

# WA COLLEGE OF AGRICULTURE – NARROGIN COLLEGE BOARD

## Meeting Minutes, Friday 3 March 2017

ITEM	ACTION
<p><b>1. WELCOME AND APOLOGIES</b>  <b>Present:</b> Marc Sharman, Rowena Pugh, Stephen Watt, Geoff Jones, Karen Agnew, Sandra Wheatley, Martin Brooks, Greg Day, Cheryl Toovey, Charles Naude, Frank Haydock, Mitchell Wray, Mark Pascoe, Year 12 Prefects Michael Moore and Jessica Appelbee, Mary Kittow.</p> <p>Meeting commenced: 9.10am</p> <p>Marc Sharman, Chairperson welcomed and introduced everyone to the College Board Open meeting for 2017.</p> <ul style="list-style-type: none"> <li>• Apologies</li> <li>• Confirmation of the Agenda</li> </ul> <p>The Principal, Stephen Watt explained today's meeting is an Open meeting and how these type of meetings work.  This year the College Board will seek two new year 10 parent representatives. A ballot will be held if more than 2 parents nominate.</p> <p>Each Board member provided with an Induction File containing various documentation on Board functions and processes.</p>	<p><u>Apology</u>  Pauline Appelbee,  Michelle May,  Doug Wasley,</p>
<p><b>2. DISCLOSURE OF INTERESTS</b></p> <p>It is customary that members declare any potential conflict of interest.</p>	<p>Nil reported</p>
<p><b>3. MINUTES OF PREVIOUS MEETING</b></p> <p>Marc presented to the Board the minutes of the 18 November 2016 for approval. The Board endorsed the minutes of the previous meeting as complete and accurate.</p> <p><b>BUSINESS ARISING</b></p> <p>1. Vacant staff College Board position  The College Board staff member from 2016 Steve Harris has left this College and his position is now filled by Mitchell Wray, trades teacher.</p> <p>2. Year 12 camp  The year 12 camp has been booked and will be held second week, term 2, 3 – 5 May at Dwellingup.</p> <p>3. Official opening for Independent Public School (IPS) Status  The College will have an official opening for becoming an IPS when the new logos and all promotional materials for marketing have been updated and received.</p>	<p><b>Moved:</b>  Karen Agnew  <b>Seconded:</b>  Frank Haydock</p> <p><b>Carried</b></p>

<p><b>4. CORRESPONDENCE</b></p> <p><u>Inwards correspondence</u></p> <ul style="list-style-type: none"> <li>• WACSSO, Initiation to become a State Councillor</li> <li>• 2017 Affiliate Guide</li> </ul>	
<p><b>AGENDA ITEM AND SUMMARY OF DISCUSSION</b></p>	<p><b>ACTION</b></p>
<p><b>5. 2017 Chairpersons report to open meeting</b></p> <p>The 2016 Chairperson, Rowena Pugh tabled her report as the 2016 College Council Chairperson and a copy was filed. Throughout the 2016 year the School Council was involved in;</p> <p>Uniform changes for 2017, Behavioural policies, endorsing the 2017 Fees &amp; Charges Information Booklet, National Survey, School Survey.</p> <p>As Chairperson Rowena was also involved with:</p> <ul style="list-style-type: none"> <li>• the college IPS application, accompanying Stephen Watt to information sessions and meetings.</li> <li>• attending a meeting with other Agricultural Colleges including College Board Chairpersons which was the first time this group had met altogether</li> <li>• the selection process for 3 staff positions</li> <li>• participated in behavioural panels</li> <li>• represented the School Council at the 2016 year 12 graduation ceremony and assisted with presenting awards</li> </ul> <p>The Principal, Stephen Watt thanked Rowena for being diligent in her role as Chairperson.</p> <p>The 2017 Chairperson, Marc Sharman thanked Rowena on behalf of the College Board and College for her role as Chairperson for 3 years.</p> <p>At a recent Principal's meeting Stephen Watt attended, the future of WACoA systems was discussed and how all Ag college's can work together on projects and capitalise on each other's strengths now all colleges are IPS. At this meeting Stephen Baxter, Executive Director Statewide Planning and Delivery Department of Education was very supportive of the WACoA system. As IPS these colleges now have direct line management from Sharyn O'Neill, Director General, Department of Education.</p>	<p>Rowena remains on the Board as the one Community position for a specific purpose- Immediate past Chair in this instance.</p>

AGENDA ITEM AND SUMMARY OF DISCUSSION	ACTION
<p data-bbox="92 165 735 199"><b>6. Terms of reference/Board membership</b></p> <p data-bbox="92 232 1198 333">The new College Board Induction Package file was explained by Marc. This file also includes training modules aimed at gaining knowledge on Board member roles and responsibilities.</p> <p data-bbox="92 367 1206 468">The importance of the Code of Conduct for the College Board was explained by Stephen Watt and he invited members to bring any objections to the next meeting for discussion.</p> <p data-bbox="92 501 1214 736">The Prefects are welcome to provide any feedback from the students during Board meetings and are invited to participate and be part of meetings. A standard agenda item will be included for a student report. Topics must be relevant to the Board functions. Later in the year the year 11 Prefects will be inducted into the College Board. The Prefect weekly meetings is the forum Prefects can use to gather relevant information from the student group and include this in their student report to the Board.</p>	<p data-bbox="1246 232 1485 501">All members are asked to read the documents within their Induction Package Files before the next meeting on 2 June.</p>

## 7. 2016 performance data and 2016 Annual Report

The Business Plan for WA College of Agriculture - Narrogin 2016 - 2019 (Induction file) describes how improvement is made at the college and is linked to the Department of Education (DET) Strategic Plan 2016 - 2019 and the Framework for Agricultural Education 2015.

- Priority 1 Success for all students
- Priority 2 High quality teaching (and training)
- Priority 3 Effective leadership
- Priority 4 Strong governance and support

The Performance summary from 2016 was discussed, the most important priority for the College and Board being *Success for all students*.

The rules of WACE (Western Australian Certificate of Education) were changed significantly in 2016. The first cohort of students to be impacted by the new rules were the 2016 year 12 students hence the lower WACE rate.

Geoff Jones highlighted students need to realise they need to apply themselves fully for all four terms and not take it easy during term 1.

Narrogin had the highest performance in regards to improvements in the OLNA (Online Literacy and Numeracy Assessment) across all Wheatbelt region secondary schools. The teaching staff with education assistants had worked particularly hard to support students through their OLNA. These efforts from staff were recognised at the District Education Awards in November 2016 and staff were also sent letters of appreciation from Stephen Watt.

It was expressed by Board members that the target of 85% of students to achieve WACE was not ambitious enough, the college should be able to do better.

The recommendation from the Board is to aim for a target of 90%.

The Deputy Principal, Mark Pascoe explained to the Board the college does not only select students who will definitely graduate. The college has accepted students over the years that they may not graduate however we prepare them to go back to their community with skills to contribute to society.

The aim is to fill the college with students who want to be here for the right reasons and do their best.

The DET 90% standard regular attendance was discussed. The suggestion from the Stephen for the College standard attendance of 98% was ambitious and an opinion from the Board was asked for. Attendance at this college is affected by the logistics of parents returning students when considerable distance has to be factored in. If a student has to go home due to being unwell parents may tend to keep them home for more days until it is convenient or possible to return them.

Marc suggested 95% attendance would be reasonable and suggested contacting the other Agricultural Colleges to find out what their attendance rates were.

Parents are reminded of the importance of regular attendance and students will be rewarded for achieving 100% attendance.

Concerns were expressed from Marc regarding one student AWOL.

This student was too old to be a Ward of the State but his parents were not taking care of him. Participation Officers have been following up. Suggested that he is in Mandurah.

In relation to Aboriginal enrolments, Karen Agnew suggested promoting the college through the various sports in Narrogin as the college would provide an excellent alternative.

Adjust WACE graduation rate target to 90%

Average attendance rates at the other residential Ag colleges is 93.16 (ranging from 89.5 -96.5)

In relation to behaviour management, Jess suggested that the Good Standing Policy needed to be better explained in the Chronicle. Detail is in the College Operating Procedures which all parents have. So far this year three students have lost their Good Standing. Whilst off Good standing, students will not be able to participate in any extra-curricular activities ie; Countryweek, College Ball, intercollege sports events, town run.

The Reward Card System the residential staff have implemented is working mostly, however, some students prefer not to have their names said out loud as they do not wish to be recognised in front of their peers. As this is a concern some students do not put in their cards to nominate a positive student. A suggestion was made to email or call parents to inform them of the positive behaviour their son/daughter has demonstrated. Feedback from Board member Karen was as a parent she had very much appreciated that kind of individual communication from the college. A suggestion was made to try having students called up over the PA and spoken to individually to recognise their positive behaviour. Jess explained that students respond positively through peer encouragement.

In relation to damage in the dorms, Jess proposed to allocate a 'bond' to each dorm and over the year any damages identified in that dorm would be paid for from the bond. Any remaining money would be used to reward students with a special dinner, possibly at the end of each term.

When damage occurs and the student responsible for it is known, they pay for the repairs.

Frank Haydock recognised and thanked Marc Sharman for donating various items to be used for rewarding positive student behaviour.

College staff will be involved in a professional development day first day back term 2, including a session on encouraging positive behaviour.

The Annual report needs to be endorsed by the Board and uploaded to the system by the end of this term Stephen will follow the same format as last year and will email members for their approval.

Further work to be undertaken on recognising positive behaviour.

Michael and Jess will assist with establishing a reward system.

Stephen to investigate idea of damage bond for each dorm.

Stephen to email the draft annual report in next two weeks for endorsement.

AGENDA ITEM AND SUMMARY OF DISCUSSION	ACTION
<p><b>8. Enrolments and staffing 2017</b></p> <p>See Principals report on 2017 staff information and other detail regarding this agenda item.</p> <p>As part of the RTO Audit requirement the Trades department are creating an Advisory Group separate to the Agricultural Advisory Committee. The Head of Department, Paul Dyson, has canvassed parents to invite any with appropriate skills and qualifications to assist in advising on equipment, processes etc. The aim is to have two trades advisory members per trade (Building and Construction, Engineering, Automotive, Furnishing). If necessary Paul will invite appropriate local trades business persons to assist with creating this Advisory Group.</p> <p>The student numbers for 2017 are 128. The Year 10 &amp; 11 program is full at this stage, some parents have approached the college for enrolment this year. Staff are already 1/8 the way through their program for the year and do not want to disrupt students already here by enlarging class groups.</p> <p>The Prefects were asked if the new students have settled into the new dorms. Students have settled in and are doing the right thing, there was a bit of moving around within dorm allocations. Next year students will move into allocated dorms and after that may request a change of dorm allocation to be considered after the first two weeks.</p>	<p>Trades staff to develop formal industry links for each training area.</p> <p>Paul Dyson Head of Trades to be invited to next Board meeting to discuss progress in Trades area.</p>
<p><b>9. 2017 Financial position</b></p> <p>Teresa Rafferty, Manager Corporate Services joined the meeting.</p> <p>2017 Funding summary presented and explained by Stephen.</p> <p>The carry forward figure from 2016 includes accrued projects of \$113,000 not yet spent. The 2017 Budget summary and the comparative budget documents information is included in the College Board Induction File. Stephen explained the role of the College Board is not to scrutinise the budgets, the Board's role is to look at priorities of spending to achieve the Business Plan targets and to endorse the fees and charges at the end of each school year.</p> <p>The College staffing and timetable structures are now sustainable for the amount of money we receive.</p> <p>At present the College has Reserves to the value of \$460,000 which are for specific purposes and are a mechanism for saving for specific projects.</p> <p>The census day for the college was 17 February. From census day funding is set on those student numbers and collated by the Department. Every student makes a difference to college funding. Agricultural colleges have some additional complexities ie: farm and residential receive a separate grant. Another census will be completed in term 3.</p> <p>Disability funding is allocated separately and will be largely spent on EA (Education Assistant) programs. Excepted to be around \$140,000.</p> <p>Annual IPS funds this year will be spent on revising the branding for the College.</p> <p>All departments have put in submissions to the College Finance committee for surplus funds. The Finance committee decide on submissions ensuring they are mapped back to improving student outcomes and reflect the priorities in the College Business Plan. Each department has a representative on the Finance Committee.</p> <p>Marc asked if staff are happy with their work load.</p>	<p>Members were invited to speak further after the meeting to Teresa and Stephen regarding the college budgets if they had any queries.</p>

<p>No staff are expected to work more than their industrial requirement. Karen enquired about staffing ratios in residential and Frank responded that we would always welcome another staff member to cover excursions on weekends and leave a staff member onsite. Currently money is budgeted to assist with employing casual staff when activities are organised.</p>	
<p><b>10. Marketing the college- new image for promotional materials</b></p> <p>The draft versions of the new promotional materials were displayed. These promotional marketing materials will be used in promoting the College on the website, Facebook, banners, letterhead, brochures, College Chronicle, College documentation ie: College Operation and Procedures Booklets, Open Day flyers etc. The College must be faithful to the WACoA logo and how the Narrogin name is situated under the logo however the opinion from the Board is required for the style and look of the promotional materials etc.</p> <p>Option 2A was unanimously selected by all present. Suggestion to reduce the size of the shapes at the top and bottom.</p> <p>Another photographer will return to the college to take more photos to reflect the new Trades/Farm uniform.</p> <p>The new branding will carry the College for a number of years, photos will be refreshed from time to time.</p>	<p>Stephen to inform graphic designers of preferred option 2A.</p>
<p><b>11. Board member induction and training activities</b></p> <p>The contents of the College Board Induction File was explained to the members by Stephen. It was discussed and decided that members needed time to read. If members have any queries they can contact Marc or Stephen. Rowena encouraged people to approach both Marc or Stephen if necessary to clarify information.</p> <p>Carry over training activities to next meeting when members have had a chance to read through their Induction File documentation.</p>	<p>Marc – asked members to read Induction File and if they have any issues please contact Marc or Stephen before the next meeting</p>
<p><b>12. Year 10 parent representation</b></p> <p>The 2017 College Board year 10 parent representative positions are currently vacant. Stephen will send out to the year 10 parents a formal expression of interest and will include all nominees in a ballot system. Stephen explained to fill these vacancies a ballot must be held as directed in the Term of Reference document.</p>	<p>Stephen to invite formal expression of interest to year 10 parents.</p>
<p><b>13. Ag Advisory report- farm operations</b></p> <p>The representation from Ag Advisory is Stephen Watt as Board member Geoff Ballard is not available.</p> <p>The Ag Advisory continues to support the college and provide industry level advice. Through the ongoing advice from the Ag Advisory committee which includes members who are agronomists and soil consultants improvements on the farm include:</p> <ul style="list-style-type: none"> <li>• Strategic farm planning and review of each enterprise</li> <li>• Comprehensive soil testing and analysis and use of soil ameliorants</li> <li>• Construction of the grain storage facility and grading machinery to value add grain and improve marketing options</li> <li>• Realignment of fences and laneways as part of a broader farm plan</li> <li>• Maximising arable land areas through reclamation of reed infested areas, removal of certain poorly located oil mallee tree belts, removal of rocks. The recent delivery of a bulldozer to add to the fleet of farm machinery will prove most useful in this regard.</li> </ul>	<p>Stephen to clarify with Ag Advisory on representation</p>

<p>Karen asked did the students have the opportunity to be involved with soil testing and participate in these processes. Stephen explained to the Board these types of learning opportunities need to be capitalised on more. Students will be involved with assisting the CSBP trials on farm this year. Former student parents Rowena and Cheryl stated their daughters were currently attending Muresk and they would have benefitted from being involved in these type of learning opportunities had they been available when they attended the college.</p>	
<p><b>14. Uniform update</b></p> <p>Michael and Jess reported they and the student group are finding the new navy blue uniform looks much better than the previous high viz uniform. The navy uniform fabric is thicker and tougher, the darker colour is more helpful in keeping cleaner although this fabric does seem a bit hotter. Agreed that students are looking fantastic!</p> <p>In 2017 the College uniform will also include hats once the appropriate hats have been sourced and the students included in the selection process. It is suggested that a broad brimmed hat be worn in terms 1 and 4 and a peak hat during terms 2 and 3. A beanie will also be included in the uniform items. Students will be asked to assist with choosing a hat from samples when they are sourced. Staff will also need to wear the same style of hat to set an example for students.</p> <p>The Prefects were reminded by Stephen to choose carefully as these hats would be part of the college uniform and wearing hats will also assist with Occupational Safety and Health for both students and staff.</p>	<p>Prefects to assist with identifying suitable hat.</p>
<p><b>15. Student report</b></p> <p>The students explained the morning routine:</p> <ul style="list-style-type: none"> <li>• 6.30am wake up call</li> <li>• 6.45am all students were checked by residential staff and then go to breakfast</li> <li>• 7.30am all students must have had breakfast and return to their dorms to get dressed and prepared for classes</li> <li>• 8am role call in classes or farm section</li> </ul> <p>The students reported having all students attend breakfast had been helpful and suggested maybe having morning checks after breakfast would be better. The morning routine is working well, time frame to be reviewed.</p> <p>Frank commented the student presentation this year is better with the new routine. Students are now also ironing their own uniforms; another initiative to help prepare them for their working life after school.</p>	<p>Jess &amp; Michael will discuss morning routine with Head of Residence.</p>
<p><b>16. Addition to fees and charges- year 12 camp</b></p> <p>The Fees and Charges Booklet should have all proposed fees and charges for following year. At the time of the endorsement of the 2017 Fees and Charges the year 12 camp was not in the planning phase. The year 12 camp is now included in this year's activities to be held week 2, term 2, 3 - 5 May. Stephen requested to formalise with the Board that this activity is an additional cost. Any parent of a year 12 student attending this camp can also pay for this activity through a payment plan if they are not able to pay the entire costs upfront.</p>	<p>The Board gave approval to add the cost of the year 12 camp to fees and charges.</p>

<p><b>17. Principals report Q&amp;A</b> refer principal's report</p> <p>The 2017 school year has started well with students and staff settling into their routine. Michael reported the start-up went smoothly, it did take a couple of days for most students to get settled which is understandable in a residential setting. Year 12 students have been mentoring a positive example for younger students.</p> <p>Stephen explained there is an issue at the moment due to the upcoming state election the government is in a 'care taker' mode. The impacted on the college has meant no major works will be completed until after the election.</p> <p>The Motorbike track is now in use Monday and Thursdays with all students adhering to the safety policy. Students have access to the Trades workshops after-hours to work on their bikes.</p> <p>From the trades area Mitch reported staff have access to the SIS (Student Information Systems) program and can log positive and negative behaviour reporting of students. The reporting and data logging assist staff to see the bigger picture of how a student is working and they can track any behavioural changes a student may demonstrate. Staff are able to assist the students promptly as all the information regarding each student is readily accessible.</p> <p>The RTO re-registration process creates a large amount of work. The re-registration application was submitted on Tuesday 28 February. TAC (Training Accreditation Council) will appoint an auditor. If during the Audit process it is found that the college has some non-compliances the college will be given 20 days to rectify these problems. The College will ensure it has reached the recommended standard and maintains that standard.</p> <p>The College is planning Mental Health Day, 29 March. This day will involve a series of activities including Self – Esteem, Resilience, Stress Management, Relationships, Real Men, Walking Away, Leadership. Other presenters may include; RAC, the Primary Health Team, SDERA (School Drug Education &amp; Road Aware), medical students. Mark Pascoe and Paul Dyson will work together to finalise the format of this day. Rowena asked if she could attend this event.</p>	<p>Any Board member is welcome to attend the Mental Health day</p>
<p>The meeting closed at 12noon, Marc and Stephen thanked everyone for making the time to attend.</p> <p>Next meeting 2 June commencing at 9am.</p>	

**THIS IS A TRUE AND CORRECT COPY OF THE MEETING MINUTES**

**SIGNED** \_\_\_\_\_ **DATE** \_\_\_\_\_

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