Risk Assessment processes? Mitch explained the College has Hazardous Substance Registers in various areas ie: Furniture Making where students use paint thinners, varnishes etc. The College Design and Technology area has always been regulated so our current practises are very close to what is required in the new legislation. In the past the College practise was to induct all new students at the commencement of each year. It was found that giving students a condensed induction resulted in information overload and caused some students to become stressed resulting in them not settling into the College easily. By inducting students gradually ie: each individual trades area as per their timetable the students were able to learn at a less stressful pace. If a student is not demonstrating they understand enough to have their Risk Assessment completed their documentation will be marked Not Yet Satisfactory (NYS). Until the student is able to demonstrate they are ready they will not be able to use that specific piece of equipment or machinery.</p> <p>At the commencement of every year each student from Years 10,11 and 12 will be inducted. Mitch reported by the time a student is in Year 12 he would envisage being able to ask the student to demonstrate what they already know from previous years induction processes. This style of approach will also enable a student to demonstrate all their abilities which in turn may assist to reduce the amount of time a Year 12 student may need for induction.</p> <p>Mitch reported Denise Crockford, Principal Consultant from DOE visited the College to inspect the timber mill, PTO on farm, augers. All Agricultural Colleges are currently working collaboratively to formulate a document to cover the various types of Risk Assessments to include all the various types of tools/equipment/machinery. Mitch commented these documents should really be created from the Department of Education Central Office as they have staff trained as legal representatives. These DOE documents could then have input from the school level.</p> <p>Karen thanked Mitch for his work with inducting students and assisting to create Risk Assessments to help keep our students and staff safe.</p>

ITEM	DISCUSSION / ACTION
<p>12. Student report - Sammantha Perry, Year 12 Prefect</p>	<p>The girls in residence have requested they have a shade area similar to the one constructed for the boys residential area, over the decking. The total cost of this shady area was \$32,000. The College provided some funding with DBMW covering the remainder of funding required.</p> <p>A discussion ensued regarding possible options previously discussed by Senior Staff for student shade areas. Unfortunately a shade area could not have been constructed near the duty room due to the large amount of electrical underground cables etc.</p> <p><u>Action:</u> Clare will discuss with the P & C committee at their next meeting on Monday 1st March requesting funding to assist with the construction of a shade area for girls in residence.</p> <p>This year is the largest intake of students the College has had. Due to this increase it has been necessary to reopen the Buttfeld dormitory. Samm reported the students in this dorm were inconvenienced when utilising the College laundry facilities as they had to take their laundry items up to the laundry area near the staffroom and teacher's offices. The newer dormitories have laundry facilities already built in.</p> <p>Karen asked Samm how the mentors had managed assisting the new students to settle into the residence so far this term? Samm reported the new students were doing well and had settled into the residence quickly assisted by the mentors.</p> <p>Mark reported the new Chef, Peter Harding, is currently working on watching and learning from the students during meals times. Peter is planning on meeting with the Prefects to assist him with providing the types of meals the students will enjoy.</p> <p>Mark reported some students have behaved inappropriately outside the College discipline guidelines. Students have been suspended due to bullying, physical altercations, damage to property. The College will not tolerate these types of behaviour.</p> <p>Karen thanked Samm for attending this meeting and providing her report.</p>
<p>13. Principal's report Q & A, Clare Roser</p>	<p>The Principals Report for term 1, 2021 was tabled and filed. This report included; COVID - 19, Staffing 2021, Student numbers, Residential Status Update (Shugg), 2021 Priorities, Activities this term, Students Voice, Trades, Class.</p> <p>Clare thanked everyone for the warm welcome they have given her since joining the College team. The College has a strong team and Clare is focussing on what is working well and will support staff Professional Development to keep heading the College in a positive direction.</p> <p>Positive feedback has been received from a parent congratulating our students who recently participated in or were spectators at a basketball game in Narrogin. Our students demonstrated great sportsmanship, volunteered to take on coaching and scoring duties at short notice and were supportive and encouraging of all players from the side line. A community member also provided positive feedback being suitably impressed by the manner displayed by students on their shopping trip into town last week. It is wonderful to see our students representing the College to a high standard when out in the community.</p>

ITEM	DISCUSSION / ACTION
<p>13. Principal's report Q & A, Clare Roser – <i>cont'd</i></p>	<p><u>COVID</u> All schools are currently following the directives from the Health Department. Schools are operating under Stage 4 conditions, as per Term 4, 2020. Excursions and camps can go ahead and will follow the COVID safety plan for those sites.</p> <p><u>Staffing for 2021</u> The English Teaching position will be advertised next week on JobsWA. This is a permanent full time position, currently being filled on a short term contract by Christine Emerson. There are two farm Technical Officers positions, one position has been advertised as a vacant position. The other position is being advertised as a 12 months fixed term. This is due to one position being fixed term while Mr Gooley takes on the Assistant Farm Manager role in 2021. The Residential Active Night position will be advertised this term. This term, casual positions for cleaning and residential will also be advertised.</p> <p><u>Student Numbers</u> This year the College has recorded its highest number of enrolments being 140. The selection process for 2022 will commence in week 6. There are 37 applications so far for 2022, applications have been received for 2023 - 2026. The student numbers for 2021 are:</p> <ul style="list-style-type: none"> • Year 10 - 44 • Year 11 - 47 • Year 12 - 49 • 16 Day students • 124 Residential students <p>Due to an increase in students numbers we have had to re-open the Shugg dormitory. Residential Manager, Heather Rae has spoken to and surveyed the girls and had them create a wish list to list what they would like in this older style of dormitory. Improvements ie: bed side lamps, longer mirrors, a fridge and dryer have helped to make this dorm more comfortable. Samm reported due to the lack of insulation in this dorm, girls were concerned with the noise from some students using phones late at night as this was keeping some students awake.</p> <p>Clare has approached Department of Building Management and Works (DBMW) for assistance with funding towards internal works. The College can apply for additional funding but due to the State Government being in a "care taker mode" with the upcoming election we have to put a hold on our funding requests. DBMW advised Clare to speak to DOE Finance Department after the State Election. Clare will contact Mr Robinson, when budgets are realised as the College will need to apply for funding. Heather has had trades people come onsite and provide quotes in preparation for future upgrades. The College may also have to contribute funding towards these improvements. Mark is researching a few options for central air conditioning.</p> <p>Michelle enquired can the trades section, building and construction get involved in College building improvements such as Shugg dorm? Mitch explained as students are learning and developing skills it is not realistic to expect a professional proper finish of building infrastructure this early in their skills set.</p>

ITEM	DISCUSSION / ACTION
<p>13. Principals report Q & A, Clare Roser – <i>cont'd</i></p>	<p>Karen asked Samm to communicate to the students the College is aware of their concerns and will work towards making as many improvements as possible.</p> <p><u>2021 Proprieties</u> The focus for Term 1 has been to reset our expectations of student conduct at the College. This encompasses attitude and work ethic as well as complying with dress and behaviour codes. All schools have been operating under the “Let’s Take a Stand Together” document since 2020.</p> <p>Clare and Leanne are planning on talking with all the female students regarding issues around wearing their uniform items, in particular shorts. Some students have been modifying their shorts ie: rolling them up to make them shorter etc.</p> <p>Trades staff have reported concerns regarding students long hair not being tied back resulting in Occupational Safety and Health (OSH) issues. Students and parents will be reminded that all students will be required to have hair tied back if below the collar, to keep long hair clean and brushed. Students will not be able to participate in practical sessions if they do not have hair secured neatly.</p> <p><u>Student Well-being</u> With the appointment of Christo Argaet as the Student Engagement and Support Coordinator, the College is now able to assist students with a wrap-around well-being service. This role encompasses academic as well as social/emotional support. Christo works closely with the Head of Class and the school psychologist to develop targeted Individual/Group Education and Behaviour Plans. The Well-being Committee meet on a weekly basis to triage students of concern and put in place Safety and Risk Management Plans. Members of this team also sit in on case conferences with parents and students to monitor and adjust planning as needed.</p> <p>As part of the school improvement processes Clare, Mark, Christo and Leanne attended a Professional Learning (PL) day regarding “Leading a Culture of Whole School Self-Assessment”. Further to this PL day the College will be sending key senior staff, including Trades, Farm, Class and Admin to a series of four workshops on Whole School Improvement. This will lead us into preparation for the new Business Plan and Public School Review (Term 1, 2023). Interested Board members will be invited to sit in on some of the planning sessions through the year.</p> <p>In 2020 a comprehensive report was completed for the College by Department of Planning, Land and Heritage (DPLH) regarding Asbestos Contamination Materials (ACM). The report identified areas where ACM has been located on the College. Farm staff have had to make some alterations to fencing plans to better contain ACM across the College. The College is working with DOE, Department of Finance (DOF) and DPLH to manage ACM across the College.</p>

ITEM	DISCUSSION / ACTION
<p>13. Principals report Q & A – Clare Roser – <i>cont'd</i></p>	<p>On 18th February representatives from DPLH and DOE Asset and Planning Services visited the College to deliver training on the appropriate handling of asbestos and the College has been provided with an Asbestos Emergency Kit. Senior Staff have received information on safe movement or isolation if any asbestos is found. Work has been ordered to rectify some damage to a classroom wall and a further treatment plan is being developed to address issues at other locations including around staff accommodation.</p> <p><u>Students Voice</u> The Prefect group meetings are held every Wednesday lunchtime. Clare checks in with the Prefects for these meetings to see they are managing okay and then leaves them to conduct their meeting. Year 12 Prefects will assist to upskill the Years 10 and 11 Prefects. The Dorm captains are having a positive effect on student well-being and early identification of potential issues ie; homesickness. Each week one Prefect is able to invite three other students to have morning tea in the meeting room with Clare. These morning teas provide students the opportunity to discuss any issues or celebrations in a smaller group situation with Clare.</p> <p><u>Trades</u> The College has been approached by the Shire to make a natural timber sign for the Railway Dam in Narrogin, Mitch Wray will coordinate. Karen asked Mitch if he and his team were able to create an honour board for the basketball association in Narrogin.</p> <p><u>Class</u> Leanne Sjollema, Head of Teaching and Learning, Agriculture Teacher, Year 10 Science teacher has joined the College this year from WACoA – Cunderdin. Leanne is also involved in work being done through SCSA to develop the APS and PPS curriculum (also covered in agenda item 8).</p> <p>Mark reported he has had feedback from a number of parents saying the atmosphere of this College is very positive and their son/daughter are very happy to be here.</p>
<p>14. Future meetings and call for agenda items</p>	<p>Karen thanked everyone for attending this meeting.</p> <p>The next Board meeting will be held on Friday 4 June commencing at 12noon.</p> <p>Meeting closed at 2.45pm</p>