

WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD Meeting Minutes

Friday 28 February 2020

ITEM	DISCUSSION / ACTION
<p>Meeting commenced: 11.10am</p> <p>1. WELCOME AND APOLOGIES</p>	<p>Present: Year 12 Prefects - Lucy Ward, Tate Barrett Karen Agnew, Stephen Watt, Dane Tulley, Tim House, Frank Haydock, Graeme Mason, Graeme Dawson, Mitch Wray, Natalie Beer, Kristy Banner, Mary Kittow</p> <p>Apologies - Michelle May</p> <p>Observer - Kevin Lansdell, P & C President and year 12 parent, Teresa Hawke, P & C committee member and year 11 parent, Helen Murnane, year 11 parent.</p> <p>Confirmation of the Agenda - confirmed. Additional agenda items - nil to note.</p> <p>Chairperson, Karen welcomed all Board members to the meeting and introduced two year 12 Prefects, Lucy Ward, Tate Barrett, new year 10 representatives Natalie Beer and Kristy Banner. Each member introduced themselves to the Board members. It was explained the function of the Board is to assist in setting policy direction, reviewing school performance and endorsing aspects such as behaviour management, uniform and school fees. The Board meeting is held once per term and has an Annual Public meeting once a year. The Prefects had explained to them the importance of their role and for them to speak if and when they wish to contribute to these meetings. The student perspective is vital to assist with implementing improvements at the College.</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 22 November for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Graeme Mason</p> <p>Seconded: Tim House</p> <p>Carried</p>
<p>4. CORRESPONDENCE</p>	<p>Nil to report</p>

AGENDA ITEMS	DISCUSSION / ACTION
<p>BUSINESS ARISING</p>	<p>A document with an example of the new College jacket design was displayed to the members and filed. The College will transition into the new warmer jackets as endorsed at the meeting held 31 May 2019. Steve asked if the Prefect and Board members were happy to proceed with this new jacket design.</p> <p>MOTION: The College Board endorses the new college jacket design</p> <p>All in favour - <i>Carried</i></p> <p>The new students are looking great in their uniforms. Prefects reported students were happy with uniform. The College logo on the new black shorts is a welcome improvement.</p> <p>Parents of existing students were emailed in term 4, 2019 asking them to assist their son/daughter to "tidy up" the uniform items. When items wear out parents/students are asked to update their uniform to the new uniform;</p> <ul style="list-style-type: none"> • A single style of black shorts with College logo available from Sports Power Narrogin • A single style of black track pants with College logo available from Sports Power Narrogin • A single style of black Chino pants in male and female cuts to be worn as the formal uniform and is available from Sports Power Narrogin • The farm and trades navy blue uniform, shirts, pants, shorts. The navy jumper and short shell jacket with College logo are all available from Parry's of Narrogin. <p>The burgundy jumper can still be included in the formal uniform worn by Equine students when attending events as this is reported to be more comfortable than the jacket whilst riding in events.</p> <p>It was suggested by Teresa Hawke if any students no longer using their burgundy jumper may wish to donate them to the Equine section when riding at events. This information could also go onto the College website.</p>
<p>1. Farm Report – Steve Madson</p>	<p><i>(item 13 moved to item 1 as Steve M. had work commitments to attend)</i></p> <p>A copy of the Farm Manager's Report was tabled and filed.</p> <p>Topics covered in this report included: Sheep Commercial, Sheep Stud, Cattle, Poultry, Workshop, Butcher shop, Equine, Cropping, Piggery, Staffing, Farm improvements, Chemical shed, Silo complex, Shows and events, Farm Manager notes, Trust allocation.</p> <p>Shearing has commenced with all students rostered with the opportunity to pen sheep, throw and skirt fleeces, set up the handpiece and shear sheep. This year the College has reduced funding from Australian Wool Innovation (AWI) - 5 days of wool training and 5 days of shearing training, this is overall half of usual funding. At a meeting held this week with representatives from AWI Steve M. discussed the possibility of having this funding increased to enhance future opportunities for our students.</p> <p>Students are currently also involved in training for this year's Wagin Woolorama showing and judging events.</p>

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<p>1. Farm Report - cont'd Steve M.</p>	<p>Cattle - The Countryman Invitational Bull sale held at the College this week was a reasonable sale and was on par with other cattle sales held around the state. The College purchased two Angus bulls, a 1 year old and 2 year old for \$10,000 each from previous sales.</p> <p>Poultry - Eggs are in high demand and plans are underway to purchase more hens to assist with supplying customers.</p> <p>The Farm Workshop is currently working on repairing the JD6400 and the small Fuso dual cab. The T6 and Tele handler, Puma, boom spray and harvester are undergoing servicing at the local dealerships in Narrogin.</p> <p>Butcher – The College has recommenced processing animals through our abattoir. There is still no health inspector available through the Shire of Narrogin. Ex-student and now qualified Butcher and meat inspector Cameron Brechin has been able to assist the College for meat inspection. The College has purchased a small version smoker oven to assist in value adding meat products. A commercial grade industrial smoker oven may be purchased eventually if this trial of value adding meat products is successful.</p> <p>Equine - A significant overhaul of the equine section has been completed. All horses have been assessed to confirm their suitability for riding and handling. Horses that are not suitable will be sold. Foals are being trained up for students to be able to ride eventually or will be sold. Stage 2 of the new yards will commence soon.</p> <p>Cropping - Soil testing has been completed and with the assistance of CSBP, Ag Advisory members and Elders agronomist, Helen Wyatt, the College will implement recommendations from the test results.</p> <p>Staffing - The College is working towards implementing parent suggestions regarding increased cropping opportunities. The College has designated two technical officers, John Archer and Karl McBurney to cropping. Plans are underway towards obtaining a second header from Esperance and a combine seeder. This increase in staffing and resources will provide extra opportunities to students.</p> <p>The Merino sheep technical officer is Russell Gooley. Butcher shop and cattle technical officer is Ryan Hough. All staff and students are working well together.</p> <p>Case New Holland (CNH) trainers and students have been onsite to deliver training to their technicians. The College has been fortunate to see tractors with the capacity to deal with the latest technologies ie: auto steer and satellite technology.</p> <p>On 13 February the College was effected by a storm. Damage included the eco shelter roof blown off, approximately 2km fencing damaged by falling trees, water tank destroyed.</p> <p>Tim House asked Steve about the progress for the chemical shed, this is a work in progress.</p> <p>ACTION: At the next Board meeting a report will be prepared by Mitch Wray, Head of Department for Trades. At each Board meeting a report will be prepared on a rotational basis by the Head of Departments ie: Trades, Farm, Class, Residence.</p>

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<p>2. Student report - Lucy Ward, Tate Barrett</p>	<p>The year 10 students have settled in well and having the first few days onsite without the year 12 students gave them time to get to know each other within their year group.</p> <p>All students are happy wearing the current uniform. Prefects are in the process of creating a formal summer uniform. It has been suggested to have formal shorts and formal skirts or skorts. Karen suggested the Prefects contact Michelle May as she is experienced in investigating uniform options.</p> <p>The year 11 parents have reported their son/daughter has been happy with the start to their term. The Prefects will meet again with the Dorm and Day Captains in the week following the closed weekend. The Dorm and Day Captains play an important role in being another point of contact for student support and enhancing student voice and involvement in school operations.</p> <p>The Ag Wing Carnival will be held at WACoA – Harvey, 13 - 15 March. The year 10 group are keen to participate. From feedback received the Prefects have increased the amount of advertising for these events and it has resulted in increased student participation.</p> <p>The College Ball will be held on Friday 29 May at the Narrogin John Higgins Centre. All students have been encouraged to participate as it is for all year groups, 10, 11 and 12. The theme for the Ball is "Boots and Bling". The P & C Committee is planning to have a parent dinner whilst students attend the Ball. The Dinner will be held in the restaurant of the Duke of York Hotel, Narrogin.</p> <p>The year 12 Teambuilding and Leadership Camp was held on the 12 – 14 February at PCYC Mornington, Harvey and was enjoyed by all students and staff. Activities included raft building and high ropes. Students learnt valuable skills around communication and cooperation. It was suggested to consider adding another activity and half a day for the duration of the camp for next year.</p> <p>The year 12 students are working towards their final design for this year's Leavers gear and working to ensure the order is processed on time. The order will be placed through the same supplier as last year. Prefects have been assisted with this order by Dee Dartnell, residential supervisor.</p>

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<p>3. 2019 Performance - additional ATAR data from 2019. Measures of care – Steve W.</p>	<p>The 2019 School Performance Summary was displayed on overhead projector, tabled and filed.</p> <p>The 2019 Performance summary document focussed on the Business Plan targets, comparing data from 2017, 2018 and a comment explaining the results for 2019 in comparison to results from 2017, 2018 data. The planning for 2020 is to ensure continual success for all students and improvements implemented when appropriate.</p> <p>In 2019 the ATAR scores were lower than 2018 but it was agreed that the ATAR stream was still important to offer.</p> <p>The College will continue with small group moderation partnership and invest resources to enable ATAR pathway and elevating aspiration through Uni visits and guest speakers. The Prefects stated the motivation for students to do ATAR was to extend themselves. The College also provides the option for students to select some subjects through SIDE (School of Isolated and Distance Education) to broaden their opportunities. A process for vetting students wishing to undertake a SIDE subject for their suitability is necessary as there is a cost impact to the College. If a student was to change their mind and wish to withdraw from the SIDE unit they would then have to incur the costs involved.</p> <p>Having students wanting to do ATAR helped to lift the overall student aspiration at the College.</p> <p>Students enrol at the College for the variable learning opportunities, not only ATAR.</p> <p>Post school destinations information has not yet been collected.</p> <p><u>ACTION:</u> The 2019 School Performance Summary information to be emailed to Board members.</p> <p>Measures of Care</p> <p>The College recognises that caring for our students is fundamental to their high performance in all areas and must form the core of all planning. In 2019 a parent survey was completed and part of the survey included asking parents about the care they felt the College provided for their son/daughter. If we (the College) gets caring for our students right, everything else will fall into place.</p> <p>Feedback from the survey indicated positive improvements across all areas. Information from the survey also indicated families continue to recommend the College as there have been families sending multiple siblings or cousins. Families continue to recommend the College as they are happy with the consistent results and improvements. The student retention rates were explained and also the reasons that some students left the College throughout the year.</p> <p>It was considered that our measures of care are useful and that indications are positive.</p>

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<p>3. 2019 Performance - additional ATAR data from 2019. Measures of care <i>cont'd</i> - Steve W.</p>	<p>All new parents for 2020 were surveyed in the first few weeks of this term in relation to selection and induction processes at the College. Parents were asked to comment strongly agree, agree, disagree or strongly disagree. The various questions asked included:</p> <ul style="list-style-type: none"> • In relation to when you first contact us to find out about the College • In relation to the selection process which involved an interview, tour and presentation on the College • In relation to once your child was accepted • In relation to the enrolment day <p>Feedback received from parents was very positive with some suggested improvements that will be taken on including improving communication through a new online platform called Compass and better use of Connect.</p> <p>The College will also review the way information is sent to parents at the end of the year in preparation for the new year to be more streamlined; separate the information from the actual forms requiring signatures and needing to be returned to the College. Another suggestion from the feedback was for the College website to be refreshed.</p>
<p>4. Principal's report – Steve W.</p>	<p>The Principal's report for term 1, 2020 was tabled, filed and a copy given to Board members. This report included; 2020 Priorities, Staffing changes, Student issues, Activities this term, Classroom, Farm, Trades, Residence, Infrastructure, Uniforms, External users of facilities, Letter of commendation from Lisa Rodgers, Director General DET.</p> <p>All staff understand that regardless of their role at the College everyone has an important part in reinforcing a "<i>culture of care</i>".</p> <p>There is continual ongoing work towards the implementation of the Aboriginal Cultural Standards Framework to assist all our students have a better understanding of cultural awareness. We have developed a really useful relationship with Laverton DHS and on a two year cycle, we visit them and they visit us.</p> <p>Enhancing the capacities of all staff to assist students develop literacy and numeracy skills is ongoing.</p>

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<p>4. Principal's report – cont'd Steve W.</p>	<p>STEM is an acronym for Science, Technology, Engineering and Maths and it is considered that skills in these areas are essential for young people preparing for the future. Sometimes the "E" represents Enterprise which encompasses skills such as planning, coordinating, research, communication, teamwork and understandings about culture. These Enterprise skills fit into the context of the College and we are already well placed with our farm and trades programs to continue to develop them. The College will continue to map where we currently develop STEM skills and identify opportunities for additional focus.</p> <p>A review team from DET visited the College 19 February to look at the equine procedures across the College to ensure adequate levels of safety for students. The review team considered our procedures and facilities at a good level and our practice of assessing riding levels appropriate. There are some areas we had already been working on that were agreed as needing some refinement chiefly around being clear about the standards expected to be demonstrated for each riding level. The review team will not produce a policy for all schools but will produce some recommendations which schools will be expected to take on in their own local policies. The College has realigned the Certificate II Equine Course from Racing to Horse Care.</p> <p>Steve has investigated the Certificate II in a possible Leadership type of qualification however this type of certification is not available or impractical to implement.</p> <p>The College is currently working through expending around \$60,000 on high priority maintenance works around the College. Projects include a number of shed repairs, kerbing to prevent stormwater runoff into buildings and provision of improved ventilation to dormitory bathrooms. This is the first phase of around \$144,000 being available by the State government to WACoA Narrogin for maintenance of facilities and economy stimulation.</p> <p>Work has commenced with the assistance from DET Central Office and the Ag Advisory Committee towards developing a case to purchase some additional land for the College. A neighbouring property recently came onto the market and would have been an ideal opportunity for the College to expand. Additional land would enable the College to introduce a continuous cropping system which is prevalent in industry but unable to be implanted due to our current small farm size.</p> <p>There has been damage sustained to the pool table and air hockey table in the new recreation room. Students found to have wilfully damaged equipment will be charged the cost of repairs or replacements. The expansion of coverage of CCTV cameras will include installing cameras in the new recreation room areas.</p> <p>The DET Director General, Lisa Rodgers wrote Steve a letter of commendation on 25 February. A copy of this letter was included in the Principal's report document. The DET identified in the 2019 senior secondary student performance data that the College had a significant positive impact on Year 12 student progress and success through secondary education. It was acknowledged that through Steve's leadership, motivation and commitment to his staff and students that provided the foundation for this success.</p> <p>This letter is a testament to the hard work of a whole range of staff and students and support groups such as Ag Advisory, P&C and Board.</p>

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<p>5. Finances – 2019 review and 2020 overview – Steve W.</p>	<p>A copy of the 2020 Budget summary as at February 2020 was tabled, given to members and filed.</p> <p>The census was completed on Friday 14 February. The student numbers confirmed in the census will determine the funding to be allocated to the College from DET. This information enables the College to set our various budgets. A second census will be conducted in August. If student numbers were to vary greatly from the February census the College may be eligible for further funding or have to repay funding if numbers decreased significantly. It is unlikely to change.</p> <p>Steve explained the function of the Board is to have an understanding of College finances and where funding is allocated to coincide with the College priorities as outlined in the College Business Plan. Money received from DET should be mostly (96%) spent in the same year.</p> <p>The College retains 60% of revenue from farm production and 40% contributes to the DET WACoA Machinery Trust Fund. This Trust Fund supports schools' agricultural programs with vehicle and machinery leases plus schools have the opportunity to apply for funding projects that enhance farm training and operations.</p> <p>Steve explained the College receives funding for 9 students with specific disabilities that are entitled to funding assistance. Some learning disabilities such as dyslexia are not entitled to financial assistance. The College works towards ensuring adequate funds are allocated to staffing such as Educational Assistants and additional residential staff all with the common goal of the College culture of care for all students. Board member Graeme Mason commented it is fantastic that the College is inclusive of students with disabilities. The College is happy to have a reputation for helping students who have not had much success in the past at school.</p>
<p>6. Business plan 2020-2022 Links to Strategic Directions for Public Schools and 2020 Focus – Steve W.</p>	<p>The draft Business Plan WA College of Agriculture - Narrogin 2020 - 2022 document was emailed to members on 17 February.</p> <p>The strategies and targets identified in this plan are linked to the Department of Education (DET) Strategic Plan for Public Schools 2020 - 2024 and the annual DET Focus documents. Copies of these documents were also given to members and filed. The DET Strategic Plan improvement drivers;</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. Building the capability of our principals, our teachers and our allied professionals. 4. Support increased school autonomy within a connected and unified public school system. 5. Partner with families, communities and agencies to support the educational engagement of every student. 6. Use evidence to drive decision-making at all levels of the system. <p>These six improvement drivers are linked as priorities into the College Business Plan 2020 - 2022 document.</p>

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<p>6. Business plan 2020-2022 Links to Strategic Directions for Public Schools and 2020 Focus – cont'd – Steve W.</p>	<p>The College recognises that caring for our students is fundamental to their high performance in all areas of the College and must be the core of all planning. Staff have spent considerable time setting plans and strategies in place to improve our <i>culture of care</i> around the College to include;</p> <ul style="list-style-type: none"> • All students have two staff overseeing their progress (one residential staff member and one teacher). New students also have a senior student mentor to look out for them. • Increased residential staff and Chaplaincy time to improve afterhours support, supervision and activities. • Extension of CCTV, routine checking of footage and individual locks on student doors to improve security and safety. • Introduction of formal independent living skills training (cooking, clothes repairs) for all students in residence. • Improved induction of new students and returning students to establish and reinforce expectations. • Increased involvement of students in decision making through enhanced Prefect role. <p>The Draft Business Plan 2020 – 2022 data explains how we achieve high care, how we measure we are achieving this goal and the strategies used. This document will be endorsed at the next Board meeting.</p>
<p>7. Comparing 2020 update on Public School Councils and Board with WACoA Narrogin Board terms of reference – Steve W.</p>	<p>A copy of the School Board Term of Reference document was emailed to members on 17 February and filed.</p> <p>This document explains the purpose and functions of the Board, roles of officer bearers, processes for meetings etc. The Board is here to advise the College and assist with providing guidance.</p> <p>The Board members have a role in endorsing fees and charges, uniforms, behaviour systems and practices, reviewing school performance. The College Board Code of Conduct is the guideline for all members to abide by.</p> <p>An addition to the 2020 Terms of Reference document is 8.17, Appointment to the Board will not be made until after a Screening Clearance Number has been issued by the DET Screening Unit.</p>
<p>8. 2019 Annual report development – Steve W.</p>	<p>The 2019 Annual report is in progress. This report is made up of all the data collated for 2019. Some of the data was not available until early this year so the report could not be completed any sooner. The Board is required to endorse the final report before Steve can forward it on to the DET Central Office for uploading into the Schools On Line system.</p> <p>A copy of this report will be emailed to Board members week 8 or 9 term1. Board members are asked to provide Steve with any feedback so the report can be finalised and endorsed by members.</p> <p><u>ACTION:</u> A copy of the 2018 Annual Report is to be emailed with these minutes. The DRAFT 2019 Annual Report is to be emailed to members in week 8 for their endorsement and feedback.</p>
<p>Prefects Lucy and Tate left the meeting at 12.25pm, Karen thanked them both for their valued contribution.</p>	

9. Next Board meeting

The next meeting will be held on Friday 26 June commencing at 12noon.

The meeting closed at 12.40pm

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____