

WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD

Meeting minutes

Friday 31 May 2019

ITEM	DISCUSSION / ACTION
<p>Meeting commenced 9.10am</p> <p>1. WELCOME AND APOLOGIES</p>	<p>Present: Year 12 Prefects - Peter Temby, Hayden Prosser Marc Sharman, Steve Watt, Steve Madson, Frank Haydock, Mitch Wray, Tim House, Graeme Dawson, Karen Agnew, Martin Brooks, Dane Tulley, Michelle May, Mary Kittow Observer - Renae Dawson</p> <p>Apologies: Mark Pascoe, Graeme Mason</p> <p>Confirmation of the Agenda - confirmed Additional agenda items - nil to note.</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>The Chairperson, Marc Sharman presented to the Board members the minutes from the meeting held on 1st March 2019 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Karen Agnew</p> <p>Seconded: Dane Tulley</p> <p>Carried</p>
<p>BUSINESS ARISING</p>	<p>Nil to note</p>
<p>4. CORRESPONDENCE</p>	<p>A letter dated 8 April from Stephen Baxter, Deputy Director General DET was received regarding the WA Education Awards. An application is currently being prepared by Steve Watt with assistance from Gayelle Quartermaine for four college staff to be nominated.</p>

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<p>5. Farm report – Steve Madson</p>	<p>Marc thanked Steve for the farm tour he gave Board members at 8am.</p> <p>A copy of the Farm Manager Report was given to members and tabled.</p> <p>The sheep section is currently working through difficulties with lambing. Lambing percentages will be down from previous years due to the lack of green feed causing some mothers to walk off and leave their lambs. The last stage of a pregnancy is also the most nutrient demanding and due to the lack of rain the green feed has not been available and this has resulted in below average conditions for lambing.</p> <p>The college has received excellent prices for recent sales of sheep and wool. Several industry experts provided the college with feedback stating students had prepared the college wool to a very high standard. Students were congratulated for their professional attitude and wool clip preparation skills.</p> <p>The bulldozer rebuild has been completed and is currently being used to fill in / realign areas affected by erosion last year.</p> <p>The farm was successful with an application for \$70,000 from the Machinery Trust Fund to support the purchase of;</p> <ul style="list-style-type: none"> • A sheep autodrafter that combined with our electronic tags and software will enhance objective measurement and improvement in the sheep enterprise • Concrete pad and two additional silos for stage 2 of our grain storage complex • Additional sheep yards to be constructed between the two shearing sheds.
<p>6. Annual public meeting report on Board functions since last public meeting - Marc Sharman</p>	<p>The Annual Public Meeting Report on Board functions was tabled and presented by Marc. A copy is attached to these minutes. The Chairperson is required to give this report annually to the Board. This report included items addressed by the Board in 2018 such as the college menu, uniforms and the importance of student Prefects and Board members attendance and participation in all meetings held.</p>
<p>7. Finances- 2019 overview - Steve W.</p>	<p>The Budget summary for the year to date was displayed on the overhead projector and tabled.</p> <p>The college Finance committee will meet next week and planning will commence for a schedule to replace laptop banks in class and trades areas.</p> <p>The college is currently investigating a "one to one" model ie: one laptop computer per student. The college will purchase enough laptops for each student to be responsible for their own. The new laptops would be rolled out to the year 10 students so these students would have the same laptop for the three years they are at the college, each laptop will have a four year warranty. There will be additional cost associated with this model but other schools indicate that there is less damage to computers when each student is responsible for their own.</p>

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<p>7. Finances- 2019 overview – cont'd</p>	<p>At the end of the three years the student may be given the option to purchase the laptop which would still have 12 months left on the warranty.</p> <p>Students will be able to also use their own laptop during prep.</p> <p>The DET will be able to map all computers and view what they are being used for. Students will not be able to use their laptop when they are at home as they will not be able to access the college wifi. Students will be required to use their home computers and file share.</p>
<p>8. Care in Residence plan - Review of progress - Steve W.</p>	<p>At the end of term 1 the residential staff and students reviewed how they felt the start of the year had commenced. The consensus was that the year started extremely positively.</p> <p>Elements identified were:</p> <ul style="list-style-type: none"> • Staff within and between faculties communicating and collaborating better • Staff having greater awareness that their role has an impact on the wider college • Students having greater involvement in decision making • Mentor structure for new students and a strong active student leadership group • More activities afterhours • Shared and clear expectations of staff and students <p>Residential staff and a day time teacher are attached to each dorm and this has helped close the gap with student areas in all areas.</p> <p>Frank Haydock reported he is the mentor for Thomson dorm and this group confirmed the improved processes this year have assisted with the positive start. In particular communication between students has improved, if there is an issue it is discussed and a solution is worked out. Last year problems occurred due to poor communications ie: students got annoyed with excessive noise at times. The Dorm Captains are also assisted and supported by the Staff Mentors to work through issues.</p> <p>The Prefect group are very insightful and they have assisted with problem solving in all areas. The Prefects meet every Monday lunch time and with the assistance of Steve Watt have learnt how to conduct their meetings independently. The next phase will be to assist Dorm Captains to learn more skills in organising inter-dorm competitions activities.</p>

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<p>8. Care in Residence plan - Review of progress - <i>cont'd</i></p>	<p>Residential recreation activities to develop skill and interest, improve physical health, occupy time and enhance engagement between students is working well. Increased residential staff and Chaplain, Paul Standish in addition to Chaplain, Jenny Pollard to improve afterhours support is working well. Formal independent living skills training ie: cooking lessons with residential supervisor Cheryl Haydock is another activity students are enjoying. Security and safety has been improved with locks on all doors to student individual dorms and an extension to the CCTV. Discussion was held regarding the possibility of students completing a leadership course to gain a formal qualification whilst involved in their prefect roles. At present this type of qualification is not on the college scope.</p>
<p>9. Student survey data - Steve W.</p>	<p>The Year 10, 11 and 12 student survey information with the 2019 Ball Survey was emailed to Board members on 21 May 2019. The summarised information regarding these surveys was presented to the Board on the overhead projector and filed. Every second year the college is required to participate in a National School Satisfaction Survey. Steve prepares a separate college survey the alternate year so data can be collated for every year.</p> <p>A comparison between this year's survey results and last year's results showed significantly increased positive responses. There has been significant improvement in all areas and this illustrates that the structures and systems we have set up are working to improve students' experience at the college and that the college is moving in the right direction.</p> <p>The number of negative comments mentioning food has improved from 15/30 in 2018 to 8/43 in 2019.</p> <p>An observation of disorganisation in the class area may be due to the need to make alterations to timetables to accommodate staff absences. Due to the timetable structure and more staff, this may be more noticeable in the class schedule compared to trades.</p> <p>Kitchen staff have noticed that since they have become involved with assisting dish up meals, they are engaging with students and getting more positive interaction. This sort of interaction helps with relationship building and assists students to see staff as humans.</p> <p>Students now have the opportunity to fill out a "suggestions form" if they wish to make a helpful suggestion on how something can be improved. These forms are put into the suggestion box and are reviewed by the Prefects and suggestions implemented as much as possible. This new improved solution focussed process has alleviated students simply complaining/whingeing. There has only been one suggestion.</p>

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<p>9. Student survey data – cont'd</p>	<p>There has been a delay regarding the Leavers gear order being finalised as the students took too long to find the final style design they all agree with. It was suggested to start the order process earlier next year to enable students to receive this clothing in time for the cooler weather. This is fairly standard with each cohort aiming to start earlier.</p> <p>Information collated from the survey also included concerns from students regarding staff swearing, Steve W. has dealt with this issue. Prefects, Hayden and Peter were asked <i>what would they do to make improvements?</i> Some discussion occurred regarding the need for some farm staff to finish some tasks more thoroughly with attention to detail.</p> <p>The results from the 2019 Ball survey were tabled, displayed on the overhead projector and discussed. The college is considering having the Ball held locally to assist parents who find the logistics having the Ball in Perth too difficult and expensive. Having the Ball locally would also support local businesses who also support/sponsor the college. Board members discussed both options. It is felt that when the Ball is held in Perth it makes the occasion more special. The day spent with parents in Perth preparing for the evening event gave families the opportunity to partake in activities they may not have if they were in Narrogin. Board members have had comments from students from Narrogin Senior High School (NSHS) who have attended our Ball confirming they found the occasion was more special being held in Perth compared to how NSHS have their Ball locally.</p> <p>Steve will also discuss the Ball options with the P & C committee and staff. A decision will have to be made by the end of this term to enable bookings for the 2020 Ball to be confirmed.</p> <p>A Post School Employment phone survey of ex-students from the graduating classes of 2015, 2016 and 2017 was conducted last week. It was really pleasing to discover that of the 57 students we were able to speak with, there was only one that was unemployed and had been so for some time. All the rest are in meaningful employment or further training. All of the ex-students were positive when asked if the college prepared them for employment and when asked for comments many mentioned that they wished they had paid more attention/ listened to advice more while at school.</p> <p>The Department of Training and Workforce Development publishes statistics on various employment measures. The 2018 data indicates that Western Australia had a total unemployment rate of 6.3%, WA youth (14-24 years old) 14.5% unemployment, and Wheatbelt youth 14.9% unemployment. Our survey indicates an unemployment rate of our graduates across the three years surveyed of 1.75% which is excellent compared to the state and their peer group.</p>

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9. Student survey data – <i>cont'd</i>	Most suggestions made by the ex-students on how they would improve employment prospects of our graduates are already in place at the college.
10.20am Marc called for a 10 minute break, the meeting resumed at 10.30am	
10. 2018 Annual Report - Steve W.	<p>The 2018 Annual report was emailed to Board members in Term 1. The report has been uploaded onto the Schools On Line and My School websites.</p> <p>Thankyou to those members who provided feedback.</p> <p>Motion: The 2018 Annual report be formally endorsed.</p> <p>Carried</p>
11. STEM - Steve W.	<p>The college has been chosen by the DOE to be a STEM Enterprise school. 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 are a far better fit for our context and we are well placed with our farm and trades programs to develop them. Over the next few months we will map where we currently develop STEM skills and identify opportunities for additional focus. The application of electronic tags for sheep, automatic electronic recording of production data and automatic drafting facilities are all part of our focus to ensure that students have access to the Technology component of STEM.</p> <p>We need to prepare our students for a world where significant change is taking place. Jobs that our graduates have typically taken are increasingly becoming mechanised. Jobs are becoming more fragmented with lots of part time and casual positions. Young people will be required to have transferable skills so they can work in various enterprises.</p> <p>Consumers of our food and fibre are increasingly demanding safe and ethically produced produce and an understanding of other cultures is essential. Exposing students to different ideas and learning eg: in English students already cover topics such as live sheep export and vegan activist's approach to animal welfare etc. The improved college grain storage systems will give the students an opportunity to market some of the grain by incorporating their research, technology and maths skills.</p> <p>ACTION: At the next Board meeting Amy Corsini will be invited to do a presentation on STEM.</p>

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<p>12. Uniform, view alternatives - Michelle May</p>	<p>Following on from discussions held at the previous Board meeting on 1 March Michelle has been working with Lindsay George from Sportspower Narrogin to source a more suitable style of formal dress shirt for female students. Options were modelled and considered with all being available from Sportspower. The final costings for the shirt are to be confirmed. Michelle and her daughter Pippa will consult as many female students as possible at a convenient time to finalise a shirt preference.</p> <p>The samples of black pants was presented and considered very suitable as a replacement to standardise the various styles currently worn.</p> <p>There would be a phasing in period for any new uniform items with the new students being expected to transition.</p> <p>One issue is the numbers of the current shirt that Sportspower have in stock and our need to be considerate of Lindsay's business.</p> <p>(Frank had to leave the meeting for the bus run at 11am).</p> <p>MOTION: The pants be standardised to a style available from Sportspower and the final decision for the new formal shirt to be confirmed at the next Board meeting.</p> <p>Steve and the Prefects have been investigating sourcing a new warmer college jacket to replace the current jacket; samples displayed. All students voted on the design. Again Sportspower has a number of the existing jackets in stock so a change is likely to be delayed.</p> <p>MOTION: The Board endorsed and approved the jacket colour and design the students had endorsed.</p> <p>A plain navy blue jacket is available from Parry's in two styles- heavy cotton and softshell.</p>
<p>13. Student report - Prefects Peter Temby and Hayden Prosser</p>	<p>This is the third year Peter has been a student at the college and he confirmed over that time there have been significant improvements. In particular the new student induction processes have made it easier for new students to settle into life at the college. The culture of care where <i>everyone has the right to live, learn and work without negative impact from others, everyone has the right to feel safe at all times</i>. Student behaviour has also improved.</p> <p>This is Hayden's second year at the college and he confirmed the start to the year has been enjoyable and well organised.</p>

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<p>13. Student report – cont'd</p>	<p>The Board invited both Peter and Hayden to give suggestions to the Board for anything they may have concerns about at anytime. When asked, <i>was there enough opportunity for students to raise concerns or issues?</i> Peter and Hayden confirmed there are enough mechanisms in place to help students deal with issues. At this time there does not seem to be any area lacking support for students.</p>
<p>14. Principals report Q & A - Steve W.</p>	<p>The college is working towards giving students the opportunity to widen their views of other cultures. The Well-being day and proposed trip to Laverton are examples.</p> <p>Planning has commenced to take a group of approximately 10 students and two staff on a trip to Laverton in the last week of term 3. Activities during this trip will include: activities around mining, the pastoral industry and Aboriginal culture.</p> <p>The college held a Wellbeing Day on 22 May and a local Elder, Ross Storey spoke with students sharing the cultural history of Narrogin, showing artefacts and he also played the didgeridoo. Steve is working with Narrogin District Education staff to produce a framework for the talks so that key messages can be better put across.</p> <p>The recent funding application for the Trades Training Centre was successful and this has enabled the purchase of a wood slabbing machine.</p> <p>The OLNA results were discussed; passing the writing component of OLNA is greatest impediment to achieving WACE.</p> <p>At present the college RTO qualification scope includes the Certificate II Racing Stable Hand. The college is investigating changing this Certification to Certificate II Horse Care as this has more scope for the types of learning and activities that would be more engaging for our students.</p> <p>The year has started very positive but unfortunately in recent weeks there has been an increase in poor decision making from some students.</p> <p>This week four students were involved with cannabis. An External Panel met and made the recommendation that their residential status be withdrawn. Steve has moved to make this happen. It is seen as necessary to terminate the residential status of the students involved with illegal drugs. Steve explained even if a student is in company with students involved with alcohol, smoking or illegal drugs they will be treated the same.</p> <p>Marc queried if any Vegan activists' come on site how would the college deal with this issue. The activists' would be asked to leave and the Police would be contacted.</p>

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<p>14. Principals report Q & A – cont'd</p>	<p>The planning has commenced for Countryweek which is held the last week of term 2. All teams have commenced training once a week with 11 staff involved. Steve thanked Mitch Wray for assisting as the main co-ordinator for this event. Feedback from last years' Countryweek indicated there were too many evening activities and this year the number will be reduced to ensure students have enough time to rest from their busy days playing sport.</p> <p>The three year IPS review validation visit will be conducted on 10 September. Steve will organise a schedule with Marc for Board members to talk with the review panel members. At the next Board meeting we will discuss the structure of the review so that members understand what is being looked at. The premise for the review will be to consider whether the college has effective systems to review and improve performance. The outcome will be either a rating of effective (across a number of domains) or needing support.</p>

Meeting closed: 12.10pm

Next meeting: Friday 30 August commencing at 9am.

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____

WA College of Agriculture – Narrogin

Annual Public Meeting Report on Board Functions – 31st May 2019

The College Board has continued to meet once per term and is well represented with its Parent, Student and College Staff members, a quorum has always been met and all members have been involved with active and constructive discussion. An Agenda is set prior to each meeting and all items are addressed with minutes being recorded, endorsed as being true and accurate and then made available via the College website.

The Board has continued with regular presentations from various sections within the College and we find this offers us a greater understanding into their everyday functions and issues surrounding them. This has also included tours of the greater areas of the farm operations.

It has given me great pleasure to see the reports and active involvement from our Student representatives continue to grow. Their input and insight are of great importance to the Board and I thank them for their attendance in what must sometimes appear a daunting environment.

The issue of the quality of food being served to our residential students has been of great concern to the Board for a number of years and I am pleased that noticeable improvements have been made over the past 12 months. This must be continually monitored and fine-tuned as required, to ensure healthy and appetising meals are always being offered. We cannot go back to the days when students didn't want to eat the food and subsequently skipped meals.

The continued work within the Board has seen ongoing improvements to the College uniform and the collaborative work with the students has seen a greater acceptability of the various clothing requirements.

I believe the College Board is meeting all of its requirements under the School Education Regulations for School Councils, the School Education Act covering School Councils, our College Board Code of Conduct and our Terms of Reference.

Marc Sharman
College Chair
WA College of Agriculture - Narrogin