

WA COLLEGE OF AGRICULTURE – NARROGIN
College Council meeting minutes
Friday 4th March 2016

ITEM	ACTION
<p>1 WELCOME AND APOLOGIES Present: Rowena Pugh, Geoff Jones, Karen Agnew, Steve Harris, Pauline Appelbee, Jenny Wiles, Mark Pascoe, Frank Haydock, Marc Sharman, Teresa Rafferty, Stephen Watt, Mary Kittow. Year 12 Prefects: Tyler Sounness & Dylan Rader <u>Observers:</u> Grant Robins</p> <p>Meeting commenced: 10am</p> <p>Rowena, Chairperson, welcomed all persons</p> <ul style="list-style-type: none"> • Apologies • Confirmation of the Agenda <p>Minor alterations made to agenda yesterday to include:</p> <ul style="list-style-type: none"> • point 11, 2016-2018 school plan • point 14, CCTV cameras 	<p><u>Apology</u> Stewart Raine Geoff Ballard</p>
<p>2 DISCLOSURE OF INTERESTS It is customary that members declare any potential conflict of interest.</p> <p>Stephen Watt, Principal, explained to Council members the definition of “conflict of interest”.</p>	<p>Nil reported</p>
<p>3 MINUTES OF PREVIOUS MEETING</p> <p>Rowena presented to the Council the minutes of the 23rd November meeting for approval. The Council endorsed the minutes of the previous meeting as complete and accurate.</p> <p>BUSINESS ARISING Clarification given by Stephen regarding the difference between a Board and a Council. A Board and Council have same functions; the only difference is the Board is on the selection panel for Independent Public School (IPS) Principal.</p>	<p>Moved: Jenny Wiles Seconded: Stephen Watt</p> <p>Carried</p>
<p>4 CORRESPONDENCE</p> <p><u>Inwards</u> Western Australian Council of State School Organisations Inc (WACSSO) newsletter.</p> <p><u>Outwards-</u> Nil</p>	<p>Copies made available for council members and copy filed in minutes file.</p>
<p>5 2015 Chairpersons report to open meeting</p> <p>Chairperson Rowena Pugh, presented her report to the council a copy filed into the minutes file.</p> <p>In 2015 Council was involved with:</p> <ul style="list-style-type: none"> • Reviewing the Terms of Reference • Reviewing and endorsing the Uniform and Behaviour policies • Reviewing and endorsing Fees & Charges for 2016 • Council was represented on selection panels for the appointment of the Principal and Deputy Principal positions • Disciplinary panels • Attended official functions representing the Council at the Year 12 Graduation and Retirement Function for outgoing Principal. 	

<p>6 Terms of reference/council membership</p> <p>Discussions held regarding the role of Council to include the functions stated on page 3, point 4 Function of the Council in Terms of Reference document.</p> <p>The composition of the Council will be as per point 6.5 on page 4 in Terms of Reference document. Stephen encapsulated the meaning of memberships, staff allocated for 1, 2 and 3 year terms for continuity of memberships. A total of 2 student representatives from the Prefect group years 10 – 12 will attend meetings.</p>	<p>The new Year 10 and 11 Prefects for 2016 will be selected after the closed weekend.</p> <p>Council very pleased to have student input.</p>
<p>7 2015 performance data</p> <p>A copy of the performance data for 2015 was given to Council members and a copy filed in the minutes file. This document included information regarding Post School Destinations, Student Survey results, Parent Satisfaction Survey results, Vocational Education and Training qualification achievement, Student attendance data, ATAR scores, Achievement of Multiple Level II and Level I, II and III Certificates, Online Literacy and Numeracy Assessment (OLNA).</p> <p>This data assists the college to review targets that were set at the commencement of each year. At the conclusion of the year a review of targets was analysed and any targets not yet achieved were given an explanation as to why they were not. This data will be included into the 2015 Annual Report.</p> <p>Discussion on ATAR scores which remain low but nevertheless students are accessing university entrance.</p> <p>The Online Literacy and Numeracy Assessment (OLNA) results were discussed and explained by Stephen. New WACE rules state that students need to demonstrate functional literacy and numeracy which is a BAND 8 in Year 9 NAPLAN or a pass in OLNA. Once a student has met the bench mark they do not have to sit the OLNA test again. Students must achieve a pass in all three areas to be eligible for graduation.</p> <p>A Council member suggested if all Principals from other Agricultural Colleges could compare results so data from this kind of school could be accurately summarised. When all schools are compared within the Department of Education it seemed unfair as all schools can be quite different in their type of delivery for the various educational programs.</p>	<p>The college needs to establish a cycle where the council and staff review annual performance data and compare to targets.</p> <p>The Council felt the data was well presented and easy to understand.</p>
<p>8 2015 Parent survey</p> <p>The college is obliged to conduct a Parent survey every two years however Stephen has put systems in place to continue regular yearly surveys.</p> <p>At the end of the year in 2015 the year 12 students were surveyed. Stephen also contacted these students again in term 1, 2016 to complete the destination survey data. Discussions were held and results were explained regarding the various questions answered and the percentage of positive responses data collected from this survey. In every Agricultural college it is the expectation that every student will complete a Certificate II in Agriculture plus another certificate from another area.</p> <p>The college now has systems in place to deliver Certificate III to those students who demonstrate they are capable of attempting this higher qualification.</p> <p>A question was asked if it would be possible to deliver a Certificate III in trades. The college is not permitted to deliver to this level of certification in trades as Certificate III is an apprenticeship qualification. The units of competence completed in Certificate II in Trades may take time off some apprenticeships.</p>	<p>A number of actions to resolve negative responses from parents have been commenced including improving communication with parents on their child's progress.</p>

<p>ANNUAL REPORT</p> <p>Copy of the 2015 DRAFT Annual Report document was given to the Council and a copy filed in the minutes file.</p> <p>The college is obliged to provide this report to the Department of Education (DET) by the end of term 1, 2016. This report has to be uploaded to the Department's Schools On Line website. The Annual Report cannot be sent through to the Department until the Council has endorsed it.</p> <p>The Annual Report contains:</p> <ul style="list-style-type: none"> • a summary of the performance of the school • a financial summary for the year • a summary of the use of college facilities to the community <p>The Council will take the DRAFT version and read it for consideration. The Council did indicate that they felt confident in the reports presentation to date and Stephen encouraged members to let him know if anyone had suggestions or recommendations to improve this report. The comments in the Annual Report reflect what discussions had taken place regarding the various college results.</p>	<p>It was decided that the final version of the Annual Report will be emailed to Council members and dealt with remotely.</p>
<p>9 Enrolments and staffing 2016</p> <p>The current staffing profile the college has and the student numbers is sustainable on the basis of student enrolments. A number of permanently attached staff elsewhere this year may return in 2017 and create a return to an un-sustainable level. Will need to look at redeployment if this is the case.</p> <p>The Census was conducted in February. The data from the Census confirms students numbers and the Department then calculates the amount of funds the college is entitled to receive. The Student Centred Funding Model calculated \$3,875,387 be allocated for the 117 students at the college this year. The college is expected to expend 96% of its funds each year with 4% retained in reserves for specific projects as endorsed by the Finance Committee. There is very healthy carry over funds from 2015 that need to be expended.</p> <p>The Department of Education has a freeze on staffing recruitment; once this freeze is finished there are a number of positions that will be advertised. Surplus salaries will be converted into cash which will enable funds to be allocated to other areas approved and endorsed by the Finance Committee.</p>	<p>Financial summary sheet on record.</p> <p>Students asked to consider projects that would benefit them.</p>
<p>10 2016 Financial position</p> <p>The Council was given the 2016 Budget summary and RM Finance WACoA - Narrogin Comparative Budgets documentation, also tabled was the Asset Replacement Plans and Reserve Allocations 2013 – 2017.</p> <p>The Manager of Corporate Services, Teresa Rafferty prepared the comparative budgets for the Council.</p> <p>The college finances are separated into 3 different ledgers.</p> <p>The "S" descriptions column is the school item accounts, "R" descriptions column is residential item accounts, "F" descriptions column is the farm accounts.</p> <p>The "C" account is money coming in from revenue, "D" account is monies going out for expenditures.</p> <p>Each department at the college has a responsibility on how they spend their funds. If a specific priority changes monies can be moved within budgets.</p> <p>Stephen explained that 40% of all revenue from all Agricultural colleges (five) is sent through to central office. A total of 90% of these funds are reallocated to the five Agricultural Colleges with 10% allocated to others schools eg: Kelmscott Senior High School (farm school).</p> <p>Each student educated at an Agricultural College costs over \$40,000.00 per year which is 3 - 4 times the cost of a conventional school education.</p>	<p>A copy of these documents was also filed in the minutes file.</p> <p>Council members would prefer not to receive the full comparative budget reports.</p>

<p>10 2016 Financial position - cont'd</p> <p>Discussions were held regarding costs of utilities and Council members queried if the college had access to renewable resources. Solar panels on beef yards shed, solar pump.</p> <p>Council members were encouraged to give feedback regarding expenditures. Year 12 Prefects, Tyler and Dylan were asked to discuss with students and attend the next meeting with suggestions to be considered for allocation of funds.</p>	
<p>11 2016 – 2018 school plan</p> <p>The Business Plan WA College of Agriculture - Narrogin 2016 - 2019 document was given to Council members and a copy was filed in the minutes file.</p> <p>Stephen explained the college priorities need to fit into the four priorities the Department of Education has listed on page 2. Between now and the next Council meeting Stephen will be working towards the college purpose, to ensure the purpose for the college is more specific. The college has started the process to plan for the next few years. The vision for the college is to be the "provider of choice" for training in agriculture and trades. The college will continue to have strong governance from the Council and Agricultural Advisory Committee.</p>	<p>Council asked to consider the board goals for the ag college as outlined in the plan.</p>
<p>12 Independent Public School (IPS) status</p> <p>An IPS information meeting was held at the Narrogin District Education Office on 3rd March and Stephen Watt, Teresa Rafferty and Rowena Pugh attended. Out of the five Agricultural Colleges, three are IPS, WACoA - Narrogin and Denmark are not as yet. Interest from DET for us to become IPS, neatness of organisational structure for DET to have all Ag College's IPS. A Bill is drafted in Parliament to have the Hostels Authority brought under the Agricultural Colleges.</p> <p>The most useful benefits of becoming an IPS are:</p> <ul style="list-style-type: none"> • In the first six months there is a window of opportunity to re-profile your school and in an IPS school the DET cannot refer teachers onto you, an IPS can choose it's own staff. • Becoming an IPS creates a potential for renewal for collective excitement and refine some of the processes and energy, focus on some new programs. <p>There is no cost involved to the college in applying to become an IPS and the application can be withdrawn at any time. Stephen is keen for the college to pursue an application for WACoA - Narrogin to become an IPS.</p> <p>Council queried will becoming an IPS improve student outcomes? There is probably nothing that you can do in an IPS that cannot be done in an ordinary school. The difference between school and IPS is getting less. Expressions of interest have to be submitted by 8th April. Stephen and Rowena will be interviewed by a panel, it is a competitive process.</p>	<p>Council in favour of proceeding with an application to become an IPS.</p> <p>Stephen will notify Council members if the application was to be withdrawn due to the college systems not being ready in time.</p>
<p>Mark Pascoe, Frank Haydock, Tyler Sounness and Dylan Rader left the meeting at 11.55am.</p>	
<p>13 Ag Advisory report- farm operations</p> <p>Stephen Watt presented a farm report as the Ag Advisory rep was an apology for the meeting.</p> <p>As part of the Expert Review Group (ERG) recommendations an external review of the farm was conducted by Gordon Verrall, Principal Consultant, Corporate Agriculture Australia Pty Ltd. This report has assisted the farm section to set structures, benchmarks and targets, refine and formalise all enterprise plans.</p>	

<p>13 Ag Advisory report- farm operations – cont'd</p> <p>The farm is refining all enterprise plans, improving planning processes and coordination of enterprises. Enterprises are relevant to this area and of a reasonable scale, have good learning outcomes and are up to date with industry best practice.</p> <p>Farm section has completed soil sampling and analysis across the whole farm. The farm is introducing an Ag World Online Program which assists agronomists, staff and students tracking outputs and inputs for the farm.</p> <p>The farm section is getting prepared for seeding and is working on providing opportunities for all students to participate in all farm programs on farm.</p> <p>The farm grant allocated to the college can be spent as decided by the college. The farm section is fully staffed but not necessarily with staff that have the expertise in that area. Farm section will employ a Sheep Technical Officer once the Department of Education's freeze on staffing recruitment is finished.</p>	
<p>14 CCTV cameras</p> <p>The college is planning to extend the current CCTV system to outside of dorms in public areas, around the dining room building, inside the dining room, classrooms, inside trades area and roads coming and going around the campus and farm.</p> <p>CCTV system assists the college to:</p> <ul style="list-style-type: none"> • provide information when there are issues involving students • assists to look at the facts regarding an event • secure students from outside people coming onsite <p>Quotes to extend the CCTV system have been \$50,000 - \$100,000 depending on how many additional cameras are added onto the current system. Stephen will investigate how best to expend the funds available.</p> <p>Funding opportunities to be finalised, suggestion made to consult with P & C committee as they may have funds they wish to allocate.</p> <p>Signs around the college need to indicate that the site is under surveillance.</p>	<p>The College Council endorsed the extension to the CCTV system.</p> <p>Stephen Watt will organise extending the CCTV system.</p>
<p>15 Principals report Q&A</p> <p>Stephen explained this report should help give Council members a broader view of the college.</p> <p>Discussions were held regarding student numbers specifically stating the number of girls. Suggestion was made to prevent discrimination issues it would be best practice not to specify individual genders (female/male), same practice used in the workforce. Stephen explained the critical mass numbers gave parents an indication of how suitable the college may or may not be for their son or daughter.</p> <p>The Council were asked how they felt about the students' behaviour this term so far and how they felt about the communications they had received informing them of various discipline issues.</p> <p>Comments from the Council members were very positive, they were happy with the way discipline issues were dealt with. They were pleased with the open communications, glad to hear directly from the Principal when there has been a discipline issue ie: taser incident. Council stated it was better to know about it from the Principal straight away rather than the students tell their parents further down the track after the event.</p>	<p>A copy of the Principal's report term 1, 2016 was given to the Council members and a copy filed in the minutes file</p>
<p>Next meeting: Meeting closed: 12.30pm</p>	<p>2nd June commencing at 9.30am</p>