

**WA COLLEGE OF AGRICULTURE – NARROGIN
COLLEGE BOARD
Meeting Minutes**

Friday 30 August, 2019

ITEM	DISCUSSION / ACTION
<p>Meeting commenced: 9.10am</p> <p>1. Welcome and apologies</p>	<p>Present: Steve Watt, Steve Madson, Mark Pascoe, Frank Haydock, Karen Agnew, Michelle May, Dane Tulley, Tim House</p> <p>Prefects: Zane Drage, Sammantha Perry</p> <p>Apologies – Marc Sharman, Graeme Dawson, Graeme Mason, Martin Brooks, Mitch Wray</p> <p>Confirmation of the Agenda – confirmed</p> <p>Additional agenda items – nil to note</p> <p>Steve invited Karen Agnew to fill in as the Chairperson for this meeting.</p>
<p>2. Disclosure of interests It is customary that members declare any potential conflict of interest.</p>	<p>Nil to report</p>
<p>3. Minutes of previous meeting</p> <p>Business arising</p>	<p>The minutes from the meeting held on 31 May 2019 were presented to the Board for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Frank Haydock</p> <p>Seconded: Dane Tulley Carried</p> <p>Nil to note</p>
<p>4. Correspondence</p>	<p>Emails from Graeme Dawson, Graeme Mason, Martin Brooks, Mitch Wray sending their apologies for the meeting.</p> <p>The Department of Education (DET) Funding Agreement for Schools 2019 document was tabled and filed.</p> <p>Steve explained this document confirms the commitments that we follow required procedures and have systems in place to spend allocated funds as required and for the students that are here now. These funding allocations are confirmed in the Finance Committee and Senior Staff meetings and reported in the Annual Report.</p> <p>This document is completed and stays on file for future reference.</p>

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<p>5. Farm report Steve Madson</p>	<p>A copy of the Farm Manager's Report was tabled, a copy given to the members and filed.</p> <p>Topics covered in this report were: Sheep commercial, Sheep Stud, Sheep sales, Cattle, Poultry, Workshop, Butcher shop, Fencing, Equine, Cropping, Grain sales, Staffing, Farm improvement, Silo complex, Shows and events, Trust allocations.</p> <p>The students have done a great job crutching, shearing and treating the sheep for fly strike. Australian Wool Innovation (AWI) across Australia has reduced their funding for training. The college shearer training days will be affected with these funding cuts, we have had funding for 10 days reduced to five days. The college will have to fund the other training days.</p> <p>The footrot issue the college experienced last year has resulted in difficulties with losing some clients that use to buy Suffolk rams. This situation has given the college the need to review the way the Suffolk Stud is managed. We will rationalise and reduce the size of the stud to 50 breeding ewes which will ensure we have adequate numbers to produce rams for ourselves but selling rams to public will be a lesser priority. The Stud Sheep policy has been refined to reflect these changes. The main purpose of the stud is to enable the college to participate in the various agricultural shows and to expose students to LambPlan and genetic record keeping, selection etc.</p> <p>On the 22 August Emily McDonald, Assistant Farm Manager took a group of eight students to Katanning to participate in the AWI WA State Agricultural School Challenge. The event centred around the wool industry and involved shearing, wool handling, sheep classing and prime lamb judging. The college team won first place.</p> <p>On 23 and 24 August, Emily and Russell took three students to the Beverley Show and won third place. Attending the Beverley Show assists students to qualify for the State Junior Judging and Parading competitions held at the Perth Royal Show (PRS). The Beverley Show is a great practice for the students to then continue on and attend the PRS for 10 days. A staff member will stay at the show grounds to monitor the college livestock at all times.</p> <p>The college won the Dowerin Fencing competition again yesterday, for the third year in a row!</p> <p>The college will also be attending:</p> <ul style="list-style-type: none"> • Newdegate Field Day 4 September the year 10 and 11 students • Corrigin Shears competition 14 September six students • Farm Skills competition at PRS 26 September, • PRS, three students involved with cattle, seven students involved with sheep 28 September – 5 October,

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<p>5. Farm report Steve Madson</p>	<p>The Butcher shop Technical Officer, Natasha Reynolds resigned and has been replaced by Ryan Hough. Ryan has commenced a six month contract. Student feedback regarding Ryan's ability to train them has been very positive.</p> <p>The college fencing programme is working well with the assistance of Neil Rae who is employed on a short term contract basis.</p> <p>The college has been advised we have been successful in requesting funding for a Dual cab tipper truck \$69,200 (to add to the existing \$80,000) and \$135,000 to buy out the existing leased T8 tractor.</p> <p>The college has applied for an exemption to buy this second hand equipment as per DET policy guidelines.</p> <p>Request to purchase has been completed and sent to procurement which will trigger a full tender process. It is hoped the truck will be onsite by the end of this year. The old Hino truck will be decommissioned and may be traded in.</p>
<p>6. Finances- 2019 review</p>	<p>A copy of the 2019 Budget summary was displayed on the overhead screen and the Operational dashboard for the Student Centred Funding Model (SCFM) one-line budget.</p> <p>Steve explained the cash in the college account and the salary funds allocated from the Department, funds carried over from last year and where the funding has been allocated. ie: additional staff etc.</p> <p>The college financial position indicates we are spending this year's money on the current students. There is a moderate deficit as additional funds are being spent this year on increased staffing levels. This was predicted at the start of the year but current tracking indicate not as much as initially predicted.</p>
<p>7. Student report - Prefects Zane Drage and Sammantha Perry</p>	<p>The Director General of the Department of Education, Ms Lisa Rodgers visited the college on 4 August. The Prefects escorted Ms Rodgers around the trades, class, farm and residential areas. Ms Rodgers was very impressed with the learning programs and the college facilities. The college received a letter from Ms Rodgers thanking the college staff and students for making her visit so enjoyable. Steve W. congratulated the Prefects for being well presented and organised ensuring Ms Rodgers visit was successful.</p> <p>The dorm captains have been organising sports events for this term and term 4 for each dorm to participate in.</p> <p>The old Shugg dorms have been transformed into two new year 10 classrooms and another recreational room for students. This new rec. room will include a new pool table, air hockey table and table tennis table.</p> <p>The Prefects are organising a student/staff dinner evening in week 10, Wednesday 25 September. The Prefects are planning to have students present awards to staff.</p> <p>Planning for Open Day is underway. Prefects will be allocated tasks assisting with various walking and bus tours etc.</p>

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<p>8. OLNA data</p>	<p>Steve W. presented the Year 12 Graduates OLNA progression 2017 – 2019 tables on the overhead projector.</p> <p>Steve explained the massive improvements in all the numeracy, reading and writing prequalification rates and the current results.</p> <p>Special thanks to the class staff and the additional work put in also by Education Assistant, Tania Vogel. At the recent visit to the college by Ms Rodgers, Director General, she was very impressed with the college tracking and progress with OLNA.</p>
<p>9. School review validation visit</p>	<p>The School Validation Day documentation was tabled, a copy given to members and filed.</p> <p>Every three years all schools go through the same review processes by the Department of Education (DET).</p> <p>The purpose of the review is to determine if the college has systems and practices in place to identify, plan, action and review school performance. The college has to provide evidence we have processes in place to allow for improvement. Next week Steve will upload information electronically for the review team members in Perth to read/review prior to their visit on 12 September.</p> <p>Steve has Board members, Marc Sharman, Karen Agnew, Graeme Dawson and Graeme Mason allotted to the 10 – 10.45am timeslot to be interviewed by the Review Team to discuss the Board's involvement in monitoring school performance. Steve invited any other Board members wishing to participate to speak with him further after this meeting.</p> <p>Steve explained the Electronic School Assessment Tool (ESAT) Domains and suggested indicators documentation.</p> <p>The Domains are; Relationships and Partnerships, Learning Environment, Leadership, Use of Resources, Teaching quality, Student achievement and progress. Each Domain is broken down into the various Focus areas, What do we do?/How do we know we are effective?, Self Assessment, Where do we need to improve? Supporting Evidence.</p> <p>It was asked is there an area the college may be underdeveloped?</p> <p>Steve explained when the college staff looked at the framework it was evident that we need to work towards implementing the Aboriginal Cultural Standards Framework, particularly lifting our non-indigenous students cultural awareness. We are already undertaking some activities in this area such as Laverton Goldfields and Cultural Camp 22 – 27 September.</p> <p>At present the college has two indigenous students. These students are functioning well and have indicated they wish to be treated the same as all the other students.</p>

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<p>10. STEM</p>	<p>The STEM Enterprise schools documentation was tabled, a copy given to members and filed.</p> <p>The acronym STEM is for Science, Technology, Engineering and Maths. Sometimes the “E” also represents Enterprise which encompasses the skills such as planning, coordinating, research, communication, teamwork and understandings about culture.</p> <p>Steve and Agricultural teacher, Amy Corsini have attended a STEM enterprise workshops to assist the college to improve the way we develop STEM skills. These skills are essential for young people preparing for the future to succeed with adequate transferrable employability skills. Steve explained how the job market is changing due to disruptive technologies, increased automation of traditional job roles, global food security issues, increasing casualization of work. Australia largely exports to overseas markets, buyers are telling us what they want so we must adopt more cultural awareness and requirements to remain competitive.</p> <p>Comments from the Board were the college has already implemented many of the STEM opportunities for students to develop their own skills. The application for electronic tags for sheep, automatic electronic recording of production data and automatic drafting facilities are all part of the college focus to ensure that students have access to the Technology component of STEM. The Enterprise component opportunities are covered with students working towards Certificate III in Agriculture.</p> <p>Amy co-ordinated a staff PD day at the commencement of term 3 to induct staff with the Challenges, Opportunities, Insights, Needs, System Challenges (COINS) information.</p>
<p>11. Uniform</p>	<p>Michelle has consulted Lindsay from Sportspower regarding updating the current grey dress shirt. At this stage it is not viable to change the shirt as Lindsay has too much stock on hand to disregard. Michelle will revisit Lindsay and research the possibility of introducing a ladies cut in the current grey dress shirt to better cater for the female students.</p> <p><u>ACTION:</u> Michelle will bring to the next meeting what the options are for introducing a female style of shirt.</p> <p>The new black pants as discussed at the previous meeting (31/05/19) for both male and female are available through Sportspower.</p> <p>Lindsay also has a large stock of the college jackets so introducing a new jacket is not viable at this time.</p>
<p>12. Principal report</p>	<p>The Principals’ report term 2, 2019 document was tabled, a copy given to members and filed.</p>

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<p>12. Principal report – cont'd</p>	<p>At the end of term 2 Paul Standish, Chaplain left the college. Youthcare employ Chaplains and they are advertising for a replacement for Paul. One of the activities Paul was in the process of commencing was drone racing. This activity will be transferred to Cameron Galsworthy, Network Support Officer, to have a drone racing class for students in residential time.</p> <p>Over recent years there has been an increase in the interest for our year 10 program to the extent that under current structures the college has had to cap numbers of year 10's. Next year we will use a different delivery strategy and increase the numbers of year 10's we accept as long as they meet the selection standards.</p> <p>This term the college will attend the Beverley Ram Field Days, Newdegate Field Day, Dowerin Field Day, Narrogin Show and PRS. Steve is currently working on finalising the details for the Laverton Goldfields and Cultural Camp on 22 – 27 September.</p> <p>Steve Madson reported the year 11 and 12 students are self driven and very proactive in completing their competencies on farm. The students have been checking with staff to ensure how they are tracking to minimise any last minute problems. Currently there are 14 students completing their Certificate III in Agriculture, going on the current trend this number will increase next year.</p>
<p>13. Board Chair</p>	<p>Steve asked members to consider nominations for the Board Chairperson as Marc Sharman's tenure ceases at the end of 2019. Steve will formalise this nomination at the next meeting.</p>
<p>14. Next Board meeting</p>	<p>Friday 22 November, commencing at 12noon.</p> <p>Meeting closed 10.30am</p>

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____