

WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD

Meeting minutes - Friday 2 June 2017

ITEM	ACTION
<p>1. WELCOME AND APOLOGIES</p> <p>Present: Marc Sharman, Stephen Watt, Geoff Jones, Martin Brooks, Frank Haydock, Mitchell Wray, Pauline Appelbee, Michelle May, Mary Kittow, Year 12 Prefects; Jessica Appelbee, Michael Moore</p> <p>Meeting commenced: 9.05am</p> <p>Marc Sharman, Chairperson welcomed everyone to the meeting and introduced the 2, new Year 10 parent representatives to the committee, Michelle May and Martin Brooks. The Board now has a full complement of members.</p> <ul style="list-style-type: none"> • Confirmation of the Agenda <p>Marc requested the additional agenda item for inclusion for this meeting be the college 2017 Open Day.</p>	<p><u>Apologies</u> Karen Agnew, Geoff Ballard, Rowena Pugh. Mark Pascoe, Teresa Rafferty, Paul Dyson (<i>trades report</i>) on long service leave.</p>
<p>2. DISCLOSURE OF INTERESTS</p> <p>It is customary that members declare any potential conflict of interest.</p>	<p>Nil reported</p>
<p>3. MINUTES OF PREVIOUS MEETING</p> <p>Marc presented to the Board the minutes of the 3 March 2017 for approval. The Board endorsed the minutes of the previous meeting as complete and accurate.</p> <p>BUSINESS ARISING</p> <p>i). College menu The college cooks have created a 3 week menu with the assistance of a dietician. The recipes have been sourced from the Department of Health with nutritional requirements information correlated for each meal. Prefects Jess and Michael reported an overall improvement in the menu. The entire student body will be asked to provide feedback for the 3 week menu, what types of meals they liked, what they do not like and ideas for alternative options. A meeting will be held before the end of term 2 with the cooks, prefects, head of residence and principal to formulate a plan to implement suggestions from the student feedback.</p>	<p>Moved: Mitch Wray Seconded: Martin Brooks</p> <p>Carried</p>

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<p>BUSINESS ARISING- cont'd</p> <p>ii). Uniform update The sample hats and beanies were shown to the Board members. At the prefect meeting held last week the prefects had viewed these samples and confirmed they agreed to have them included in the college uniform provided the college board approved. The bucket hat would be worn in terms 1 and 4, the cap would be worn in terms 2 and 3. The beanie would be optional during winter. The introduction of these hats for inclusion into the college uniform would be optional for the 2017 school year. In 2018 these hats would be included in the uniform requirements for all students. A discussion was held regarding the colour of these hats and blue was the colour confirmed as being the overall most appropriate colour.</p> <p>iii). Year 12 Camp The Year 12 camp was attended by 23 of the 36 year 12 students on 3 - 5 May. Prefects Michael and Jess reported all the participants enjoyed attending this excursion.</p> <p>iv). Marketing the college - new image for promotional materials The production of the new promotional materials from the graphic designers has been gradually rolled out by the college.</p>	<p>Members agreed the blue bucket hat, blue beanie and blue cap all embroidered with the college logo are to be optional uniform items for 2017. In 2018 these items will be included in the uniform requirements for all students. All in favour.</p> <p>Stephen Watt will investigate the college vehicles having promotional stickers/signage to enhance the college image especially when off campus.</p>
<p>4. CORRESPONDENCE</p> <ul style="list-style-type: none"> • The P & C Voice magazine This newsletter is also sent to the P & C committee. • The Independent Public Schools Delivery and Performance Agreement document and the Principal's report for term 2 were emailed from Stephen Watt to the Board members on 19 May. 	<p>Board members were asked to read the Delivery and Performance agreement before today's meeting.</p>
<p>AGENDA ITEM AND SUMMARY OF DISCUSSION</p>	
<p>5. Board structure and functions At the Board meeting held on 3 March all members were given an Induction File. The Induction File contains; School Education Act 1999, School Education Regulations, 2000, School Board Term of Reference, College Board Membership, College Board Code of Conduct, College Board Function, Independent Public Schools (IPS) Delivery and Performance Agreement, Business Plan 2016 – 2019, 2015 Annual Report, 2017 Budget Summary, RM Finance - Comparative Budget vs Actual vs Committed, IPS Board Training Modules 1 – 5.</p> <p>The Board structure and functions are now meeting all requirements.</p>	<p>Members asked to keep themselves informed of the various Board documents and processes.</p>

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<p>5. Board structure and functions – cont'd</p> <p>Community representative- purpose and timeframe The current community representative on the college Board is the previous Chair person, Rowena Pugh. Stephen explained the point of having a community representative is for a specific purpose for a specific time frame. As Rowena is the past Chair she is able to assist with continuity of participating with the Board as she did attend various different types of meetings to assist with the college becoming an IPS etc. The knowledge Rowena has from her experience can assist with the transition of the new Chair person Marc Sharman. Board members commented they benefitted from having Rowena as a Board member and parent of an ex-student she brings a great deal of enthusiasm and genuine love for the college creating a very positive image we can all benefit from.</p> <p>Ag Advisory representative - necessity The Board were invited to give any comments regarding removing the Ag Advisory representative position from the Board membership. Stephen Watt is able to provide a report to the Board as he is also part of the Ag Advisory committee. The farm manager can also provide a report to the Board for a specific purpose if necessary.</p> <p>National criminal screening All Board members who commence their tenure from term 2, 2017 should apply for a National Policy History Check (criminal history screening) during term 2 through the Departments Screening Unit. Board members appointed before term 2, 2017 do not have to be screened, but are encouraged to be screened during their current tenure. All existing Board members whose tenure is renewed, but were not screened during their existing tenure, will need to be screened before their renewal can be confirmed.</p> <p>Code of Conduct Marc invited Board members to comment on the College Board Code of Conduct document included in the Induction File.</p>	<p>MOTION: The Board endorse Rowena Pugh as the community representative for 2017. MOVED: Pauline Appelbee SECONDED: Frank Haydock Carried</p> <p>MOTION: Update the School Board Terms of Reference to remove the Agricultural Advisory Committee representative MOVED: Marc Sharman SECONDED: Martin Brooks Carried</p> <p>Chair person Marc encouraged all members to complete this screening.</p> <p>All Board members are happy to abide by the Code of Conduct.</p>

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<p>6. Delivery Performance Agreement - Marc and Stephen</p> <p>The Independent Public Schools Delivery and Performance Agreement document was included in the Induction File. Since the college has become an IPS this document has been updated and was emailed to Board members on 19 May. The document was recently updated to include the requirement for members to undertake criminal screening as required by the Department of Education policy. Stephen Watt explained the DPA expectations for the college and the department. In the third year of the college being an IPS an external review of the college will be undertaken.</p> <p>The college is meeting all requirements at this time and the college has implemented a rigorous cycle of setting targets, implementing programs, allocating resources and analysing data to ensure that student improvement is always the common denominator.</p> <p>Marc suggested to include in the Board meeting agenda once a year for the Board to review its processes against the DPA.</p>	<p>MOTION: Marc and Stephen will sign off the IPS Delivery and Performance Agreement document on behalf of the College and Board. MOVED Steve Watt SECONDED: Martin Brooks Carried</p> <p>The signed version of the IPS Delivery and Performance Agreement document will be forwarded to Sharyn O'Neill, Director General, Department of Education.</p>
<p>7. 2017 Financial update - Stephen</p> <p>A copy of the 2017 Budget summary as at 18 May was given to members, tabled, filed and discussed.</p> <p>College finances are used to implement the college Business Plan (copy included in Induction File). The expectation is that the college spends 96% of all finances in the year they are allocated. Current staffing levels are sustainable for our student numbers. Since the Department's census in February the student numbers have changed as 6 students have left the college for various reasons beyond the control of the college. The Department will conduct another census in term 3. The change in student numbers is not expected to alter funding allocations for this year.</p> <p>At the end of 2017 the aim is to have the same carry over in salary as 2016. Funds may be shifted out of salary and spent on projects around the college as prioritised by the Finance Committee.</p> <p>Mitch Wray commented the expenditure for the new additional staffing in 2017 had made the day to day running of the college so much better.</p> <p>Frank Haydock asked about maintaining the college houses on site. Stephen explained a certain number of staffing positions require the staff to live onsite. The Department of Education policy for Agricultural College's is each college will have 4 well maintained houses onsite at each campus. A new house will be built at Narrogin to replace the one that burnt down last year.</p>	<p>The members were invited to discuss this financial information further with Stephen after the meeting if they had any queries.</p>

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<p>8. Principals report Q&A - Stephen</p> <p>A copy of the Principal's report for term 2 was emailed to all members on 19 May and a copy filed, tabled and discussed.</p> <p>Since this report was emailed to the Board members a change occurred within the staffing section. The Second Assistant Farm Manager, Allan Dewing is now the recommended applicant for the Vocational Trainer Automotive. The appeals for this position close on Tuesday 6 June.</p> <p>The college has advertised in the local paper inviting people interested in working at the college to contact us. A large number of potential casual staff members were identified from this process and some utilised as required already. All permanent positions have to be advertised on the Government website JobsWA.</p> <p>Student numbers were discussed and the various reasons 6 students had left the college since the commencement of the year. Prospective student recruitment for 2018 is progressing slowly. The college is advertising and promoting the college through press releases and radio interviews.</p> <p>The year 12 camp was held at Dwellingup with a number of activities held including raft building and mountain bike riding. Students and staff also participated in leadership and teamwork activities and discussion. It is hoped that for the year 12 camp in 2018 all students will attend from the encouragement of positive comments relayed from the group who attended this year's camp. Jess and Michael reported that some students did not want to attend due to the physical activities and the lack of phone signal at the camp location. The students who attended the camp reported they actually enjoyed not having phone signal.</p> <p>Marc asked about the all-terrain vehicle that was damaged by fire as a result of the stubble burning activity on farm. An insurance claim is being processed for the replacement of this vehicle and the damaged vehicle may also be repaired. Mitch commented a positive from this situation was staff ensured the students were safe and out of harms way. Students are not allowed to fight fires. The college is planning to formalise training that is recognised by DFES (Department of Fire and Emergency Services).</p> <p>Stephen explained the various infrastructure projects listed in his report.</p> <p>In the residential area the student morning routine has improved this year. The additional 0.5 staff has assisted with more activities in residence.</p> <p>The recent Training Accreditation Council (TAC) Audit took place on 4 April. The auditor found no non-compliances. The college Registered Training Organisation (RTO) status was confirmed for the next 7 years.</p> <p>College staff are currently working on the Whole School Literacy Plan and when complete will be presented to the Board members.</p> <p>At the end of semester 1 student reports will be sent home.</p> <p>Stephen asked if the Board members had any questions and as there were none Marc called for a 10 minute break in the meeting.</p>	

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<p>9. Trades report - An Invitation to Update Board – Mitch Wray</p> <p>Trades Teacher Mitch Wray presented to the Board the trades report in power point presentation on the overhead projector screen. A copy of this power point is also filed. The 2017 school year has started with a very happy positive approach from all trades staff.</p> <p>Mitch explained to the Board the new focus for 2017, new training packages, new equipment, re-Registration Audit, Behaviour Management, job tasks currently being worked on around the college, plans for Open Day, plans for the future to include increased collaboration with other sections.</p> <p>Marc asked did the trades area require more tools. Mitch explained the trades area has and will continue to plan and purchase equipment with a more targeted approach.</p> <p>Michelle May asked is the college trades section able to make and sell items? Mitch commented the college is best to use real world type projects for completion of various works around the college. These projects have to be significant to a student's training, benefitting their knowledge and working towards completion of their training packages. If the college were to make items for selling to the general public we may undercut local business people. The college has been involved in making items for community groups ie: chair for Narrogin library. This has helped with promotion of the college. Stephen said that the college needs to be sensitive to not being seen to compete with local business for projects.</p>	<p>Marc thanked Mitch for his report.</p> <p>Residential Manager, Heather Rae will be asked to provide a Residential report at next Board meeting.</p>
<p>10. Student report - Year 12 Prefects, Jessica Appelbee and Michael Moore</p> <p>Jess and Michael have assisted with the ordering of the Year 12 student Leavers gear clothing and this will be incorporated with the year 12 usual uniform for start of term 3.</p> <p>The students reported the Exams and the Externally Set Tasks were managed very well and were scheduled with enough space between them.</p> <p>Marc asked how the year 10 students had settled into the college this year. The Prefects reported there had been several students dealing with significant family illnesses and bereavements. The college has assisted students managing these difficult life experiences.</p> <p>The college will be having a formal dinner for students and staff on Thursday 8 June commencing at 5.30pm. Students will be required to dress smart/casual or in their dress uniform if they do not have appropriate clothing available. After the dinner the college has a guest speaker from the Paraplegic Benefit Fund.</p>	

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<p>11. Whole school literacy plan and OLNA update - Stephen Stephen Watt presented to the Board the 2017 OLNA progress results on the overhead projector. The School Curriculum and Standards Authority Chief Executive Officer, Allan Blagaich and Chair, Patrick Garnett have sent a letter to Stephen acknowledging the efforts by the college staff and students in the literacy and numeracy gains made over the three year period from 2013 - 2016. The college now ranks in the top 50 schools for improvement.</p> <p>Michelle asked is the college working to assist the small group of students who are still struggling. Stephen explained the assistance provided- range of course levels on offer (Foundation, General and ATAR), afterschool tutoring, assistance in prep. OLNA booklets and mentoring, online Sonic program.</p>	
<p>12. 2017 Open Day - Marc This year the College will hold its Open Day on Friday 15 September. The College has commenced planning for the day to ensure students work and projects are available for display. Marc asked if there is anything the Board can do to help. Stephen explained to have the Board members present and available for assisting prospective students would be beneficial. A stall will be located down the classroom area for the Board to assist. The P & C will also be involved in fundraising and talking to prospective parents on Open Day.</p>	
<p>13. Board member induction and training activities - Stephen The Induction file includes documentation Theory into Practice, Scenarios for Success. Members worked in pairs to discuss how they would deal with the scenario they were allocated using the School Education Act 1999, School Education regulations 2000 and Delivery and Performance Agreement as references. A good understanding of the roles and responsibilities of the Board was developed and demonstrated.</p>	
<p>Marc thanked all Board members for attending this meeting.</p> <p>Meeting closed 12.15pm.</p>	<p>The next Board meeting will be held on Thursday 24 August commencing at 9am.</p>

THIS IS A TRUE AND CORRECT COPY OF THE MEETING MINUTES

SIGNED _____ **DATE** _____

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