

WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD MEETING MINUTES

Thursday 27 August 2020, 10am

| ITEM | DISCUSSION / ACTION |
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| <p>Meeting commenced at 10am</p> <p>1. Welcome and apologies</p> | <p>Present: Karen Agnew, Emily McDonald (Assistant Farm Manager), Teresa Rafferty, Michelle May, Graeme Dawson, Kristy Banner, Tim House, Nat Beer, Frank Haydock, Mark Pascoe, Heather Rae, Melissa Walker, Mitch Wray, Graeme Mason. Prefect – Austin Shotter</p> <p>Apologies – Stephen Madson</p> <p>Confirmation of the Agenda – The Farm Report will be presented by Emily, Mark will present Open Day information.</p> <p>Additional agenda items – The mobile phone policy update for year 10 students will be included in the Principal’s report.</p> <p>Chairperson, Karen welcomed all Board members to the meeting.</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 26 June 2020 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Michelle May</p> <p>Seconded: Kristy Banner</p> <p>Carried</p> |
| <p>4. Correspondence</p> | <p>17/08/20 – Email sent to members requesting any agenda items for this meeting. Also asked members for their date of birth information as Melissa is completing a DoE Board survey.</p> <p>25/08/20 – Documents emailed to Board members in preparation for this meeting; DoE- Building on Strength, DoE – Focus 2020, DoE – Strategic Directions 2020 – 2024, Principal’s Report Term 3, 2020.</p> |

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| <p>Business arising – Uniform update</p> | <p>The new uniform jacket has arrived, unfortunately it is not what was ordered as the lining is light weight. The new jacket was specifically designed to be made of warmer materials. The College will not be accepting this incorrect order however if necessary to assist Lindsay (Narrogin Sportspower) this incorrect jacket (70 in total) may be offered as a jacket for Countryweek. The new jacket with warmer lining will not be in stock now until next year.</p> <p><u>Action:</u> Michelle will follow up with Lindsay regarding new jacket order and will continue to investigate the possible alternative option for the girl’s formal grey dress shirt. It has been requested by some students that the girls have a shirt with a more appropriate cut/style.</p> <p>It was questioned if the formal uniform maroon jumper is being taken off the uniform list as it was included in the uniform to be worn on the MSP school photo day, 10 September. Students are required to wear the formal grey dress shirt, tie and black pants. Mark Pascoe will coordinate the students for school photo day.</p> |
| <p>5. Farm Report – Emily McDonald, Assistant Farm Manager</p> | <p>A copy of the Assistant Farm Manager's Report was tabled and filed. Topics covered in this report included: Sheep Commercial, Sheep Stud, Cattle, Equine, Poultry, Pigs and Workshop.</p> <p><u>Sheep Commercial section:</u> Crossbred mob - 104% marked for lambing, 261 lambs. Merino mob - 111% marked, 1129 lambs. The average for this region is approximately 80 – 89%. A total of 206 ewes will be sold, 187 blue tags to move to crossbred mob. Crutching is almost complete and shearing of the lambs will begin soon. Sheep sales; 13 - Ewe hoggets @\$155, 34 - Merino ewes @\$174, 5 - Merino ewes @\$158 206 - Ewes @\$112 2 - Merino rams @\$120</p> <p><u>Sheep Stud:</u> Lambing is completed 145%, 84 lambs. Lambs were vaccinated on 4th August with Gudair, Glanvac 6s, Eryvac and Scabigard. The vaccination booster was administered on 24 August. Weaning of the Suffolk’s has been completed using the Auto Drafter. The Auto Drafter was also used to put lambs into their gender groups. Students have been using the auto drafter.</p> |

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| <p>5. Farm Report – Emily McDonald, Assistant Farm Manager – <i>cont'd</i></p> | <p><u>Cattle</u> Two students have been entered into the virtual cattle judging challenge in NSW. A school in NSW started this competition online. Students will be able to judge cattle virtually through YouTube. This cattle judging usually happens at the Perth Royal Show however this year due to COVID-19 restrictions, this innovative alternative will allow the students to have another experience.</p> <p>All cattle have been backlined and a second vaccination given to calves. All stud calves have been registered. Bull R12 has become a steer as he did not meet the College requirements and standards of a bull. Collegian K1 will be sold after mating due to front toe nail and temperament issues. Collegian P6 is held as a reserve to be sold after mating. The Bovine Viral Diarrhoea Virus (BVDV) testing all came back negative.</p> <p>This seasons breeding figures; 100%, 33 calves, 33 cows (17 Heifers and 16 Steers) Stud Cattle; 92%, 13 calves, 14 cows (one bull calf died at birth), (9 Bulls and 4 Heifers). Cattles sales; sold K1 and P6, total sales \$5580.75. Planning for next year to include using ET (embryo transfer) to assist with bull versus heifer ratios.</p> <p><u>Equine</u> Horses Bliss and Dusty have been sold, total sales \$3750. These horses left the College on 27th July.</p> <p><u>Poultry</u> An additional 100 Pullets have been purchased to assist with customer demand for eggs. External orders have increased in proportion (approximately 60 dozen per week). The customer base remains unchanged. The poultry shed has had new gutters and roofing.</p> <p><u>Pigs</u> Berkshire pigs; 2 - boars and 4 - sows are exceeding educational and production expectations and are proving to be a drawcard for students.</p> <p><u>Workshop</u> The JD6400 has been reassembled and is now running, still awaiting some minor cosmetic parts. Repairs to the poultry mix-all have been completed. The College has purchased a McDon swather and it is undergoing in-house servicing in preparation for harvest.</p> <p>The Department of Building Management and Works (DBMW) has installed a new external door for the workshop so people can now access the toilet facility without having to pass through the workshop works area.</p> |

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| <p>5. Farm Report – Emily McDonald, Assistant Farm Manager – <i>cont'd</i></p> | <p><u>Fencing</u> Priority has been given to replacing storm-damaged boundary fencing (2kms) on Tarwonga Road. Costs covered through fencing insurance.</p> <p><u>Cropping</u> Pasture manipulation has been completed across all grazing paddocks with stocking altered accordingly. Experimental cattle-grazing was trialled in the classroom paddock over ten days in the last week of July with a view of reducing heavy oat cover. Good clover establishment and oat regeneration has been observed.</p> <p>Urea spreading completed in canola crops (about 160Ha), in addition to Certificate III student paddocks (approx. 7Ha). Nitrogen top up for cereals planned for late August and plant tissue sampling was conducted on 12th August. Preparations underway for both pit and wrapped silage, with weedy crops being targeted (south 1, west 6). Barley crops are being sprayed this morning with Flexi N. Sale of 50 tonne barley for \$250 per tonne will be completed at the start of September.</p> <p><u>Farm Improvements</u> A replacement 50,000 litre water tank has been positioned at the Tarwonga Road entrance. The original tank blew away in the storm earlier this year. New eco shelter cover has been fitted. The header and comb from Esperance has arrived and is going through a 100 point check.</p> <p><u>Shows and Events</u> AWI Merino Challenge was held last week in Katanning. Our students, Leah Hardingham, Lachlan Bradshaw, Tate Barrett and Alika Gould helped two studs; Darijon and Kolindale. We thanked those studs for the knowledge and experience the students gained. The students competed in the challenge and placed in the top 4 placements in individual event and won the overall event.</p> <p><u>Farm Manager Notes</u> Year 12 students are progressing well through their competencies, most have about 80% complete on Certificate II. Over the last 3 Thursdays specific students have been targeted that needed a "push" and the results now coming through are very pleasing.</p> <p>South Regional TAFE have been here training Certificate III students in Advanced Wool Handling.</p> <p>Rainfall to date - 277.1ml.</p> |

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| <p>5. Farm Report – Emily McDonald, Assistant Farm Manager – <i>cont'd</i></p> | <p><u>Staffing</u> Technical Officer, Colin Batt will be away for up to 8 weeks, his relief replacement staff person is Rod Frantom. Rod is here helping clear fence lines for replacement fencing along Tarwonga Road.</p> <p>Karen enquired if the problem of ewes walking away from their new born lambs was resolved? Emily explained the College did have a 10 - 15% loss during lambing however compared to the regional average of 10 - 30% we were quite fortunate. The Campylobacter vaccination program has commenced and it is anticipated this may assist with lambing percentages.</p> <p>The AWI Wether Challenge will be held here at the College on 20 October. This event is usually held at the Perth Royal Show. In term 4, students will participate in cattle judging preparation to assist with attending events next year, COVID-19 restrictions permitting.</p> <p>Yesterday we put a halter on a cow and students were able to lead her around which was a fantastic practice and experience for students that have wanted to show cattle this year.</p> <p>Karen enquired to the effect on students learning with not being able to attend events due to COVID-19 restrictions. Emily explained the students are still learning and being trained for events, we just cannot actually take them to an event. Students will still receive their qualification certification.</p> |
| <p>6. Trades Report – Mitch Wray</p> | <p>The Trades Report 2020 was tabled, filed and displayed on the projector.</p> <p>This report included; Desired Outcomes, Target/Benchmarks, Highlights & Challenges 2019/2020, Ongoing and New Initiatives 2020, Performance Data, 2021 Planning and Team Discussion Points.</p> <p>The Desired Outcomes are reflected in the WA College of Agriculture - Narrogin Business Plan 2020 - 2022 ie:</p> <ul style="list-style-type: none"> ➤ To provide opportunities for students to achieve nationally recognised vocational qualifications within the context of selected Trade industries. ➤ To provide opportunities that assist students to develop employability skills and access employment and/or further education/training. ➤ To assist in producing well rounded individuals with the necessary knowledge, employability skills and attitudes to contribute to society. ➤ Employ and maintain staff that are qualified and have vocational experience within their Trade section, in order to deliver the best training possible. ➤ To provide an environment where students are encouraged to seek personal excellence and achieve their individual potential. |

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| <p>6. Trades Report – Mitch Wray – <i>cont'd</i></p> | <ul style="list-style-type: none"> ➤ To identify and develop future leaders for the Trades industries. ➤ To provide and assist in the implementation of the Whole School Literacy and Numeracy plan. <p>Mitch is working to secure a Design and Technology teacher before the impending retirement of John Ryan. Mitch has contacted Edith Cowan University (ECU) to try to source a graduate teacher to join the Trades team. It would be preferred to commence a graduate teacher as soon as practical to assist with the transition of knowledge in the Design and Technology area.</p> <p>Karen enquired had the Trades Advisory Group been assisting the trades area? This group included; Lindsay Sims from Sims Construction, Russell Francis from Narrogin Toyota, Phil Blyth from Narrogin Cabinet Makers, Ray Smith from Ray Smith Engineering. This group was formed 3 years ago, in the first year they were able to assist with providing comments regarding the College training packages. This year due to COVID-19 restrictions on visitors to the College the individual trades staff have gone off site to meet with these group members. Karen suggested if people are not available to come onsite can we trial virtual meetings ie: WebEx type meetings? Mitch stated these Advisory members are required for approximately an hour or two a couple of times per year and if possible ideally they were also able to come onsite to speak directly with students.</p> <p>Mark explained the idea is to strengthen the College relationships with current relevant industry people. Training and assessment is outlined and this is reviewed in consultation with industry people. The year 12 students will be on Work Place Learning (WPL) placement in the week 7 (31 August – 4 September). College staff will make WPL site visits to check on students and consult employers. Employers will be asked to confirm if they consider the College as a Registered Training Organisation (RTO) is providing students with the curriculum/competencies to prepare them adequately for industry needs to have the employability skills required to meet industry best practice. The trades staff are consistently working to ensure Industry and like school's engagement to keep up to date with training requirements.</p> <p>Both Karen and Graeme Mason offered to assist with speaking with potential industry representatives to assist the trades area.</p> <p><u>Action:</u> The Board to write a letter asking local businesses to participate in the Trades Advisory Group.</p> |

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| <p>6. Trades Report – Mitch Wray – <i>cont'd</i></p> | <p>Resources upgrades include;</p> <ul style="list-style-type: none"> ➤ Upgrade of thicknesser/surface planer in Furniture Making ➤ New teaching aids/static displays created for Automotive course ➤ Extra Unit competency added AURTTE007 - Dismantle and assemble single cylinder four-stroke petrol engines ➤ Lucas Mill ➤ Machine room bench (Radial, Routers and Compound Mitre) ➤ Pipe bender ➤ Replacement of angle grinders (sale of surplus machinery) ➤ Bench vices on welding benches ➤ Lining of walls in Furniture Making ➤ Walls painted in Automotive ➤ New Administration room for Trades (meeting place, file storage, printer room) ➤ Upgrades to welding bays ➤ Plunge saw (track saw) Furniture Making ➤ Top wind router mounts and routers ➤ Upgrade to shadow boards in Construction ➤ Cordless rattle gun Automotive ➤ Refurbishment of dust extractor <p>The trades area is also focussing on the construction of more storage areas. The year 10 students are completing their projects in a timely manner and with the increase of Materials, Design and Technology classes more storage is needed. A store room was built 2 years ago to accommodate year 12 projects.</p> <p>Feedback received from surveys included the request from parents for students to have more practical components in their learning/training. To meet this extra practical request 6 new Honda four-stroke petrol motors have been included in the resource upgrade.</p> <p>The new administration room for trades has provided a more central area for meetings, file storage, printers etc. Staff have a central location access also for information regarding Students at Risk. Staff having ownership of their own areas is assisting to maintain organisation and cleanliness.</p> <p>Part of the Highlights & Challenges 2019/2020 included Professional Development attended by Staff;</p> <ul style="list-style-type: none"> ➤ Explicit teaching / CMS ➤ Various Construction webinars ➤ Anxiety in young people ➤ VET (Package development rules) ➤ VET (quality of assessment and record keeping) ➤ Tomorrow Man ➤ Tomorrow Women ➤ Aboriginal Cultural Awareness |

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| <p>6. Trades Report – Mitch Wray – <i>cont'd</i></p> | <p>Mitch reported in the Tomorrow Man’s workshop the students opened up and talked. Typically when boys get together the standard topics of conversation are sport, parties and memes but when we look at the suicide rate for this age group; the leading cause of death for men between 15 – 45 is suicide. It is more than vehicle accidents, alcohol-related deaths, or anything else. When the boys saw this statistic, it reminded them that this is a real problem. The boys were challenged to have conversations about something different. They were challenged to step up in a truly manly way by breaking the stereotype and talking with depth about the challenges they’ve faced in life.</p> <p>As part of Professional Development this year, in July Mitch with Trades Vocational Trainer, Mark Batt attended a professional development day around Bunbury, held by Leschenault Timber Industry Club in association with FIFWA (Forest Industries Federation of WA) and SIDE RTO. The professional development opportunity provided an insight into a cross section of the timber industry including processing, careers and opportunities available. Different stops along the day included: Forest Visit (sustainability/ ecology centre) – Hardwood natural forest, Wespine Sawmill – Softwood plantation forest, Bunbury Chipping Facilities, Bunbury Wharf.</p> <p>Industry experts in their respective fields provided information to VET Coordinators and Career Practitioners on all aspects of career opportunities, job availability, training and industry information. It was a very informative day furthering staff knowledge and networking with industry employers.</p> <p>Ongoing and New Initiatives 2020 has resulted in increased contact with parents. Continued implementation of the program Connect and this year parent input on Connect has been increased also due to COVID-19 has been helpful. The improved usage of Connect will assist with adjusting to the new Compass program platform when the change over commences, term 4 2020.</p> <p>Continual improvement of training materials and templates by validation processes with like schools ie: WACoA - Harvey Agricultural College.</p> <p>Support for low level literacy students to include;</p> <ul style="list-style-type: none"> ➤ Use of teacher assistants ➤ Theory support classes after hours ➤ Word walls ➤ Labelling workshop ➤ Collaborative effort with class staff ➤ Increased awareness of students with difficulties ➤ Adjustment of documentation to suit learner abilities ➤ Staff upskilling through Professional Development |

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| <p>6. Trades Report – Mitch Wray – <i>cont'd</i></p> | <p>Continued facility/resources upgrades included improving storage for year 10 students. Improving the engineering area by removing some small internal walls to open up this area.</p> <p>Mitch reported being very proud of his staff in particular for their huge uptake this year with the increased usage of ICT with the introduction of the 1:1 laptops and the COVID-19 restrictions making it necessary to increase all ICT usage/access and course delivery online.</p> <p>Karen commented with our kids living in this modern world they must be competent with using ICT.</p> <p>Mitch reported students are competent with checking their emails and during the COVID-19 restrictions and being off site the students kept up their theory components of their learning. When they were able to return to the College they went straight into completing their practical components of their courses. The ICT skills the students now have, have enabled them to demonstrate competency with the self-paced online type/style of learning.</p> <p>Some students have chosen the option of the extra half day in trades on Fridays. It is obvious the students have benefitted from this extra time as they have gained even more skills and knowledge in their chosen subject. The trades team are consistently reviewing and discussing with students why they have chosen their particular trade and how can the teachers/College ensure the best possible outcome for their time at the College.</p> <p>This year excursions have been limited. Mitch has approached various places/industries but they are not prepared to have visitors to their sites due to the COVID-19 pandemic.</p> <p>The number of students in the 2020 year 12 group is smaller than 2019. Course completion rates have exceeded the expectations of the College Business Plan. Mitch explained why some students will not achieve a full qualification, as they were accepted to the College with pre-existing learning difficulties.</p> <p>The reason for two students who have not achieved a full qualification this year were for various reasons ie: commencing an apprenticeship and needing to learn from home to better manage some learning and health issues.</p> <p>Karen enquired what the challenges were for the future?</p> <p>The Materials Design and Technology course required another teacher to deliver the 4 periods each week, Mark Pascoe has provided this assistance and also increased MD & T and trades numbers next year.</p> <p>In 2021 the trades team/area will work to continually build and improve on what has already been implemented this year.</p> |

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| <p>7. Finances- 2020 update – Teresa Rafferty, Manager Corporate Services</p> | <p>The Budget Summary, RM Finance – WACoA – Narrogin, Comparative Budget vs Actual vs Committed Report as at 25 August 2020 and the Financial Summary, Assets and Resources as at 25 August 2020, documents were tabled, filed and a copy given to Board members.</p> <p>The Manager of Corporate Services, Teresa Rafferty prepared the School Comparative Budget for the Board. The College finances are separated into 3 different ledgers. The "S" descriptions column is the School budget item accounts.</p> <p>There are two other ledgers Residential (R) and Farm (F) for those accounts. The information for the Residential and Farm ledgers can be made available to Board members if requested. All three reports are similar, each having the relevant types of items for their specific areas and requirements.</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. The "N" reserve accounts for school is money that is kept in the reserve accounts and will be transferred to the appropriate expenditure when required after endorsement from the Finance Committee. Within the School Comparative Budgets there are columns dividing the Fixed Budget, Current Budget, Actual Committed and Difference 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 Committed column is the figure for funds that have actually been spent or received for that budget as at the date of the report. The Difference 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> <p>An example is the School Ball (C1206) \$12,000 Fixed Budget for expected funds to be received, Current Budget is \$12,000, Actual Committed to date is \$1921.22, the difference to date is \$10,078.78.</p> <p>Each department at the College has a responsibility on how they spend their funds. If a specific priority changes monies can be moved within budgets.</p> <p>Teresa confirmed the College finances are sustainable for the current number of students and staff. This year due to COVID-19 restrictions the College has been unable to have visitors come onsite which has affected the amount of revenue received for the "Facilities Hire." With this reduced revenue, funds have been moved from Reserve accounts to cover expenditures normally paid from this income.</p> |

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| <p>7. Finances- 2020 update – Teresa R. – <i>cont'd</i></p> | <p>The Financial Summary Report contains information showing what the specific Budget is, what has been expended so far and the percentage of funds still available.</p> <p>The College Boarding Fees are managed through an “N” account as this is funds received and then forwarded on to the Department of Education (DoE) as per policy stipulations. Due to COVID-19 restrictions the Boarding fees were adjusted down by \$154,000. Boarding fees were adjusted down to reflect the amount of weeks the students were offsite due to COVID-19 restrictions. This year’s Isolated Children (AIC) and Assistance for Boarding Away from Home Allowance (BAH) were not adjusted/reduced as per DoE policy guidelines. College grants have not been adjusted this year.</p> <p>Karen asked how had Teresa and the College managed during the COVID-19 restrictions? Teresa explained fortunately the College staff were able to keep working within the COVID-19 restrictions guidelines. The date for the next School Review for the College will be in term 1, 2023. Due to COVID-19 restrictions School Reviews have not been possible this year.</p> <p>Karen invited the Board members to ask any questions and Teresa is always available for any further explanations regarding the College finances.</p> <p><u>Action:</u> At the next Board meeting on 4 November the Farm and Residential Budget information will be presented.</p> |
| <p>8. Business Plan 2020-2022 – Melissa Walker</p> | <p>Principal, Melissa Walker introduced herself to the Board members. As Stephen Watt has secured the position at WACoA - Harvey Melissa accepted position of Principal for semester 2. Accepting this position meant Melissa changed/post-poned her leave arrangements for the remainder of this year. The substantive position for Melissa is the Principal at Narrogin Senior High School (NSHS). Melissa congratulated Stephen Watt on the outstanding job he had done whilst here at WACoA - Narrogin. The College team is exceptional and they have demonstrated and continue to demonstrate their high quality of commitment and are truly focussed on student outcomes.</p> <p>Melissa explained she is looking forward to continuing to develop a partnership between both WACoA - Narrogin and NSHS as we are all part of the public school system.</p> <p>A copy of the WACoA - Narrogin Business Plan for 2020 - 2022 was tabled, filed and emailed to the members on 10 June. This Business Plan (BP) is created to link with the Department of Education (DoE) documentations;</p> <ul style="list-style-type: none"> ➤ Strategic Directions for Public Schools 2020 - 2024 ➤ Focus 2020 ➤ Building on Strength (Future directions for the WA public school system) <p>These three documents were emailed to members on 25 August.</p> |

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| <p>8. Business Plan 2020-2022 – Melissa Walker</p> | <p>The work completed so far towards the BP has linked and aligned to each of our priorities with DoE priorities ie;</p> <ol style="list-style-type: none"> 1. Provide every student with a pathway to a successful future 2. Strengthen support for teaching and learning excellence in every classroom 3. Build the capability of our principals, our teachers and our allied professionals 4. Support increased school autonomy within a unified public school system 5. Partner with families, communities and agencies to support the engagement of every student 6. Use evidence to drive decision-making at all levels of the system. <p>Melissa wants the Board to see the link between DoE and BP. This link then carries on into Operational Plans for the various areas of the College. Mitch explained the Operational Plan for the trades area links into the target plans in the College BP.</p> <p>The explanation of the 5th priority - <i>Partner with families, communities and agencies to support the engagement of every student</i> is reflected in the College attendance data. A copy of the Student Attendance Summary for WACoA - Narrogin for 2020 Semester 1 was tabled and filed. At the end of every semester the College must report to the government our attendance data by completing a census report. The date of census in Semester 1 was 14 February and Semester 2 was 7 August.</p> <p>Greater than 98% attendance, however not achieved although we are doing better than lots of other schools. COVID-19 has impacted 2020 data. Having students in residence is helpful in maintaining high attendance. Currently we have 92.2 % attendance rate.</p> <p>The Student Attendance Summary document data explains and demonstrates precisely what the College attendance profile is. Research information from the United Nations explained how kids achieve the regular rate of learning. If students attend 90% of the time they are likely to achieve and be successful. Out of that 90%, 98% of people interviewed in the world are successful.</p> <p>The data concluded when a student attendance fell under 90% this then reduces their achievement percentage to 62% out of the 90% for attendees. This equates to 1/2 a day off per week on average.</p> <p>The aspirational goal of the College is to have our students achieve 100% attendance. Currently the College has 53% of all students with an attendance rate of 90% or higher. The DoE has reported the College is outperforming most schools. The College will continue to work towards achieving our aspirational target. The impact of COVID-19 has also affected student's attendance.</p> |

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| <p>8. Business Plan 2020-2022 – Melissa W. – <i>cont'd</i></p> | <p>The College data for unauthorised absences is outstanding. Unauthorised absences are a result of parents/carers not informing the College of their son/daughters reasons for not attending. Mark reported that some parents ensure that their son/daughter attends full time, other parents do not quite see the value of being at school all the time. Some parents still authorise for their son/daughter to be off site for family holidays etc. Whilst in some ways it may be beneficial for a student to go up north to participate in something like a <i>mustering experience</i>, if all students take that attitude achieving qualifications would be very difficult. Some parents and students do it anyway. However this year this type of absenteeism was reduced. Mark reported some parents have been a lot more reasonable this year.</p> <p>Kristy enquired if there is data that provides specific percentages for various types of absences ie: illness, injury, home for harvest etc? Mark reported that absenteeism due to illness has been quite prominent especially with COVID-19. The College can not have an unwell student onsite as per the current DoE COVID-19 guidelines. There have also been some students not coping so well with the whole COVID-19 issue that has resulted in them feeling fearful and uncertain. This information is not specifically captured however it is included in the area of mental health.</p> <p><u>Action:</u> At the next Board meeting in term 4, 6 November Melissa will report how the College has progressed with attendance data.</p> |
| <p>9. Short courses update – Mark Pascoe</p> | <p>There were 3 short courses scheduled in week 7, term 3 for the Year 11 students; Senior First Aid, Fire Safety and Advanced Driver Training.</p> <p>Due to stage 4 of the COVID-19 restrictions the Advanced Driver Training has had to be prioritised for the year 12 students only. The year 11 students will be scheduled to participate next year. This training commenced several years ago when the P & C assisted the College with funding for this student education after 2 former students were killed in a car accident over the Christmas holidays.</p> <p>The driving instructor Peter Ramsay instructs the students with controlled braking and 4 wheel driving in paddocks. Karen commented this is a very powerful training experience for our students and thanked Mark and the College for ensuring this type of practical life skill is provided.</p> <p><u>Peter's moto – your choice – your pain</u></p> |

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| <p>9. Short courses update – Mark P. – <i>cont'd</i></p> | <p>The Senior First Aid training will be held onsite this year as well as the St John's Sub-Centre in Narrogin. The College will provide an area for 11 students and 1 staff member to attend this training session. With the COVID-19 restrictions it was decided to hold this training onsite as at the Narrogin Ambulance Sub-Centre they can only cater for a class size of 8 participants.</p> <p>The Fire Safety course has had to be post-poned unfortunately due to the trainer having a family bereavement and has had to go interstate. It is hoped this course may be moved to term 4 or early 2021.</p> <p>Mark is investigating an Agriculture Pilot Course qualification. This qualification would allow students to escort machinery etc which would add to their employability skills once they have left the College. There are some complexities around sizes of vehicles etc which may limit the student age group suitability.</p> <p>By the time a student reaches year 12 they have to have a valid Senior First Aid qualification. This qualification is classified as a Unit of Competency which is included in other certificates eg: Advanced Wool Handling as well as some of the Equine and Trades course requirements.</p> |
| <p>10. Open Day – how 2020 will look in response to COVID-19 – Melissa W. – <i>cont'd</i></p> | <p>The WACoA – Narrogin Open Day 2020 COVID-19 Plan document was tabled and filed.</p> <p>The Open Day will be held on Friday 18 September, 9am - 3pm. Planning has commenced to ensure this year's Open Day is a "Fun Day."</p> <p>To remain in-line with the WA COVID-19 roadmap the College will adhere to the social distancing requirements and venue capacity limits. The planning areas are being measured to ensure the number of people permitted to be in any area is calculated correctly. During the day staff will be monitoring numbers of visitors in all areas.</p> <p>Hospitality requirements will require food to be prepacked in food boxes for lunch, morning and afternoon teas. Staff will be located at different food stations and will make cups of tea and coffee. Food serving stations will include the dining room, gymnasium, shearing shed and poultry shed.</p> <p>Sanitising stations will be located at each venue, toilets and food distribution areas.</p> <p>Primary schools coming to visit may be shown around the various areas via "roped off race ways", this is a work in progress in the current planning phase.</p> |

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| <p>10. Open Day – how 2021 will look in response to COVID-19 – Melissa W. – cont'd</p> | <p>All visitors (not just one person per family) will be required to follow the registration process where they sign in and provide their contact details etc. To make it more of a <i>fun type</i> of activity all visitors will be told by registering they will also go into the draw for a prize which will be drawn later in the day.</p> <p>Karen queried the use of pens and the problems associated with that. The College will investigate using a Google document for registering to assist with a contactless style of sign in option.</p> <p>Clear signage demonstrating physical distancing guidelines and COVID-19-safe practices will be located around the campus.</p> <p>This year the farm tours will be modified from previous years. There will be no horse and carriage tours. Student guides and drivers will remain outside the buses until all visitors are seated. Designated seats to ensure 1.5m distance between passengers. People who reside in the same house can sit together. The Vehicle Restoration Group will be on display and there will not be a grand parade.</p> <p>The Butcher shop will need to be managed from outside, there will not be any tours of this area.</p> <p>Separate Entry and Exit signs will be in place at each venue.</p> <p>Toilets will be cleaned on a regular basis throughout the day.</p> <p>The College cannot accommodate any visitors onsite overnight as in previous years. Eggs will be for sale from the admin office. The preferred method of payment will be EFTPOS however if necessary drop boxes will be available for the correct cash to be dropped in to. This will ensure no person has to handle money.</p> <p>For the Equestrian section all horses and floats are to remain at the oval and nowhere else etc. Competitors are to bring their own food items.</p> <p>Students involved in group tours will be instructed not to let groups clash during their tour of the campus to ensure social distancing rules are complied with.</p> <p>Mitch enquired if we had confirmation of numbers of people attending at this stage. Melissa has had requests from several schools to attend however due to COVID-19 restrictions only the local Narrogin primary schools (3) will attend for approximately 2 hours per school.</p> <p>Karen thanked Melissa and the staff in advance for all their work towards Open Day.</p> |

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| <p>11. Excursions; Recreation and Outdoor Education Activities for Public School Procedures. New Policy 2021 – Melissa W.</p> | <p>A copy of this document was tabled, filed and a copy given to members.</p> <p>In 2020 the policy for Recreation and Outdoor Education Activities for Public Schools Procedures has to be implemented as of January 2021. The Occupational Health and Safety (OSH) legislations has just had a big revamp. The Department is implementing these changes on government and non-government schools.</p> <p>The College has updated our excursion policies with:</p> <ol style="list-style-type: none"> 1. Local Area Excursion: Proposal for Local Area Excursion 2. Local Area Excursion: Information and consent to participate: Instructions, students over 18 years consent 3. Local Area Excursion: Water based or swimming activities advice parent consent 4. Local Area Excursion: Information and consent to participate: Instructions, parent consent 5. Local Area Excursion: Students who are over 18 years of age: water based or swimming activities advice consent <p>The DoE is aware that schools can offer excursions however they can only be endorsed if an outdoor education activity is confirmed as:</p> <ul style="list-style-type: none"> ➤ It has a clear educational purpose; ➤ High risk activities and locations with potential environmental or safety risks have not been included; ➤ All recreation and outdoor activities comply with Appendix A: General Requirements for all Recreation and Outdoor Education Activities; and ➤ Any of the requirements contained in the relevant activity specific documents have been addressed: Abseiling and Climbing, Bushwalking, Camping, Caving, Cycling, Cycle Touring and Mountain Biking, Horse Riding, Orienteering, Rogaining and Navigation, Paddling, Power Boating, Ropes Courses and Bouldering, Sailing and Sail Boarding, Scuba Diving, Snorkelling, Surf Riding, Swimming and Water Based Activities. <p>For example if the College decides to take students on a Camping excursion we would have to put in place a Risk Management Plan for how many students may be involved in camp fire type of activities etc.</p> <p>This policy update means parents/guardians are going to receive more information and more permissions forms etc. Parent/guardians have to provide more consent and be thoroughly informed of the various types of activities. The current process the College has in place is at the commencement of each school year where parents are asked to provide a "blanket" permission for local excursions and activities.</p> |

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| <p>11. Excursions; Recreation and Outdoor Education Activities for Public School Procedures. New Policy 2021 – Melissa W.- cont'd</p> | <p>Melissa is currently investigating and has sought advice from the DoE Legal Team if it is possible to do an overview/overall permission form at the start of the year. This overall form could assist with minimising the number of permission forms parents have to process.</p> <p>The difference between educational activities and residential time leisure activities for students will be clarified and this information will be sent out to parents as soon as possible. These policies are being determined by the government.</p> <p>The new program Compass will be introduced to parents in term 4. Compass has the capacity to send emails to parents. Mitch suggested if parents were to be able to reply "accept" to the excursion email information this may help with processing parent permissions in a timely manner.</p> <p>Mark explained in term 3 the Compass program has been introduced to the admin office primarily for student attendance, sending staff and student notices and creating a College calendar of events etc. The lesson attendance provides an overview of the whole school day in real time. If Mark knows a teacher is away on a certain day, classes can be transferred to another teacher. Within Compass the module called Chronicle is used to record student behavioural issues, good or bad. This information is available for all teachers at all times, it is a helpful communication tool.</p> <p>In term 4 Compass will be rolled out for the parents of years 10 and 11 students. The parent module will allow parents to log into Compass and keep up to date on their son/daughters progress, view the full schedule for their timetables and activities. Compass will be used to send out communications to parents ie: letters, excursion information. Compass communications are available through the app which all parents will be encouraged to install onto their individual devices.</p> <p>Michelle May commented the experience she has had through a different school using Compass is very positive as notifications are sent through and the convenience of receiving information on devices helps to keep you informed in real time.</p> <p>Mitch reported students benefitted from having timetable information available. Kristy Banner reported the school Penross is currently using the program "Consent to Go" and this system was complicated.</p> <p>The absentee module allows the College to monitor which students may be absent on a regular basis and the reason why they may be consistently absent. This type of information and communication assists teachers and admin staff.</p> <p>The Compass module has been trialled by staff in term 3 before making it available to parents in term 4. Residential staff will participate in a Professional Development tomorrow to learn the Compass program. The REACH program may eventually be replaced by Compass.</p> |

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| <p>11. Excursions; Recreation and Outdoor Education Activities for Public School Procedures. New Policy 2021 – Melissa W. – cont'd</p> | <p>Graeme Mason commented with the ever increasing need for people to use ICT, the government has systems that only accept information through the use of ICT. The minority of people who are not proficient with the use of ICT need to upskill as best as possible as the world is now digital.</p> <p>The Compass program will be convenient with various scenarios such as when students are going on leave, staff can check their mobile device from any location and see the Compass information.</p> <p>Mark left meeting at 11.50am to attend another meeting.</p> |
| <p>12. Change of Date Year 12 Awards Ceremony - Melissa W.</p> | <p>Due to the complexities of COVID-19 restrictions for the end of year Awards ceremonies have had to be divided into individual year group events. This will enable the College to cater for the correct number of people permitted onsite.</p> <p>The Awards Days will be: Year 12, Friday 30th October. Year 11, Friday 13th November. Year 10, Friday 27th November.</p> <p>Most Year 12 parents have provided positive feedback that their Awards Day has been brought forward.</p> <p>On 24th October the government is due to release its next Roadmap/guidelines for COVID-19. The WA government may lift some restrictions however this cannot be guaranteed. The College will continue to make arrangements for the Awards Days with the current COVID-19 restriction guidelines being Phase 4.</p> <p>Karen enquired what would happen if COVID-19 restrictions were to be increased in WA. If necessary the College could possibly hold a virtual style of ceremony. The College will continue to think positively and will deal with any and all situations as they arise.</p> |
| <p>13. Student report – Prefect, Austin Shotter</p> | <p>Year 11 Prefect Austin Shotter introduced himself to the Board. Austin reported this term every Monday lunchtime the Prefect group meet with Melissa to discuss issues, brain storm ideas and plan events.</p> <p>The Prefects; Katelyn Lansdell, Lucy Ward, Harrison Brown, Tate Barrett, Sammantha Perry, Annie Dewar, Patrick Morgan and Austin organised an inter-College Social between Narrogin Residential College and our College. The night consisted of a giant ball soccer game, chatting around the bonfire, music and a movie for those students who wanted to stay inside.</p> <p>The Social night was a great success with students enjoying gourmet pizzas made by Mrs Jaclyn Shotter and Mrs Sharon Ward. For dessert the students enjoyed s'mores (marshmallows between two biscuits covered in melted chocolate).</p> |

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| <p>13. Student report – Prefect, Austin Shotter - <i>cont'd</i></p> | <p>A meeting was held with the year 10 students and Ms Walker regarding the year 10 mobile phone policy. The mobile phone policy update is a work in progress and final details will be made available as soon as possible.</p> <p>Austin reported he is working with Mr Madson to make the College's new motorbike track due to the old one being out of use.</p> <p>Students are really enjoying the evening dorm activities organised by the College Chaplain Mrs Blakiston (Mrs B). Students are also enjoying being able to talk with Mrs B.</p> <p>Karen asked Austin how the students were enjoying the College menus? Austin reported at times the students found it to be a bit repetitive.</p> <p>Kristy commented at the previous Board meeting it was suggested our Cooks go to Harvey for a fact finding mission. Teresa reported this had not been possible due to staff absences due to illness. The College has also advertised this week for a Chef's position.</p> <p>The planning is underway for the end of year Breakfast for the Year 12 students.</p> <p>Karen asked Austin being this is his first Board meeting if he had any concerns he wished to raise. Austin reported sometimes there had been a few issues with some students in dorms however having Mrs B. had been a great help and all the activities she has organised. The College Chaplain is appointed by Youth Care every 12 months. Mrs B. still may not be full time next year. Teresa reported Youth Care funding is limited and Mrs B. also has another position/job at the Narrogin Hospital.</p> <p>Austin is currently working with a couple of year 11 students to organise their Leaver's Gear for 2021. It is hoped to be able to get the order in early so students may have their Leaver's clothing in a timely manner to enjoy wearing it early in 2021.</p> <p><u>Action:</u> Karen asked Austin to make a note in his report for the next Prefect who attends the meeting to update the Board on how the Leavers Gear order is progressing. Melissa asked that Austin or the attending Prefect bring the final Leavers Gear design to the next meeting on 6 November.</p> |

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| <p>14. Principals report – Melissa W.- <i>cont'd</i></p> | <p>The Principal's Report Term 3 was tabled, filed and emailed to members on 25 August. This report includes Building on Steve Watt's general philosophy, COVID-19, 2020 priorities, semester two, staffing changes, student enrolments, Activities term 2 & 3, Student voice, Classroom, Residence, Infrastructure, Uniforms, Prospective 2021 student numbers.</p> <p>The Year 10 students requested a meeting with Melissa to discuss improving their access to their mobile phones. Melissa wants students to have a voice and is working to meet their needs and the needs of the College. The process for this change to be implemented will require the College policy for Mobile Phone and Electronic Devices to be updated/amended after endorsement from Senior Staff and the Board.</p> <p>The Year 10 students proposed they would like the policy to allow a "phased in" stage so they can gain the skills to act responsibly with the use of their phones.</p> <p>The phased in stages would be in 3 stages. Stage 1; Mobile phones collected at 10pm and stored in Duty Room and then returned to the students after breakfast the following morning.</p> <p>Stage 2; Year 10 mobiles are collected at 10pm and stored in dorms/cleaning room and returned to students after check off in the morning.</p> <p>Stage 3; Year 10 students have mobiles full time - 24 hours.</p> <p>The Year 10 students discussed and documented their rights and responsibilities. To care for and have access to personal mobile phones 24 hours the student responsibilities are;</p> <ul style="list-style-type: none"> • Get ready for breakfast and morning inspections • Have phone on silent from 9.30am • From 9.45pm onwards no use of mobile phones (lights out) • Respect everyone and do not use music or have too loud through speakers • Use the alarm system on mobile to wake up in the morning • Don't touch other people's mobile phones • Only use mobile phones for positive communication (no cyber bullying etc.). <p>To have access to mobile phones earlier in the morning at 7am;</p> <ul style="list-style-type: none"> • Get ready on time for morning inspections • Be at breakfast on time. |

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| <p>14. Principals report – Melissa W.- <i>cont'd</i></p> | <p>The next part of the student proposal is that as of next week, week 7 they have a trial commencing with Stage 2 of their proposal. If this trial is successful they would like to move into trialling Stage 3 during week 2, term 4.</p> <p>The consequence for a student who does not meet their responsibilities will result in their phone being confiscated and they will then move back a stage for 2 weeks before being considered to move up into a more privileged stage.</p> <p>Melissa reported the students; 6 – year 10 representatives (2 girls, 4 boys) with 1 Prefect were fantastic at working through negotiating what their rights, responsibilities and consequences for this new updated policy were. The students will sign a contract to commit themselves to this new policy.</p> <p><u>Action:</u> Melissa will email out to Board members the final mobile phone policy for endorsement as soon as practicable.</p> <p>This new mobile phone policy will involve close monitoring and as this is already a process in place this will ensure a smooth transition to this updated policy. It was suggested to consider engaging Prefects and Dorm Captains with the monitoring of phone usage and storage.</p> <p>Melissa has been meeting with the Prefects on Monday's and on Wednesday's meeting with 1 Prefect and 4 students (different students selected each week) to discuss any issues they wish. Melissa reported these meetings were very powerful and the feedback from students was very appreciated. Melissa emphasised the importance of all students being allow to have a voice and reported our students were very deep thinkers.</p> <p>The students requested to have more positive behaviour acknowledged as they feel bad behaviour is punished and good behaviour is not rewarded enough. Students requested they would like to have life skills embedded into their curriculum. Life skills ie; cooking, cleaning, sewing.</p> <p><u>Action:</u> Melissa will discuss with class teachers how to implement these life skills into the College curriculum.</p> <p>The start-up for 2021 was discussed. It was suggested to assist new students settle into the College and residence have the College Dorm Captains and Prefects come in early to assist the new year 10 and 11 students familiarise themselves as quickly as possible. It was suggested to select Dorm Captains earlier in term 4 so they can understand their role and be ready to participate at the commencement of the new school year.</p> |

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| <p>14. Principals report – Melissa W.- <i>cont'd</i></p> | <p>Grant funding of \$20 000 has been received for sails and will be used towards beautification of the residential area with an undercover structure for the decking area in the dorms.</p> <p>Student enrolments for Years 10 and 11 in 2021 are very strong with high quality applicants. To accommodate the increased numbers refurbishment of the Buttfield dorm will assist with another 8 beds.</p> <p>Melissa will meet with Mark next week to finalise numbers and year groups for 2021.</p> |
| <p>15. Future meetings and call for agenda items – Karen Agnew</p> | <p>Next meeting 6 November commencing at 12noon week 4, term 4. Location for meeting to be confirmed.</p> <p>Karen asked Board members if they have any items they wish to have included for the agenda for the next meeting to email Mary. Both Kristy Day-Banner and Michelle May submitted their apologies for the next meeting.</p> <p>Meeting closed 12.20pm</p> |

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____