

**WA COLLEGE OF AGRICULTURE – NARROGIN
COLLEGE BOARD
Meeting minutes
Friday 2nd March 2018**

ITEM	DISCUSSION / ACTION
<p>Meeting commenced: 9am</p> <p>1. WELCOME AND APOLOGIES</p>	<p>Marc Sharman welcomed all Board members to the meeting and introduced two year 12 Prefects Jacinta Wheatley and Nyah Mills and new year 10 parent representatives Karen McCall and Graeme Dawson.</p> <p>Present: Marc Sharman, Steve Watt, Mitch Wray, Mark Pascoe, Michelle May, Frank Haydock, Karen McCall, Graeme Dawson. Year 12 Prefects – Jacinta Wheatley, Nyah Mills</p> <p><u>Apologies</u> Pauline Appelbee, Martin Brooks</p> <p>Additional agenda items Marc added:</p> <ul style="list-style-type: none"> - Agricultural Advisory committee report to be included in Principal's report. - Meeting dates for 2018 to be confirmed
<p>2. DISCLOSURE OF INTERESTS It is customary that members declare any potential conflict of interest.</p>	<p>Marc outlined that his son had been involved in an incident involving social media which is an agenda item for general discussion.</p>
<p>3. MINUTES OF PREVIOUS MEETING</p>	<p>The Chairperson, Marc presented to the Board members the minutes from the meeting held on 10th November 2017 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate.: Frank Haydock Seconded: Michelle May Carried</p> <p>No business arising from previous minutes</p>
<p>4. CORRESPONDENCE Inwards - Marc S.</p>	<p>An email from WACSSO (Western Australian Council of State School Organisations) asking for Marc's details so they can contact him regarding education changes. A copy of this email has been filed in the minutes file.</p>
<p>Marc invited all members to introduce themselves giving a brief description of their backgrounds and how they came to be involved with the college.</p>	

AGENDA ITEMS	DISCUSSION / ACTION
<p>5. Education Department, Central Office and Ag Directorate changes - Steve W.</p>	<p>Steve explained the Department of Education (DET) is making various changes within the line management structure for the five Agricultural Colleges. A regional Principal's network has been created and will assist in some of the functions previously done by the Director Ag Ed. It is business as usual at the school level. A new Principal Consultant position has been created to assist with curriculum and some policy matters. Steve will be attending another Principal's meeting in two weeks and hopefully more will be revealed then.</p>
<p>6. 2017 student performance - Steve</p>	<p>A copy of the School Performance Summary 2017 document was emailed to members on 21st February and filed.</p> <p>Discussion was held regarding:</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 Material Designs and Technology subject has been added to the college training scope.</p> <p>Student Prefect Nyah enquired if there was a number of times a student can be suspended. Steve explained the changes that have been made to the way student suspensions have been categorised and the point in time where a discipline panel can be held to see if a student can continue at the college. Depending on the frequency and time frame of a student suspension/s ie: if a student is suspended six times within a six month period or over a three year period may influence the decision that is made regarding the student being able to continue at the college.</p> <p>The student attendance figures and the types of student absences were discussed. Mark Pascoe consults parents about the type of leave their son/daughter is having ie: family holiday to Bali will not be deemed as approved leave. Unapproved student leave may impact on their Centrelink payment entitlements.</p>
<p>7. 2017 Annual Report - Steve</p>	<p>The 2017 Annual Report has to be sent to DET central office before the end of term 1, Friday 13th April. The Board confirmed they were happy for the format of the 2017 Annual Report to be the same as the 2016 Annual Report.</p> <p>The DRAFT version of the Annual Report will be emailed to Board members in the coming weeks for them to approve remotely.</p>
<p>8. 2018 Finances - Steve</p>	<p>A copy of the 2018 Budget summary as at 26th February 2018 was presented on overhead projector, a copy given to members and filed.</p> <p>The College census was completed on Friday 16th February. The student numbers confirmed in census will determine the funding to be allocated to the college from the Department.</p> <p>Steve explained the college has a permanent reduction of \$230,000 school funding as a consequence of Student Centred Funding Model (SCFM).</p>

<p>8. 2018 Finances - cont'd</p>	<p>All schools have now moved to the SCFM with some having increases in funding and some having reductions. Over the last two years Steve has worked towards streamlining pathways and structures to assist with preparation for this funding restructure so our reduction has not had a negative impact on staffing levels.</p> <p>Of the revenue from farm, 60% is retained by the college and 40% contributes to the Machinery Trust fund which then provides tractor and vehicle leases, insurance and other items. The college can apply to the Trust for specific funding projects ie: in 2017 silos, telehandler, light truck. A funding cut from the Department will impact on all agricultural programs that are beneficiaries of the Trust as there will be less funds to distribute. The colleges' Agricultural Advisory committee have been very active lobbying regarding these funding cuts and have met with the Ministers for Education and Agriculture.</p> <p>This system encourages us to be as enterprising as possible which creates a better learning environment for students. It also evens out some of the seasonal variation between colleges and assists smaller schools to run an agricultural program.</p>
<p>9. Use of electronic devices at school - Steve and Marc</p>	<p>A POP quiz collated by Marc was given to members to complete regarding "<i>Our Understanding of Social Media</i>". Marc explained the various types of social media that are now available in society.</p> <p>The current college guidelines only refers to mobile phones which is restricting. The reference the <u>use of phones</u> will be replaced by the <u>use of electronic devices</u>.</p> <p>The college is wanting to ensure we have a culture to encourage students to speak out when they are having problems with bullying due to the inappropriate use of electronic devices.</p> <p>Steve explained whatever mechanism is used to harass or offend another person is not appropriate. Some electronic mechanisms and applications lend themselves more readily for inappropriate use as they cannot be traced.</p> <p>Steve will remind students of the college Code of Conduct. The local police have been contacted and asked to come onsite to speak with students about bullying and appropriate use of electronic devices.</p>
<p>10. Student uniform - shorts, raincoat and formal pants - Steve</p>	<p>A small group of interested year 12 students were given the opportunity to provide Steve with feedback regarding their preferred uniform items and went into Narrogin to see possible uniform options and source availability from local stores.</p>

AGENDA ITEMS – cont'd	
<p>10. Student uniform - shorts, raincoat and formal pants - cont'd</p>	<p>Steve clarified the college uniform items to be:</p> <ul style="list-style-type: none"> • Plain black shorts, flat across the bottom hem, length to be mid-thigh - available at Sportspower Narrogin. • Formal pants to be plain black, length to cover socks. Neat and tidy, a style that suits the students' body shape. Jeans, moleskins or formal slacks can be worn as long as the colour is <u>black</u>, and not faded. • Maroon jumper and tie - available from Sportspower Narrogin. • Grey dress shirt - available from Sportspower Narrogin. • College sports jacket - available from Sportspower Narrogin. • College bucket hats and caps - available from Sportspower Narrogin. • Black polished boots (steel capped for farm and trades sections). • Plain black rain jacket - available from Parry's department store Narrogin. The rain jacket is an optional uniform item. <p>The Board endorsed the uniform clarification.</p>
<p>11. Principal's report Q & A - Steve</p>	<p>The Principal's report term 1, 2018 was emailed to Board members on 21st February and filed.</p> <p>This report included:</p> <ul style="list-style-type: none"> • Staffing • Student numbers • Student issues • Activities for term 1 • External groups using the college • Classroom, Farm, Trades, Residence section reports • College infrastructure • General issues • Student reporting and recruitment <p>The short courses for students have been consolidated into one week which has been less disruptive to the college timetable.</p> <p>At the end of 2017 student numbers were reduced with 2 x year 10 students, 5 x year 11 students gaining apprenticeships, 1 x year 11 student gaining full time employment. The success of these students gaining their apprenticeships and employment is an indication that the college is preparing students appropriately for further training and employment. A copy of the year 12 student destination survey is included with these minutes.</p>

2017 Graduate Destination Data

EMPLOYMENT				APPRENTICESHIP / TRAINEESHIP				FULLTIME TRAINING		UNIVERSITY				LOOKING FOR WORK		UNKNOWN		TOTAL Graduates
AG RELATED		NON-AG RELATED		AG RELATED		NON-AG RELATED				AG RELATED		NON-AG RELATED						
#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#	%	#
16	45.7	5	14.3	2	5.7	4	11.4	3	8.6					4	11.4	1	2.9	35

<p>11. Principal's report Q & A - cont'd</p>	<p>Steve explained that 99% of students are doing the right thing, however there has been a couple of suspensions necessary. A Discipline Panel was convened last week as a student was involved in a physical assault and had previous other behaviours of concern. The panel recommended that the students' residential status be terminated, the student may return as a day student.</p> <p>Steve invited any Board members to speak with him further after the meeting or any time regarding his report.</p>
<p>12. Student report - Year 12 Prefects, Jacinta Wheatley and Nyah Mills</p>	<p>All students have settled well into life at the college at the commencement of term 1. The dorms have mixed year groupings 10, 11 and 12 students. This type of dorm grouping is so the older students can assist the younger students settle into life at the college. Comment from a Board member was "<i>the help from older students has been beneficial for younger students experiencing homesickness.</i>" It was suggested to have a student leader allocated to each dorm. Nyah will discuss this idea at the next student Prefect meeting.</p> <p>Concerns regarding bullying were discussed. In 2017 the Chaplain organised for all students to watch the film "<i>A Girl Like Her</i>". The students benefitted from what they were able to learn about bullying from this film. The viewing of this film for students will be organised again this year.</p> <p>The idea of having students involved with local community charity work or community service was discussed. Giving all students the opportunity to participate in this type of activity will help them learn about giving back to society. Mark Pascoe, Marc and Karen to meet and discuss moving forward with this type of student charity work or community service before next Board meeting on 1st June.</p> <p>Fundraising activities were discussed, Steve suggested each term have a specific fundraising cause ie: Jeans for Jeans day, Red Cross etc. Providing opportunities for students to be involved in charity work, community service and fundraising will enhance students' life skills, assist with student resume qualifications, benefit college promotion across the community.</p> <p>Nyah reported the college WiFi access was limited and being able to access YouTube tutorials for ATAR students would be beneficial. It was suggested that staff may be able to download YouTube tutorials and then students could use those specific tutorials through the college WiFi. Steve to seek information about issues and options.</p> <p>The student Prefects, Heather Rae - Residential Manager and the college cooks have been meeting once a fortnight to discuss the college menus. Students have organised a suggestion box for students to write in ideas for the cooks to consider for menu ideas etc. This student feedback has assisted the cooks to know directly from the students what types of foods are preferred for the menu.</p>
<p>11.30am - Frank Haydock and Jacinta Wheatley left the meeting due to work and leave commitments.</p>	

<p>13. Induction day survey - Steve</p>	<p>The summarised data for this survey was displayed to the Board on the overhead projector and filed.</p> <p>Steve had emailed all 41 new families with 22 responses asking them to complete a survey requesting feedback on how they felt regarding the processes the college had in place for students enrolling/commencing at the college.</p> <p>The survey asked for comments regarding:</p> <ul style="list-style-type: none"> • In relation to when parents have first contacted the college. • In relation to the selection process which involved an interview, tour and presentation on the college. • In relation to once their son/daughter was accepted to the college. • In relation to the enrolment day process. • General comments. <p>The feedback received was positive with parents strongly agreeing that their experience so far with the college was helpful and informative.</p> <p>Last week Steve had also phoned some year 10 students' parents to speak with them individually and find out how their son/daughter has settled into the college.</p>
<p>14. Ag Advisory meeting report - Steve</p>	<ul style="list-style-type: none"> • The college is undertaking a major overhaul of the merino sheep flock and has purchased 670 ewes. The same number of old stock will be sold off to balance the flock. • Farm Technical Officer, Ray Batt with 8 students will be taking 4 heifers and 4 steers to the Wagin Woolorama. It is great to have the college showing cattle and having students involved in cattle events. • Calthrop control is underway- major concern on the farm. • 2018 projects include – Chemical shed, mirrors for students driving on roads/corners, portable solar pump, dam and roaded catchments, further improvements to cattle and horse yards, re-fencing to improve flow of traffic through farm, water security to supply water for oval. • All students will be involved with Shearer training in term 1. • The poultry section will be scaled down due to not having a significant market to sell eggs. The college will still supply eggs to local customers and the college kitchen. • The Assistant Farm Manager position will be advertised in the next few weeks.
<p>15. Meeting dates for 2018</p>	<ul style="list-style-type: none"> • Term 2, Friday 1st June, commencing at 9am. • Term 3, Friday 17th August, commencing at 9am. • Term 4 to be confirmed.

Meeting closed at 12.20pm.

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____