

WA College of Agriculture – Narrogin College Board Meeting Minutes Friday 4th June, 2021

| ITEM | DISCUSSION / ACTION |
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| <p>1. Welcome and apologies</p> | <p>Present: Michelle May (Acting Chairperson), Clare Roser, Tim House, Nat Beer, Teresa Rafferty, Mark Pascoe, Graeme Dawson, Renae Dawson(visitor), Frank Haydock, Mitch Wray, Mary Kittow.</p> <p>New member attending via Webex – Tresslyn Walmsley</p> <p>Prefects: Year -12 Sammantha Perry, Year 11 - Riley McIlree</p> <p>Apologies: Karen Agnew, Kristy Banner, Graeme Mason, Dane Tulley (post meeting)</p> <p>Confirmation of agenda – confirmed</p> <p>Additional agenda items – nil to note</p> <p>As Karen Agnew was unable to attend today's meeting Michelle May was asked to be the Acting Chairperson.</p> <p>Michelle welcomed everyone to the meeting and Clare introduced the new Board member Tresslyn Walmsley as the Year 10 parent representative.</p> |
| <p>2. Disclosure of interests It is customary that members declare any potential conflict of interest.</p> | <p>Nil reported.</p> |
| <p>3. Minutes of previous meeting</p> | <p>The Acting Chairperson, Michelle May, presented to the Board members the minutes from the meeting held on 26th February, 2021 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Nat Beer</p> <p>Seconded: Mitch Wray</p> <p>Carried</p> |

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| <p>Business arising – Defensive Driving - Mark Pascoe</p> | <p>The Defensive Driving course for Year 12 students was held Monday 24/04/21 – Thursday 27/04/21. The instructor, Peter Ramsay was impressed with the attitude of the students and their willingness to listen and take on advice.</p> <p>The Defensive Driving course for Year 11 students will be held in Week 2 of Term 3. The College cover the cost of this course.</p> |
| <p>Year 12 camp date for 2022 - Mitch Wray</p> | <p>The Year 12 camp for 2022 has been booked and will be held again at the Swan Valley Adventure camp from Monday 7th February to Wednesday 9th February.</p> <p>The feedback provided from students who attended this year's camp has resulted in a few changes to the program ie:</p> <ul style="list-style-type: none"> • Some of this year's activities were below the age group for our students. • Activities booked for next year include canoeing, raft building, high ropes and black out zone. These activities are more in-line with the students requests from their feedback received. • Include a night going out for dinner as a group. <p>Mitch explained this year was the first year the camp was held at this location and from this experience some improvements will be included for 2022.</p> <p>A discussion was held regarding the student hair styles ie: some too long and untidy. This issue is a work in progress with Trades and Farm staff assisting students to tie back their hair to avoid having any Occupational Safety and Health (OSH) issues.</p> |
| <p>4. Correspondence</p> | <p>2/3/21 - Email from Karen Agnew. Karen emailed to let Clare know she would be unable to attend today's meeting and asked Michelle May to act as the Chairperson for the next meeting on 4th June. Karen also stated she supported the Drug Education Guidelines documentation.</p> <p>11/3/21 – Email sent to Board members from Clare Roser, Principal regarding issues with students hair styles.</p> <p>30/3/21 – Email sent to Board members with the minutes from the previous meeting held on 26th February attached.</p> <p>26/5/21 – Email sent to Board members with agenda for this meeting and a copy of the 2020 Annual Report.</p> <p>27/5/21 – Email sent to new member Tresslyn Walmsley with letter attached from Clare Roser, Principal regarding the National Police History Check for new members.</p> <p>31/5/21 – Email received from Kristy Banner to give her apologies for this meeting.</p> |

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| <p>5. Finances – 2021 update</p> <ul style="list-style-type: none"> • School • Farm • Residential <p>- Teresa Rafferty, Manager Corporate Services</p> | <p>A copy of the Comparative Budget Report for the College finances for the three different ledgers School (S), Residential (R) and Farm (F) and a copy of the Comparative Budget vs Actual vs Committed Budget Report for the Residential was tabled, filed and a copy given to Board members.</p> <p>The new Chef had commenced in February and decided the College was not the place for him as he had different expectations.</p> <p>Some of the kitchen budgets will be modified as required due to the budget going over the original figure allocated.</p> <p>The expenditure for utilities ie: power, water and gas was within allocated budgeted forecasts.</p> <p>The Residential Boarding fees have been paid by parents and the College has forwarded these funds to the Department of Education as per policy stipulations. Teresa told members she is happy to answer questions at any time and go into more details if requested.</p> <p>The College submissions to the Finance Committee meeting held on 8th March 2021 were:</p> <ul style="list-style-type: none"> • Welding extraction fans for trades area \$10,000 • Residential Gazebo for female dormitory lawned area \$30,000, similar to one constructed in the boys area • Literacy reserve - annual \$1,000 • Networking upgrade - CISCO lease approved for five years • Gymnasium - External WAP (wireless access point) - approved • Tomorrow Man and Tomorrow Woman - approved three year program • P & C Funding <ul style="list-style-type: none"> ➢ \$5,200 purchase of engraving machine ➢ \$10,000 for plasma cutting machine ➢ \$2,500 – to meet total cost of prema-cutter • New roller door for trades \$10,400 has been approved • Notification received today that a full review of the Fire Detection and Occupant Warning Systems is underway by DoF (Department of Finance). <p>The new revamped College website will be shown to staff on Tuesday 8th June.</p> <p>The College received \$6000 from the Regional office for additional funding support for students with special needs.</p> <p>Teresa has to send back to the DoE \$17,000 worth of funding that was allocated to the College for a Level 3 teacher. This teacher has returned to their previous school and did not stay at the College for as long as originally planned.</p> |

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| <p>6. Uniforms Clare Roser, Principal</p> | <p>Michelle has met with Lindsay from Sportspower Narrogin regarding the changeover into a new more suitable formal dress shirt. Lindsay was able to source a sample shirt from the company Permapleat. This new shirt comes in a uni-fit sizing for ladies/men's and is available in smaller sizes.</p> <p>Mark explained having students wearing uniforms assists them to be appropriately dressed and prepared for entering into the workforce in their life after school.</p> <p>Mitch stated a long sleeve shirt is more appropriate for sun protection and formal photos promoting the College.</p> <p>Nat enquired as to when the new shirt would be transitioned into the uniform requirements. This new formal dress shirt from Permapleat will be the uniform for the new Year 10 students commencing in 2022. The new shirt will be phased in and students in Year 11 and 12 when or if they require a new shirt will need to purchase the latest uniform upgrade style of shirt.</p> <p>Lindsay is quite happy to assist the College with the changeover as he has limited stock of the previous formal shirts in stock.</p> <p>Mitch commented when the Year 10 students were seen in the new warmer College jacket some of the older year groups also decided to update their uniform with this latest style of jacket.</p> <p>Lindsay asked for the College to consider entering into a "Service Agreement". Clare reported the Narrogin Senior High School entered into an agreement a couple of years ago.</p> <p>Action: Clare will meet with Lindsay to discuss what he is proposing. This proposal will need to be forwarded to the DoE Legal Team for them to investigate/review the legalities of a "Service Agreement" to ensure all DoE policy guidelines are adhered to.</p> <p>Motion: The College may enter into a Service Agreement with Sportspower after the DoE Legal Team has investigated and confirmed this type of Agreement is within the DoE policy guidelines. Clare will coordinate this process.</p> <p>Moved: Tim House Seconded: Frank Haydock</p> <p>Carried</p> <p>The Parry's department store will continue to supply the College work uniform ie: Bisley navy blue work pants, shirts, shorts, jumpers and jackets.</p> <p>Narrogin Sportspower will continue to supply the formal dress uniform shirts, chino pants, ties, jumpers, jackets, hats and beanies.</p> |

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| <p>6. Uniforms – cont'd Clare Roser, Principal</p> | <p>The Year 12's Leavers Gear has arrived. Prefect Samm was wearing the rugby jumper and had the polo shirt to display. The Leavers Gear can only be worn for class or residential time. This clothing is not fire proof and cannot be worn when students are in trades or on farm section.</p> <p>The issue of some students still wearing uniform items that are damaged with; holes, rips, buttons missing etc is frustrating. Information has been included in several editions of the College Chronicle to assist with making parents aware.</p> <p>A suggestion was discussed to take a snapshot photo of the student wearing the damaged uniform item and sending it to their parent/carer so they can see first-hand exactly the state of the uniform item that needs replacing/updating. When students are in boarding their parent/carer does not always get to see all their uniform items on a regular basis to monitor their current condition.</p> <p>Mitch suggested this information be sent out again in the College Chronicle, students get a second chance to sort out their inappropriate uniform item as it is also an OSH issue that could potentially lead to a bigger problem/issue.</p> <p>Clare reported there has been some misinformation going around with students about the formal uniform pants.</p> <p>The change over from black jeans to Chino pants (available from Sportspower Narrogin) was this years' Year 12 group. This group was to be the last group of the "phasing in" students. When any of the Year 12's required new pants they were supposed to purchase the new black Chino pants and not another pair of black jeans as they were part of the "phasing in" period. As of 2022 black Chinos will be the only formal uniform pants students will be permitted to wear.</p> <p>Michelle suggested the College emblem also be embroidered onto the Chinos pants as is already on the black shorts and black track pants (all available at Sportspower) which assists to make our uniform more identifiable.</p> <p>Action: Clare will speak with Lindsay about having the College logo embroidered on the Chino pants.</p> <p>Clare has spoken with staff from WACoA - Cunderdin about their uniform policy. At Cunderdin their students are wearing their formal dress uniform during class time. Clare asked the members how they felt about our College adapting this uniform policy/idea?</p> <p>Currently our students are required to wear their College polo shirt, black shorts or track pants during class time.</p> |

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| <p>6. Uniforms – cont’d Clare Roser, Principal</p> | <p>Teachers have reported problems wasting valuable class time having to discipline students for not wearing the appropriate black track pants (with various logos on) and very short black shorts which are not part of the correct College uniform items - although close in colour.</p> <p>Wearing the College formal uniform in class may help with the problem of some students not wearing the correct more relaxed items of uniform.</p> <p>Nat suggested the Dorm Captains could assist students by reminding them of their uniform requirements.</p> <p>Tresslyn commented that students may not be as comfortable in the formal uniform as they are with the current more relaxed uniform items whilst in class and she would like to have students continue to wear the more relaxed style of clothing uniform. Consider giving the students the option to “improve” on wearing the casual uniform clothing and see if this may help them to wear the correct items.</p> <p>Clare explained the current problem is the students are not complying with the correct uniform requirements and so the College will have to take a different approach to hopefully prompt the students to adopt the idea of wearing the correct uniform items be it the casual comfortable uniform or the formal uniform if necessary.</p> <p>Action: The Board will consider reviewing the option of students wearing their formal uniform for class if they cannot wear the correct current uniform ie: College polo shirt, black track pants or shorts with College logo embroidered.</p> <p>This item will be discussed and endorsed at the next Board meeting.</p> <p>Samm reported the Year 10 Prefects would like a new style of College cap. They want a cap that has a mesh back which would allow for better air flow resulting in a cooler style of hat.</p> <p>The new bucket hats have a larger rim and air flow section which is an improvement on the original style of bucket hat.</p> <p>Action: Michelle will check with Lindsay at Sportspower how much stock he has of the current cap before we can consider making an update/upgrade of the cap.</p> <p>Clare suggested the new style of cap could possibly complement the current cap. Both Samm and Riley indicated they would be happy with having the two styles of caps and new bucket hat as options for the College uniform. It is hoped that all three options will be available for inclusion in the College uniform for 2021/2022.</p> |

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| <p>6. Uniforms – cont'd Clare Roser, Principal</p> | <p>Action: The new bucket hat with the wider rim be introduced in 2021 if Lindsay is able to source and supply. Clare will discuss with Lindsay introducing the new style of cap with the mesh back and air flow section.</p> <p>Action: Photos of the correct uniform items will be included in the 2022 College Operations Procedures document.</p> |
| <p>7. Funding Agreement for Schools 2021 Clare Roser</p> | <p>The Funding Agreement for Schools 2021 document was tabled and filed. Clare explained this Funding Agreement outlines the accountability expectations of the Principal in relation to the management of funding to the school through the Student-Centred Funding Model and the operation of the One-Line budget. Resources (including staff time, expertise, funding, facilities and materials) should be applied in a targeted manner to meet the learning and wellbeing needs of all students in the school.</p> <p>This Funding Agreement is signed off/endorsed by the Principal, Clare Roser, Chairperson, Karen Agnew, noted by the Board and maintained on file.</p> |
| <p>8. Principal Statement of Expectation 2021 - 2024, Clare R.</p> | <p>A copy of the DoE Statement of Expectation 2021 - 2024 was given to the members, tabled and filed.</p> <p>Clare also gave members a hard copy of her power point slide presentation which described;</p> <ul style="list-style-type: none"> • Strategic Directions • Consultation and Development • Unified Public System (Connect Autonomy) • Structure • Six Key Areas • Signatories <p>Action: Clare will send a copy of this power point to Tresslyn.</p> <p>Clare explained this document is basically the DoE Performance Management document for All Principal's to adhere to.</p> |

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| <p>9. Education Awards Clare R.</p> | <p>The WA Education Awards 2021 Celebrating excellence document was tabled and filed. This document can also be found on the DoE website. Karen would like to nominate Teacher, Christo Argaet and Education Assistant, Tania Vogel. Other parents have also supported these nominations. Clare has spoken with Christo and is yet to speak with Tania. The nomination category for Tania is Education Assistant, Special needs. Clare will work out which category Christo's nomination best suits. Christo's role was full time teaching however this year he has also been engaged mostly full time in coordinating Student Services. The correct category for Christo may be "Teacher with a diverse role."</p> <p>Action: Clare will investigate the correct category for Christo's nomination.</p> <p>Clare explained the process of completing the nominating forms is quite involved. If the process is not completed correctly the nomination may not be considered.</p> <p>Action: Clare will email Board members the date of the live stream presentation for application writing and applying workshop for the WA Education Awards.</p> <p>The P & C would also support being involved in this process.</p> |
| <p>10. Wellbeing Update (including Good Standing Policy), Clare R.</p> | <p>Clare tabled the draft Care and Support policy and explained the structure. There are a number of projects and programs being rolled out as a DoE priority that will have a major influence on the structure and content of our document. Once the draft plans for the 10 'Pillars' have been completed, these will be shared with the Board and other interested parents, before being signed off.</p> <p>The following 10 'Pillars', form the Care and Support Policy:</p> <ol style="list-style-type: none"> 1. Safety Policy (Child Protection, Road Safety) 2. Alcohol and other Drugs Policy 3. Attendance Policy 4. Behaviour Management Policy (Good Standing Policy) 5. Social/Emotional Learning Plan 6. Careers Plan 7. Leadership Plan 8. Sexual Health Plan 9. Physical Health Plan 10. Mental Health Plan |

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| <p>10. Wellbeing Update (including Good Standing Policy), Clare R.</p> | <p>Action: Clare will email to the members an overview of this document.</p> <p>Michelle May reported that as a parent she had personally been involved in this experience and she found the support she and her family received from the College was very comforting. Michelle wanted to commend the College and say "well done".</p> <p>Michelle reported knowing as a parent that the students involved knew they were in trouble and they got the help they needed to get through the situation. It was wonderful to have this type of support during a difficult time for everyone.</p> <p>Clare thanked Michelle for providing her feedback and will pass this onto the staff who were involved.</p> <p>Clare reported when the College had to utilise this policy it was good to have feedback from parent/s involved. This is a great example of a working document.</p> <p>Clare explained the Wellbeing policy is about teaching students to have the preventative measures in place rather than the reactive measures for when something has gone wrong.</p> <p>The College's Good Standing Policy is currently a work in progress. This policy will have some modifications to ensure it is aligned with the Behaviour Management Policy.</p> <p>The Youth Early Intervention Project for the Southern Wheatbelt region will deliver an Alcohol and Other Drug (AOD) prevention and mental health and wellbeing program to young people aged 12 - 17 years in this district to increase access and awareness of community services and participation in diversionary activities during terms 2 and 3 in 2021.</p> <p>The College has been invited to be part of this early intervention roll out through Holyoake Wheatbelt Community Alcohol and Drug Service's (WCADS) Prevention Team.</p> <p>Our students will be surveyed through Reach and from this data the style of program will be delivered specific to the needs of our students.</p> <p>Clare commented the Lead Psychologist for this district reported the College was at least five years ahead of most schools with this type of care.</p> |

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| <p>11. Student report, Prefects Year 12, Sammantha Perry and Year 11, Riley McIlree</p> | <p>Samm reported the student group had formed a Ball Committee and have been holding regular meetings to plan and organise this special event.</p> <p>This year's Ball will be held on Friday 27th August at the Fremantle Sailing Club, 6.30pm - 10.30pm. The theme for the Ball is "Rustic Country". Most of the decorations will be constructed in the trades furnishing section. Decorations will include using warm coloured lights and native flowers.</p> <p>Each student's table place setting will have a wood coaster with the student's name and College logo on it for the students to keep as a unique momento. Samm showed a sample to the Board members. These coasters are being made using the laser cutter in the trades furnishing section.</p> <p>The table centre pieces are going to be green coloured bottles with lights inside. Samm's parents are assisting with sourcing these items.</p> <p>The Ball committee is also working on designing a special entrance into the Ballroom for students to have photos in front of. A special wooden arbour entrance is being made by Mitch Wray, Head of Department – Trades and Year 12 students. The arbour will include wagon wheels, fairy lights and greenery. Samm showed example photos of what the finished entrance will look like to the Board members.</p> <p>Mitch commented this year the students have been very proactive in the planning of this special event which was a credit to this group. The leadership skills amongst these students has helped them take on more ownership of various roles and organising this type of special event.</p> <p>Riley reported the Prefects have commenced planning for the 2022 Leavers gear with the assistance of Mrs Dartnell, Residential Supervisor. Both Riley and Annie Dewar (Year 11 Prefect) are looking at sourcing Leavers gear clothing and shopping locally if possible. Sportspower Narrogin is now also able to assist with supplying this type of clothing. The Prefects will shop locally if the pricing is competitive with other sources however will endeavour to keep costs down and if necessary shop where they can source the best deal.</p> |
| <p>12. Principals report Q & A, Clare R</p> | <p>The Principal's Report for term 2, 2021 was tabled, filed and a copy given to members.</p> <p>The Year 11 and 12 exams and Year 12 EST's (Externally Set Tasks) have been completed. Year 10 exams begin Wednesday 9th June.</p> |

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| <p>12. Principals report Q & A, Clare R</p> | <p>The "Keys for Life" program is the Year 10 driver education program and is being delivered to the Year 10 students and parents today, 1.30 - 2.30pm. This program is used to assist students to gain the appropriate skills to drive a vehicle.</p> <p>The Year 11 students attended the RAC bStreetSmart at Perth Arena on 30th March for their driver education program. This event demonstrates the consequences of distracted driving, speeding and drink/drug driving. Attending this event informs students on how to reduce risk taking behaviours.</p> <p>All students will attend a Combined Sports Carnival with NSHS on Thursday 10th June.</p> <p>This carnival will be held at the YMCA Recreational Centre Narrogin. This afternoon will give our Country Week teams a chance to play together before Country Week. The opportunity for the whole College to attend also creates relationships with the Narrogin Senior High School and is a great event for students to socialise and enhance general wellbeing. After the scheduled sports there will be a sausage sizzle with a drink and ice cream for students to sit around and mingle.</p> <p>Country week will be held in week 11 of this term, 28/6/21 – 2/7/21. There are approximately 78 students and 15 staff attending. The team is staying at Be.Fremantle, Mews Road. Mitch has sent out Country week information to parents via Compass.</p> <p>Mitch met with students attending Country week on Wednesday and has provided them with the Student Handbook. It is expected the fixtures for Country week will be released in the next week.</p> <p>The Staff Handbook is still a work in progress.</p> <p>Mitch reported the parents have assisted greatly by getting in their payments and consent forms promptly to the College. Students have been surveyed to provide information for their meal preferences and room allocations, (who they would like to share with). There will be four or five students allocated per room.</p> <p>Mitch wished to thank Jill Norwell and Heather Rae for the assistance they have provided in preparing for this special event. Preparation for this event has involved ensuring all DoE insurance policies are adhered to ie: different venues have different currencies of insurance eg: McDonalds, restaurants, sporting venues etc.</p> <p>Michelle queried if all consent forms can be completed via Compass.</p> <p>Mitch explained the complexities of having all the paperwork signed off ensuring the correct DoE template information requirements are on Compass. The College IT (Information Technology) staff member Cameron has been working with technicians from Compass to improve this process.</p> |

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| <p>12. Principal's report – cont'd, Q & A, Clare R.</p> | <p>The College is hoping to take a sheep and cattle team to the Royal Show this year. Clare has been working with Colin Batt and Stephen Madson to make this happen.</p> <p>Students have already designed their show team shirts and jumper. The P & C are happy to support some of the cost of these shirts and jumpers. Clare explained the complexities that come under these types of excursions ie:</p> <ul style="list-style-type: none"> • students possibly involved with working with/for other studs <p>Clare is working to ensure all correct policies and procedures are followed by all involved.</p> <p>Clare will be attending as the female supervisor for the week.</p> <p>The Dorm Captains are being trained by Mrs Sandie Blakiston in a peer skills program.</p> <p>Dorm Captains and Prefects are now represented in both student leadership groups. Student leaders will attend the GRIP in 2022 workshops as of next year to increase their capacity to lead the student body. This will be included in the Leadership pillar of the Care and Support Policy.</p> <p>The Combined School Development Day will be held at the NSHS on Tuesday 8th June.</p> <p>Admin staff will be looking at operational upskilling with staff from the Network at NSHS.</p> <p>Class staff will be participating in a Trauma Informed Practice Workshop and sessions on improving teaching, building respectful relationships and providing a safe and inclusive environment with other staff at NSHS.</p> <p>Trades and Farm staff will be participating in a Chem Alert PD at the College.</p> <p>A Wellbeing Day will be held at the College on 23rd June.</p> <p>This will be Day two of the Tomorrow Man/Tomorrow Woman sessions for all students. A copy of the Long Form program forms for Men and Women were given to members, tabled and filed.</p> <p>Although quite expensive, the College believes the content offered is closely aligned to the needs of our students. The cost is \$25,000 per year and Clare was able to secure a 50% discount. The ability to run the program over a three year cycle also fits with our intake structure. Guest speakers also present on physical health topics. This Wellbeing day will conclude with a pizza and movie/social evening.</p> |

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| <p>12. Principal's report – cont'd, Q & A, Clare R.</p> | <p>Staff Professional Development includes:</p> <ul style="list-style-type: none"> • Leading School Improvement • Teachwell • Caught in the Crossfire (mediation for Line Managers dealing with staff) • VET - Forestry Industry opportunities • Performance Management Training • Leadership Development DoE - Clare is supporting newly appointed Principal and Aspirant as part of the Aspirant Principal Preparation Program. This will mean Clare will spend some time away from the College and will also involve having an Aspirant Principal work shadow here at the College. <p>The Board Training Modules 1 - 5 have been updated and are filed in the Board meeting file and included in the 2021 Board member Induction File.</p> <p>Mitch will have a prac teacher onsite for three weeks in term 3. This prac teacher is moving to Narrogin and is currently working in Katanning as a Vocational Trainer and is a Boiler Maker by trade. This prac teacher has also spent the last two years attending Edith Cowan University (ECU). It is hoped that this prac teacher may be considered for a replacement for the current Metals teacher, John Ryan who is planning on retiring in June 2022.</p> <p>The Board members positions were discussed and confirmed as being:</p> <p>Karen Agnew - Chairperson and past parent representative, 2021 Kristy Banner - Year 11 parent representative, 2021 Natalie Beer - Year 11 parent representative, 2021 Graeme Dawson - Past parent representative, 2021 Frank Haydock - Staff representative, number 2 Tim House - Year 12 parent representative, 2021 Graeme Mason - Past parent representative, 2021 Michelle May - Year 10 parent representative, 2021 Mark Pascoe - Staff representative, number 1 Dane Tulley - Year 12 parent representative, 2021 Clare Roser - Principal Tresslyn Walmsley - Year 10 parent representative, 2021 Mitchell Wray - Staff representative, number 3</p> |
| <p>13. Future meetings and call for agenda items, Michelle May</p> | <p>Board meeting Friday 20th August, 12noon.</p> <p>Meeting closed at 1.40pm.</p> |

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____