

# WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD Meeting Minutes

## Friday 26 June 2020

ITEM	DISCUSSION / ACTION
<p>Meeting commenced at 12.05pm</p> <p><b>1. WELCOME AND APOLOGIES</b></p>	<p>Present: Karen Agnew, Stephen Watt, Stephen Madson, Mark Pascoe, Mitch Wray, Christo Argæet, Tim House, Michelle May, Graeme Dawson, Natalie Beer, Kristy Banner, Mary Kittow</p> <p>Apologies - Dane Tulley, Graeme Mason, Frank Haydock</p> <p>Confirmation of the Agenda – confirmed Additional agenda items – Uniforms, Michelle May requested.</p> <p>Chairperson, Karen welcomed all Board members to the meeting and introduced Prefects, Katelyn Lansdell and Sammantha Perry and two new Year 10 parent representatives, Kristy Banner and Natalie Beer.</p>
<p><b>2. DISCLOSURE OF INTERESTS</b> It is customary that members declare any potential conflict of interest.</p>	<p>Nil reported</p>
<p><b>3. MINUTES OF PREVIOUS MEETING</b></p>	<p>The Chairperson, Karen presented to the Board members the minutes from the meeting held on 28 February 2020 for approval.</p> <p><b>Moved that the minutes of the previous meeting as complete and accurate:</b> Graeme Dawson</p> <p><b>Seconded:</b> Tim House</p> <p><b>Carried</b></p>
<p><b>4. CORRESPONDENCE</b></p>	<p>Outwards correspondence - The 2019 Annual Report (DRAFT) was emailed to members on 20 May 2020 for their virtual endorsement.</p>
<p><b>BUSINESS ARISING</b></p>	<p>The new formal black College jacket is in the process of being manufactured. The Sportspower Narrogin store has placed the order and it is estimated to have an 8 – 10 week turnaround from the time of ordering. Sportspower will notify the College as soon as it is available.</p>

AGENDA ITEMS	DISCUSSION / INFORMATION
<p><b>5. Farm Report –</b> Steve Madson</p>	<p>A copy of the Farm Manager's Report was tabled and filed. Topics covered in this report included: Sheep commercial, sheep stud, cattle, poultry, horticulture, workshop, butchershop, fencing, equine, farm construction, cropping, piggery, staffing, farm improvements, 2019 Trust allocation.</p> <p>Sheep commercial - Since the last meeting the College has sold wool (except for 4 bales), and due to Covid-19 issues sale prices were 20% below budgeted. Farm budgets will be amended due to reduction in revenue. Lamb marking has commenced and to date, the first 2 mobs are 104% and 110%. Some lamb deaths this year were due to seasonal conditions resulting in poor feed. Steve will consult with the Agricultural Advisory Committee regarding investigating the possibly of changing the lambing start date to prevent future lamb and ewe losses. Changing the date may also have challenges with the risk of colder months and frost. Another option could be to split lambing into two components with an earlier and later lambing dates, this may be trialled.</p> <p>Sheep stud - Lambing has commenced for the Suffolks and they are in excellent condition.</p> <p>Cattle - Are still being hand fed. The calves have been tested for Bovine Viral Diarrhoea Virus (BVDV).</p> <p>Poultry - Eggs are in high demand and the College has purchased another 100 hens to maintain our production needs. Local businesses have increased their requirements and the College admin office fridge supplies has a consistent high demand for sales.</p> <p>Horticulture - There are 16 students working towards completing their Certificate III. These students have begun their own aquaponics projects with silver perch fish and annual saltbush as part of their environment unit. These projects were delayed this year due to students being off site because of the Covid-19.</p> <p>Workshop - Is currently working on the JD 6400 to replace the drive shaft and some cosmetic repairs. This will be transferred to another school once fixed. The small Fuso dual cab truck had a major breakdown in Perth and has now had a new gearbox and ad blue tank installed.</p> <p>Butchershop - The trials of the new smoker oven were successful so the College will commence value adding produce for the kitchen. The College may possibly purchase another cheaper unit for mobility and to assist with the increased demand of produce.</p> <p>Fencing - Contractor, Neil Rae has continued with the fencing of the new paddock division in the west block and the second stage of equine area is a work in progress.</p> <p>Equine - Horses "Bliss" and "Dusty" have been sold and will be leaving in the holidays for their new home in Geraldton.</p> <p>Farm Construction - Trades department staff and students have assisted with completing a new silo pad and new path at the old shearing shed and poultry area.</p>

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<p><b>5. Farm Report –</b> Steve Madson - <i>cont'd</i></p>	<p>Cropping - The cropping program is all finished. Some crops went in a little late but all have germinated and are looking okay. Some canola paddocks needed reseeding as we had an issue with our meter roller and the seed was sown unevenly across the bar. The Certificate III students are managing their own cropping paddocks.</p> <p>Piggery - The College is buying some Berkshire pigs from Esperance for our next grow out batch.</p> <p>Staffing - Danielle Trappitt has commenced as the new Cattle Technical Officer. Tony Ward has commenced as the additional Assistant Farm Manager. Both working out well.</p> <p>Farm Improvements - The College has a second hand header from Esperance, and a New Holland TJ375 tractor from Cunderdin. These will provide students with more practical working opportunities during seeding and harvest.</p> <p>Shows and Events - A recent press release indicated the Perth Royal Show may still go ahead if the government provides funding assistance. The College will participate with showing of the Suffolk stud sheep, as they will be ready.</p> <p>Steve explained the job roles for the two Assistant Farm Managers, Emily McDonald and Tony Ward. They are sharing the role of managing the various areas on farm and the Technical Officers allocated to the various enterprises. The role for Steve Madson as the Farm Manager is to oversee and manage all farm areas and work to ensure all student competencies are completed and reported in a timely manner. The College has completed an International Sustainability and Carbon Certification (ISCC) Audit and passed with flying colours.</p> <p>2019 Trust Allocation - The truck and tractor purchases have been completed, a truck crate is still to be purchased. The College will request for funding to assist with construction of the chemical shed. In 2021 the College is planning to request funding for new cattle yards.</p>

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<p><b>6. Program Coordinator Student engagement overview of role and activities – Christo Argæet</b></p>	<p>The Program Coordinator (PC), student engagement powerpoint information was displayed on the projector and tabled.</p> <p>The PC role was created with a focus on student engagement. The four key aspects are; academic ability with a focus on literacy and numeracy, social and emotional wellbeing, planning and professional development around student needs, whole school engagement and communication between areas.</p> <p>The PC role manages the following programs; whole school literacy planning, OLNA (Online Literacy and Numeracy Assessment) preparation and planning, group education planning for literacy, individual planning for literacy. A student must pass OLNA to be able to achieve WACE (West Australian Certificate of Education).</p> <p>The whole school literacy planning includes; diagnostic and data collection, intervention, programming and accommodation, gather measures of success. The diagnostics and data collection is very comprehensive, information is collected and marked by different staff. A marking key is used by staff as a consistent bench mark reference at all times.</p> <p>All students are tested with the following diagnostics; SA Spelling Test, Elect Oral Grade sight reading test, Comprehensive Assessment of Reading Strategies (CARS), Progressive Achievement Tests (PAT - Reading, PAT - Spelling, PAT - Vocabulary). Additional testing is sometimes completed for further analysis eg: Burt Spelling, Corrective Reading - Decoding, Words Their Way.</p> <p>The Year 10, 2020 Spelling Age and Sight Reading Data was discussed and explained. This year group have had a great year with their literacy development. As a group, some students have literacy issues for different reasons. This data will be used to assist with tracking each students' development/progress as they continue on through into years 11 and 12. The data in these graphs peak out when a student has reached the required standard for the level for a student 16 years of age.</p> <p>Christo explained the sight and oral reading testing - Elect Oral Grade, Elect Oral Reading Test. If a student does not have sight reading abilities, they may have problems with comprehension. The College uses this data to then assist each student on an individual basis as required.</p> <p>The Year 10 improvement data for Spelling and Sight Reading was explained. For the first 6 months some students spelling data improvements were 0.9 years and 0.7 years. Improvement was from all data with a projected improvement of 0.35 years.</p> <p>The Sight Reading data indicated by some students included 1.9 years improvement and 1 year improvement for all data collated with a projected improvement of 0.45 years. The year group cohort as a whole has gone up by 0.9 years.</p> <p>During the first 6 months class staff work to repair the confidence levels of some students. Giving students the opportunity to experience different learning styles on trades and farm sections help to also build their confidence. Research has found if a student has had problems with learning English they probably have not had a nice time at school.</p>

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<p><b>6. Program Coordinator Student engagement overview of role and activities</b> – Christo Argæet - <i>cont'd</i></p>	<p>Karen enquired when a student has reached the required level for a 16 year old, can they still be challenged to continue to improve beyond that level? The College engages all students in the curriculum that is suited to their individual requirements ensuring they are constantly adequately challenged. Three levels of English course assist with this.</p> <p>The OLNA improvement data information shows only 15% of the Year 12 cohort had prequalified when they enrolled at the College compared to the State level of 35-40%. The same Year 12 group completed OLNA and reached 91% compared to the State level of 87%. Karen congratulated Christo and our teachers for the work they have done to assist students to achieve.</p> <p>Christo explained the Documented Plans are the Individual Education Plans and Individual Behaviour Plans. These plans are merged into one style of plan that better suits the dynamic nature of the College. Documented plans look at; diagnoses, previous schooling, literacy and numeracy data, class, trades, farm and residential feedback, socio-emotional behaviours. Research has found student behaviour problems often come from problems with literacy. The College planning behind each student comes from looking at the totality of the students schooling. Certain types of students have to have planning around them ie: students with a disability, students in care, indigenous students.</p> <p>The Student Services Group meets weekly. This group is made up of the Principal, Deputy Principal, Program Coordinator, Head of Residence, Chaplain, Psychologist and Lead Education Assistant. In these meetings this group manage; triaging of individual student issues, oversee student leadership roles, Whole School Literacy and Numeracy, Whole School Wellbeing, Whole School Behaviour, Aboriginal Cultural Standards Framework.</p> <p>This group discuss and work out any specific concerns for individual student/s and what help needs to be engaged for that student ie: referral to see School Psychologist, Chaplain etc. for guidance. Student Services Documentation and Processes are generated to assist with referring students for specific help ie; Student Services referral, School Psychology Services referral, Senior Staff updates, documented planning for socio-emotional needs. Whole School Tracking Documents are used across all College sections ie; trades, class, farm, residence. WACE tracking assists with ensuring students are achieving at a pace adequate for them to reach the level required by the time they are to graduate. This information ensures the College is able to intervene early enough to assist students requiring assistance for their specific needs to achieve graduation as best as possible. Students plans are discussed with parents etc.</p> <p>The College supports a range of students with diagnoses ie; 13 - ADHD (Attention Deficit Hyperactivity Disorder), 11 - Dyslexia, 7 - GAD (Generalised Anxiety Disorder), 8 - ASD (Autism Spectrum Disorder), 3 - physical hearing loss, other cognitive and physical disorders. Upskilling staff on accommodation needs include; School Psychology Services ASD PD term 1, School of Education Need - Disorders PD Term 3, School Psychology Services ADHD PD Term 3, Classroom Management Strategies.</p>

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<p><b>6. Program Coordinator Student engagement overview of role and activities</b> – Christo Argæt - <i>cont'd</i></p>	<p>Karen asked if staff find it interesting attending professional development and upskilling to better assist students with specific needs eg; ADHD? Christo reported learning to teach students with special needs helps to assist teachers become even better teachers for all students. Learning skills to assist students with specific issues such as being able to concentrate adequately will also help all students.</p> <p>Steve Watt complimented Christo for the way he approaches his work and the time he takes with staff and students to assist one and all. The College is trialling the concept of the Program Coordinator role and this may be increased from 0.6 into a full time position which will need to go through the normal advertising processes.</p>
<p><b>7. Finances- 2020 update 2020 Funding agreement</b> - Steve W.</p>	<p>A copy of the 2020 Budget summary as at 18 June 2020 was given to members and tabled.</p> <p>Steve explained the salary and cash components, the carry over salary from 2019 was \$840,302. It is anticipated from a week ago that this years' carry over will be \$841,081.</p> <p>A couple of new staffing positions being the second Assistant Farm Manager and Cattle Technical Officer did not commence until term 2 so the figures were better than anticipated.</p> <p>The College was allocated extra funding (\$57,218) for cleaning due to Covid-19.</p> <p>Taking all into account and factoring in additional student numbers next year, the College should maintain its current sustainable financial position, similar to 2019.</p> <p>When a staff member goes on leave their salary is paid centrally. If this position were to be covered with external relief the College must cover the cost. Savings can be made by not replacing staff on leave if able.</p> <p>Steve received information yesterday that the College will be allocated an extra \$48,000 for extra cleaning salaries for term 3 and \$7,500 for Covid-19 cleaning products.</p> <p>There are an extra two students with disabilities the College should have been receiving funding for and now the amount of \$45,000 will be allocated.</p> <p>The College Chaplain, Sandie Blakiston (Mrs B.) is currently working 2 ½ days per week. The contract with Youthcare will be reviewed to possibly increase this position to 5 days per week.</p> <p>The College is working to also increase the time for the Education Assistant positions.</p> <p>There have been adjustments to budgets due to Covid-19. The farm budget will be adjusted due the reduction in selling prices and lower than expected wool income.</p>

AGENDA ITEMS	DISCUSSION / INFORMATION
<p><b>7. Finances- 2020 update 2020 Funding Agreement</b> - Steve W. – <i>cont'd</i></p>	<p>The Funding Agreement for Schools 2020 document was tabled and was emailed to Board members on 10 June 2020.</p> <p>Steve explained due diligence is on spending the money as it should be spent. This Funding Agreement outlines the accountability expectations of the Principal in relation to the management of funding to the school through the Student-Centred Funding Model and the operation of the one-line budget. Resources (including staff time, expertise, funding, facilities and materials) should be applied in a targeted manner to meet the learning and wellbeing needs of all students in the school. School-wide policies, practices and programs should be in place to assist in identifying and addressing the needs of students. The application of resources should enable the school to respond appropriately to the needs of individual students.</p> <p>This Funding Agreement is signed off/endorsed by the Principal, Stephen Watt and Chairperson, Karen Agnew and maintained on file with the Delivery and Performance Agreement.</p>
<p><b>8. Business Plan 2020 - 2022 – Steve W.</b></p>	<p>The draft Business Plan WA College of Agriculture – Narrogin 2020 – 2022 document was emailed to Board members on 17 February 2020. The Business Plan data explains how we achieve high care, how we measure we are achieving this goal and the strategies used.</p> <p>Steve explained the two main elements are academic and care. If the care for students is right, a lot of everything else will fall into place. Steve will spend some time in term 3 working with staff tweaking this plan and stated he is happy to receive any feedback from Board members.</p> <p>When this document is completed it will be uploaded onto the College website and form the basis of planning and reporting for the next 3 years.</p>
<p><b>9. 2019 Annual Report – Steve W.</b></p>	<p>The 2019 Annual Report was tabled and emailed to Board members on 20 May 2020 and was endorsed virtually.</p> <p>Steve thanked those members who had provided feedback.</p> <p>The meeting formally endorsed the 2019 Annual Report.</p> <p>This report has been uploaded onto the Schools Online website.</p>

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<p><b>10. COVID-19 Impact on school at time and since - Mark P.</b></p>	<p>The Covid-19 situation had mixed reactions from students. Some students coped very well while others struggled to adjust. Learning from home for some students was limited due to problems with internet connections and various other distractions available to them. Some students were self-motivated; some students did not take it seriously enough. Students that did not have a disciplined approach to learning from home had to work to catch-up when they returned to the College.</p> <p>Christo explained when students are learning entirely online it can be particularly difficult for those with learning problems. Not having their classroom support can be difficult and has resulted in some students being impacted by their own negative self-talk. Parents having their own work commitments and not being able to sit and help their son/daughter at home also had an impact on students learning online.</p> <p>The Year 12 ATAR students were mature enough and self-motivated to adapt to learning online. This group of students are to be commended for the way they also look after each other. Steve stated he was proud of the staff and how quick they were to adapt to the new learning online program. The parent survey feedback also helped the College with suggestions received regarding parents' concerns with too many emails. This request was addressed and the number of emails was reduced which in turn assisted parents to adjust to the new online learning system. The student 1:1 laptop allocation which commenced at the start of this year also assisted with learning online from home. Sending home hard copies of documents via the mail for students was also reported by parents as being helpful assistance. The Covid-19 situation has also created some positive learning opportunities.</p> <p>The student work was uploaded and available, students could ask a question and got feedback in a timely manner. The online learning system also assisted staff, students and parents with more skills for using the Connect program.</p> <p>Mark appreciated parent feedback, sense of humour including comments on how they were coping with the impact of Covid-19 and students learning from home; needing to eat chocolate, please take our kids back, parents now have a new appreciation for teaching staff!</p> <p>Mitch Wray reported the Year 12 Trades students had completed a lot of theory studies online from home, and now the students have returned, they are catching up on their practical trades course work.</p> <p>Since the residence closed mid-week 8, term 1 due to the Covid-19 situation some students chose not the return to the residence. There were two students leave the College, one student chose to return to their previous school - Narrogin Senior High, and the other student chose to learn from home through Distance Education. There were two students not return to the residence as they now have their driver's license and live close enough to commute and attend as day students.</p>

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<p><b>11. Student Report -</b>  Prefects  Sammantha Perry  Year 11, Katelyn Lansdell  Year 12</p>	<p>Both Katelyn and Sammantha introduced themselves and were pleased to have to opportunity to attend the meeting.</p> <p>They reported all Prefects have been meeting every Monday so far this year to discuss student issues and business. The newly elected Year 10 and 11 Prefects joined the meeting in term 2 which has assisted to create a more diverse student body. There has been a lot of input and some great ideas raised including; footy tipping, sports events and holding a College Social with Narrogin Residential College. The College Chaplain, Mrs B. has kindly offered her assistance to help input ideas and the organisation of this event.</p> <p>Students have positively commented on the work of Mrs B. since she has joined the College. There have been dorm games, table tennis competitions, a ten-day gratitude challenge with prizes and students have reported they enjoy talking with her.</p> <p>Due to the Covid-19 situation the College Ball has been moved to the 25 September (last day term 3). Students are excited for the "<i>Boots and Bling</i>" theme this year. There have been several Ball committee meetings with this group organising the decorations, food, photos and a DJ for this evening event.</p> <p>The Dorm and Day Captains along with Prefects have been assisting to organise a sport event for Thursday 2 July with Narrogin Senior High School students. This event will be a great alternative for students as Countryweek was not possible this year due to Covid-19 restrictions.</p> <p>On Wednesday 24 June Prefects and Dorm Captains participated in a Teambuilding activity. At the conclusion of this activity students reflected on what they had learnt. The students reported that a key to being a good leader is communication and cooperation.</p> <p>Karen asked Katelyn and Sammantha is there anything they can report that students need? It was reported that most issues students generally talk about is the College food. Some students whinge about the food but do not complete the feedback suggestion forms. The Prefects commented some student complaints are regarding greasy foods and repetitive types of meals, students seem to want more meal choices.</p> <p>Meetings have been held with the College Cooks and they have requested some objective feedback to assist them to adjust to student requests. It is problematic if students do not actually fill out the feedback forms available to them. Mitch commented catering staff do get disheartened when students choose not to eat what has been prepared for them.</p> <p>Karen suggested next time the Prefects are talking with their peers to ask them for their suggestions so they can be presented at the next Board meeting so we can collectively work on solutions.</p>

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<p><b>11. Student Report - Prefects</b>            Sammantha Perry            Year 11, Katelyn Lansdell            Year 12 – <i>cont'd</i></p>	<p>Michelle provided feedback she has received from friends involved with Harvey Ag College commenting their students were very happy with the food they provided. It was suggested our Cooks go to Harvey for a <i>fact finding mission</i>. Sammantha reported enjoying the food at Harvey after attending the Ag Wing Carnival at Harvey in term 1. When in Year 10 she had also attended Denmark Ag College and also reported how great their food was. It was interesting for Sammantha attending different Ag College's to be able to draw comparisons. It was noted that Harvey students complimented the Narrogin food at a visit last year.</p> <p><u>Action:</u> Steve will organise a meeting with our Cooks and Cooks from Harvey Ag College.</p>
<p><b>12. Principals Report Q&amp;A – Steve W.</b></p>	<p>The Principal's Report for term 2, 2020 was tabled, filed and a copy given to Board members.</p> <p>This report included; Covid-19, 2020 Priorities, staffing changes, student issues, activities this term, classroom, farm, trades, residence, infrastructure, uniforms, external user of facilities.</p> <p>COVID-19 - It has been a busy couple of months, lots of new normals to get accustomed to. Steve reported being very proud of students since they returned to residence. They have been accepting of what has needed to be done ie; distancing in the dining room, split meal sittings, aiming for social distancing as best as possible in residence, extra sanitising etc. Both staff and students have done a great job despite of it all. Steve has also appreciated the support from parents.</p> <p>2020 Priorities - The College Business Plan 2020 - 2022 will be finalised in term 3. Progress towards the Aboriginal Cultural Standards Framework will recommence now the restrictions from Covid-19 have been relaxed. It has been a different kind of year not being able to hold events such as Countryweek however it is planned to have a mini sports carnival with Narrogin Senior High School on Thursday 2 July to end the term with a fun event.</p> <p>Staffing changes have included; Second Assistant Farm Manager Tony Ward, Technical Officer for Cattle, Danielle Trappitt, Residential Supervisors Maryanne Gill and Sherri Flynn, College Chaplain Sandie Blakiston</p> <p>Activities this term - Sports carnival next Thursday, if this works well we will aim to do this as a preliminary to Countryweek and do it again next year in mid-term 2.</p> <p>Classroom - Surplus teaching time has been used to support learning on farm, developing a careers development framework.</p> <p>As a result of feedback received during Covid-19 restrictions, Christo has also been working towards revamping some technology resources.</p> <p>Farm - Following the external review of all equine programs across the Ag Colleges our systems were considered to be a benchmark.</p> <p>Trades - Safety audit of machines resulted in a few machines being tagged out. Faults have been rectified and few new machines have been ordered. Trades working on construction projects around the College ie; converting old silo/mixall to house timber mill. Trades staff and students are also assisting with community projects in Narrogin ie; Playground for Narrogin Kindy and making new signs for the Shire of Narrogin.</p>

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<p><b>12. Principals Report Q&amp;A – Steve W. - cont'd</b></p>	<p>Residence - Continues to be affected by Covid-19 with social distancing, hygiene, dining room routines, increased cleaning.</p> <p>Infrastructure - CCTV upgrades being completed in phases. Money for other projects also \$20,000 funds received for making an undercover structure over decking area in the dorms.</p> <p>Uniforms - Michelle received feedback from some girls regarding the new formal Chino pants, they are not happy with the way they fit. The Chino pants in the male sizing seem to have a better fit (length) for some girls. Michelle will suggest to Lindsay at Sportspower Narrogin to refer to the pants as <i>unisex</i> rather than female and male to assist girls possibly choosing the male sizes that they may have a more comfortable fit. Prefects, Katelyn and Sammantha were asked to obtain feedback from their peers and provide an update at the next Board meeting.</p> <p>External users of facilities – Due to the impact of Covid-19 restrictions the Hire of Facilities budgets have had to be adjusted from the usual expected \$50,000 income down to \$15,000.</p> <p>Karen asked if members are happy to continue the format for the Board meetings to be held in person. Steve prefers these meetings in person rather than the clunky style of meetings/interviews held via WebEx.</p> <p>Karen thanked Prefects Katelyn and Sammantha for attending and participating in this meeting.</p>
<p><b>13. Future meetings-dates and format – Karen</b></p>	<p>Thursday 27 August, term 3 commencing at 10am. Students leave at lunchtime for the closed weekend. Meeting will be held in the trades classroom.</p>

The meeting closed at 1.45pm.

This is a true and correct copy of the meeting minutes

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