

WA COLLEGE OF AGRICULTURE – NARROGIN
College Council meeting minutes
Thursday 2 June 2016 9.30am

ITEM NO	ITEM	ACTION
1	<p>WELCOME AND APOLOGIES Present: Stephen Watt, Mark Pascoe, Rowena Pugh, Marc Sharman, Geoff Jones, Stewart Raine, Frank Haydock, Karen Agnew, Teresa Rafferty, Mary Kittow</p> <p>Meeting commenced: 9.35am</p> <ul style="list-style-type: none"> • Apologies Geoff Ballard, Pauline Appelbee • Confirmation of the Agenda Due to power failure the agenda was slightly modified. 	
2	<p>DISCLOSURE OF INTERESTS It is customary that members declare any potential conflict of interest.</p> <p>No disclosures noted.</p>	
3	<p>MINUTES OF PREVIOUS MEETING</p> <p>Rowena presented to the Council the minutes of the 4 March meeting for approval. The Council endorsed the minutes of the previous meeting as complete and accurate.</p> <p>BUSINESS ARISING</p> <p>1. College information During the meeting held on 4 March a large amount of information and data was dispensed to the committee to assist them to gain a full understanding of the college operations. In future planning, this information will be dispensed over several meetings as the committee members will have gone through a whole cycle in their nominated positions.</p> <p>2. 2015 Annual Report A DRAFT copy of the 2015 Annual Report was given to the committee members during the meeting on 4 March. It was decided at that meeting the final version would be emailed for members to endorse and then the report would be forwarded to the Department of Education (DET). The final version of this report was emailed to members on 23 March and was endorsed remotely. The report has now been uploaded onto the DET Schools Online website.</p> <p>3. DET Staffing Recruitment Freeze The Staffing Recruitment Freeze was lifted 3 weeks ago. A number of permanent positions have been uploaded and will be advertised on jobs.wa.gov.au website. These positions were; Head of Residence, Cook, Residential Supervisor, Cleaners, Kitchen hand, Education assistant and sheep Technical Officer.</p>	<p>Moved: Geoff Jones</p> <p>Seconded: Marc Sharman</p> <p>Carried</p> <p>Rowena Pugh</p>

	<p>BUSINESS ARISING – cont'd</p> <p>3. DET Staffing Recruitment Freeze – cont'd Due to the back log of positions to be advertised from various government departments it will take some time for the college's positions to be advertised. Stephen Watt has requested permission to advertise for a fixed term appointment for 6 months for the Head of Residence position so this person can be appointed to act in this position and commence in term 3. By appointing a person in this acting position the students will benefit earlier than waiting for the government's back log of positions to be advertised and processed.</p> <p>4. Prefects meeting attendance The committee enquired regarding the Prefects not attending this meeting. The Year 12 Prefects were unable to attend this meeting due to a lack of planning. As the year 12 students are very busy with their final year course completion it is planned to include the year 11 students in future meetings.</p>	
<p>4</p>	<p>CORRESPONDENCE Outwards Since the meeting held on 4 March the committee members were sent the following emails from Stephen Watt.</p> <ul style="list-style-type: none"> i) 23 March, 2015 Annual Report ii) 10 May, Survey to assess the effectiveness of the Council iii) 17 May, Reminder to members to complete Survey sent on 10 May iv) 19 May, Survey date extension reminder v) 25 May, Principal report for term 2 	<p>R. Pugh</p>
<p>5</p>	<p>IPS application update progress and philosophy The second IPS information meeting day will be held on 9 June, Stephen and Rowena will be attending. It is anticipated that 150 schools will apply with only 50 places available for selection to become an IPS. As part of the application process Stephen will give a half hour presentation which will include;</p> <ul style="list-style-type: none"> • WACoA – Narrogin governance structure explanation • The processes the college has in place are clear and transparent • History of the college • 2012 negative ERG, college has traded out of this and is aspiring to become the best agricultural college in the state • Agricultural Advisory, College Council, P & C Committee improvement to structures • Rebrand the college, we are now good enough to gain IPS • College working towards an improved marketing position having students enrol because they want to be at the college rather than they don't want to be where they currently are <p>If the college were to gain IPS status some extra funding is available in the first year to assist with additional administration costs. The additional administration tasks are part of the higher levels of accountability. A direct benefit for students if the college became an IPS would be being able to select its own staff and would not have to accept referred staff from the Department.</p>	<p>S. Watt</p>
<p>6</p>	<p>College Council effectiveness survey As part of the college process to apply for IPS status we had to undertake a survey to assess the effectiveness of the council. This request was emailed to the College Council members on 10 May, the survey closed on 23 May. The results of the survey were demonstrated on the overhead screen in the meeting room and Stephen explained the various questions and results. On the whole, the responses were mostly positive.</p>	<p>S.Watt</p>

<p>6 College Council effectiveness survey – cont'd</p> <p>The College Council group functioning as a group for a whole year will have gone through a whole cycle and this will be helpful for completing another survey at the end of next year.</p> <p>With the change the school has undertaken, meetings have become more formalised. The College Council now has the opportunity to have a lot more influence. The role of the College Council is to ask questions, review college data, set targets. Selecting new year 10 parents to join the Council each year will ensure the Council has continuity of new members.</p> <p>The function of the Ag Advisory committee was explained to College Council by Stephen Watt.</p> <p>The Ag Advisory committee is involved with developing farm enterprise plans, what the enterprise is for, its size, bench marks, targets from an agricultural perspective. Part of the role of a member is to meet with the farm technical officer involved in the specific enterprise linked with the specific advisory member to monitor how this enterprise is performing throughout the year. The committee is currently working towards introducing a pig enterprise.</p> <p>To improve communications and assist parents to have a better understanding of the various roles and college committees ie: Agricultural Advisory, College Council, P & C committee, Stephen will include in the College Chronicle a short profile of each member.</p> <p>The College Council meeting minutes on the college website were not up to date, this will be rectified.</p> <p>The council members gave positive feedback regarding the communications Stephen has sent them via the weekly College Chronicle and the direct and prompt emails regarding discipline issues when required.</p>	<p>S.Watt</p>
<p>7 2016-2019 School Plan</p> <p>Copy of this document was given to members and a copy filed in the meeting minutes file. The School Plan is in the process of developing in conjunction with Department of Education Priorities;</p> <ul style="list-style-type: none"> • Priority 1 Success for all students • Priority 2 High quality teaching (and training) • Priority 3 Effective leadership • Priority 4 Strong governance and support <p>The School Plan Vision, Mission and Purpose were discussed. Stephen explained the correlation between the vision and the strategic direction from the survey. Council endorsed the Vision, Mission and Purpose. Staff will spend some time setting targets.</p> <p>The college will create a Trades Advisory Committee. The Head of Department of Trades, Steve Harris, will develop a structure and search out members to form the Trades Advisory Committee. This committee will be able to provide formal and documented information from trades industries and advise on current industry training packages.</p>	<p>S. Watt</p> <p>A copy of this document was also filed in the meeting minutes file.</p> <p>Steve Harris, Head of Department, Trades to form a Trades Advisory Committee.</p>

<p>8 2016 Financial update A copy of 2016 Budget summary was given to members.</p> <p>This Budget summary is a simplified version of the budget. The financial figures for the college are inflated by the income and outgoing of boarding fees. This has now been alleviated with all transactions through a “N” account (holding account).</p> <p>From the farm income 40% has to be forwarded to the Department’s Agricultural Trust Fund. These funds are then redistributed across all Agricultural colleges to nominated requested priorities. The college can access 60 % of income from farm that comes into our account. Actual money is received via gateways from the Department throughout the year, usually half at a time. The school budget must have 96% of funds spent in the year it is received.</p> <p>Student Centred Funding will come in next year, the college will be allocated around \$10,000 per student which will run the school. The college will be allocated extras funds for the farm and residence areas. A proportion of funds will be allocated to various sections ie: residence, admin, class and farm to cover the costs of various utilities etc. The amount of these funds will not be confirmed until the commencement of 2017.</p> <p>Funds transferred from salary to cash is \$202,000 which is made up from \$102,000 from VET salaries and \$100,000 is carry over salaries from 2015. This money is being spent on improvement projects such as upgrading the gymnasium, footpaths, curbing, porticos out the front of residence and garden improvements. Work has been completed towards streamlining courses and pathways. The college will receive a recoup for the gymnasium floor for \$72,000 in July via a gateway from the Department.</p> <p>If all income and expense occur as budgeted we will have a surplus cash carryover of \$200,000 for 2017.</p>	<p>S. Watt T.Rafferty</p> <p>A copy of these documents was also filed in the minutes file</p>
<p>9 Principals report Q&A The most up to date version of student statistics was displayed on the overhead screen. The number of student applications for 2017 has increased from this time last year. The college has capped the number of year 10 students to 32. The college would like to complete processing and confirming the number of student applicants by the end of term 2. Various ideas for college promotion were discussed. The general consensus from the council is the best way to promote the college is by word of mouth and getting people to come and have a look at our facilities. Feedback from council members was to consider the option of reintroducing the “Try Out Camp” as they felt their own son/daughters had benefitted from this experience. Attending this camp assisted students to decide if they really wanted to come to the college.</p> <p>In 2015 the role for the Head of Residence was shared by Mark Pascoe and Frank Haydock. Stephen commended both Mark and Frank for the fantastic job they have done in stepping up and filling in this role. The Department’s staffing freeze has now been lifted and various positions have been advertised. The college has been given permission to appoint an Acting Head of Residence for a 6 month fixed term contract which will eliminate waiting for the Department to process the back log of staffing positions.</p>	<p>S.Watt</p> <p>A copy of the Principal’s report term 2, 2016 was emailed to members on 25 May and a copy filed in the minutes file</p>

<p>9 Principals report Q&A – cont'd</p> <p>The college is investigating Bring Your Own Device for students to access the internet in dorms and class using their own device. The college has a computer lab in the classrooms.</p> <p>The Department provides funding for computers as a 1 in 4 ratio. The college cannot sustain and maintain 140 computers currently onsite.</p> <p>The college will aim to maintain a computer lab of desktops, class sets, keep old computers in service for as long as possible.</p> <p>The EduPOD is a wireless network designed to assist with the integration of devices in a school environment. Students will be able to access the internet and utilise the Connect software to access student assignments and information from teaching staff. Office 365, Microsoft Office Suite is available for students to download onto their own device. A range of suppliers is being sourced for products which are compatible to the EduPOD environment.</p> <p>Students without their own computers will be able to use college computers. All student access on the internet will be reviewed and monitored. Timers on WAPs (Wireless Access Points) will ensure students use computers at the permitted specified times only.</p> <p>Concerns discussed regarding mobile phones and problems associated with students having them in their dorms at night. Suggestion made to consider having a pigeon hole to have student phones put into storage overnight however previously parents have been unhappy with students having their phones removed. Students always have access to a night active staff member if they were to have an urgent problem. Council members are encouraged to bring ideas for updating the mobile phone policy to the next meeting or email to Stephen.</p>	<p>S.Watt</p>
<p>10 Ag Advisory report- farm operations</p> <p>The cropping program has been completed, canola has been planted to support weed management within the farm cropping program. Other crops planted include; 180 hectares canola, 220 hectares oats, 30 hectares wheat, 50 hectares reseeded pasture in clover.</p> <p>A lime and dolomite program has been implemented to get soils back to a reasonable composition.</p> <p>Calving is currently underway with 57 cows expected to calve. A Vet was required to come onsite to euthanize 2 cows, over conditioning of calves has possibly led to these deaths.</p> <p>Lambing is going well with a handful of assisted births required. The Poultry section is having good sales from private buyers. The college has shifted from barn style to free range.</p> <p>The college still has a surplus of 6 – 7 horses for sale. Paddocks have been cleaned up and set up for auto steer, removing the odd tree to make paddocks more productive.</p> <p>The college is investigating introducing a grow out piggery facility. Other improvements to the farm areas include working on extending the farm workshop, converting dairy to chemical store, machinery shed, workshop and chemical wash down bay.</p>	<p>S. Watt</p>

<p>10 Ag Advisory report- farm operations – cont'd</p> <p>Next weeks Agricultural Advisory committee planning meeting will include setting up for future plans and where they fit in with each other, overall infrastructure plans. Annual Trust submissions will include applying to extend the farm workshop to increase undercover work area, purchasing a new 24 metre boom spray, grain silos, new auger and loader.</p> <p>The college Clearing Sale held on 14 April was very successful with the total proceeds received being \$48,000. Of those funds \$21,000 was gear that was originally bought by Trust for the college so that went back to them and remainder of funds \$27,000 can be used by the college to purchase new equipment.</p> <p>The college motor bike track is now in a rideable condition, work is ongoing. Students have been involved in the clean up preparation. If the college track is registered with Motorcycle WA and our students are licensed they will be covered by their insurance. The cost for registration for a year is \$800. The college student motor bike parent permission forms are being updated.</p>	<p>S.Watt</p>
<p>11 Chair position 2017</p> <p>College Council members were asked to think about the Chair position for 2017 as Rowena Pugh's tender will end at the conclusion of 2016. Further discussions will be held in term 3.</p>	<p>S.Watt</p>
<p>12 Tour of inner college facilities</p> <p>The Council members were given a tour of the gymnasium, trades training centre areas, new staffroom facilities.</p>	<p>S.Watt</p>

Meeting closed at: 12.10pm

Next meeting: 9.30am Friday 19 August

THIS IS A TRUE AND CORRECT COPY OF THE MEETING MINUTES

SIGNED _____ DATE _____

SIGNED _____ DATE _____