

WA College of Agriculture - Narrogin College Board Meeting Minutes Friday 19th November, 2021

ITEM	DISCUSSION / ACTION
<p>1. Welcome and apologies</p>	<p>Present: Clare Roser, Teresa Rafferty, Michelle May, Tresslyn Walmsley, Tim House, Nat Beer, Graham Dawson, Renae Dawson (visitor), Frank Haydock, Mary Kittow (minute taker)</p> <p>Via phone link: Mark Pascoe</p> <p>Meeting commenced: 12.15pm</p> <p>Apologies: Karen Agnew, Mitch Wray, Dane Tulley (has resigned), Kristy Banner (has resigned)</p> <p>Confirmation of Agenda - confirmed</p> <p>Additional agenda items – nil to note</p>
<p>2. Disclosure of interests</p> <p>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 20th August, 2021 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Frank Haydock</p> <p>Seconded: Tresslyn Walmsley</p> <p>Carried</p>

ITEM	DISCUSSION / ACTION
Business arising	<p>In the previous meeting (20th August) during the Prefect Report from Year 12 student Sammantha Perry, Karen asked Samm as she had attended two Balls, one held locally in 2020 and the second held in Perth this year if she could draw from these two different experiences (advantages and disadvantages) and put the information in a letter to the Board.</p> <p>The letter was received from Samm on 26th September, tabled and filed.</p> <p>The Ball will be held locally in 2022, the last day of term 1, Friday 8th April.</p> <p>The Prefects have decided the theme for the Ball will be "The Great Gatsby."</p> <p>Students do not have to necessarily dress up to that theme, they can still wear ball dresses etc if they prefer. Staff will be dressing up and the Narrogin hall will be decorated in this theme.</p>
4. Correspondence	<p>30/08/21 – Email received from Kristy Banner resigning from the Board as the Year 11 parent representative.</p> <p>21/09/21 – Email sent to Board members with the minutes from the meeting held on 20th August.</p> <p>26/9/21 – Letter received from Sammantha Perry, Year 12 Prefect as per request from meeting held on 20th August regarding the comparison of having the College Ball in Perth and Narrogin.</p> <p>12/10/21 – Email received from Dane Tulley regarding resigning from the Board as the Year 12 parent representative. Email received from Mitch Wray sending apologies as he cannot attend the next meeting on 19th November.</p> <p>1/11/21 – Email sent to Board members with the Agenda for the meeting on 19th November and the Behaviour Support and College Good Standing Policy documents.</p> <p>2/11/21 – Email received from Frank Haydock regarding resigning from the Board at the end of this year as the position of second staff member.</p> <p>9/11/21 – Email received from Year 11 Prefect Riley McIlfree regarding 2022 Leavers Clothing Designs.</p> <p>10/11/21 – Email sent to members with documents for pre-reading prior to meeting being: 2022 College Charges and Contributions, DRAFT Stationery List Years 10,11 and 12, DRAFT Year 11 Booklist, DRAFT Year 12 Booklist, Additional Personal Items Specific to Equine, Additional Personal Items Specific to Trades.</p>

ITEM	DISCUSSION / ACTION
<p>5. Fees and Charges 2022 – Teresa Rafferty, Manager Corporate Services</p>	<p>A copy of the DRAFT 2022 College Charges and Contributions document was emailed to members on 5th November, tabled and filed.</p> <p>The College Finance Committee held a meeting on 14th October and during this meeting the 2022 College Charges and Contributions documentation was ratified. This document must also be presented to the College Board to be ratified as per DoE policy.</p> <p>Teresa reported there are not many changes made in the 2022 College Charges and Contributions from the previous 2021 documentation.</p> <p>There has been a slight increase in the fees for the Engineering course in Trades. This increase is due to the rising cost of materials ie: steel. Some charges are listed as “Not more than (ie:\$100)”, so if a student decides to participate in that particular activity a parent will understand that the cost involved will not exceed a certain amount.</p> <p>The changes for the Equine cost remained the same being \$190.00. Planning of Equine classes for 2022 is still to be finalised and depending on the number of students choosing this course will determine whether there will be one or two classes required.</p> <p>Department of Fire and Emergency Services (DFES) charges have increased from \$960.00 (2021) to \$1040.00 (2022). The College has experienced difficulties with the fire alarms going off without any apparent reason.</p> <p>The last alarm went off in the Chaplain room at 1.50am, Sunday 14th November and nothing was found that could have triggered the alarm. Clare was called in and both Clare and Rob McEllister (Residential Supervisor) investigated the possible causes however nothing was found.</p> <p>Department of Housing and Works (DBMW) are investigating the older dorms and the system that was installed when they were originally built has now reached its end of life. It has been reported that we may be able to keep the actual cabling but the alarm system is now too old and is needing updating. DBMW have not been able to provide a definitive date for an upgrade but it is hoped to be sometime in 2022. It has been reported that several schools are requiring a similar type of upgrade so depending on DoE funding will determine when our upgrade will take place.</p> <p>In 2021 the Boarding Away from Home Allowance (BAHA) was \$1477.00. In 2022 the BAHA will be \$1320.00. There are no other changes in the amount/value of the other allowances. The name of Centrelink has been changed to Services Australia.</p>

ITEM	DISCUSSION / ACTION
<p>5. Fees and Charges 2022 – Teresa Rafferty, Manager Corporate Services – cont'd</p>	<p>Included in the endorsement of the 2022 College Charges & Contributions is also the Campion Booklists and Personal Items Lists. Teresa reported staff had spent considerable time reviewing and revising this information to ensure its accuracy.</p> <p>Concerns were discussed regarding the cost of the Calculator Casio Graphic CAS Class Pad FX-CP400 (\$254.95) however it is what is required and the price is set by the supplier.</p> <p>MOTION: Moved that the Board ratifies the presented 2022 College Charges and Contributions.</p> <p>All in favour - Carried</p>
<p>6. College Operating Guidelines 2022 – Clare R.</p>	<p>A copy of the College Operating Procedures 2022 was given to members, tabled and filed.</p> <p>The Residential Handbook for 2022 is still in a DRAFT format.</p> <p>The Acting Residential Supervisor, Caine Denyer has been assisting Clare with updating this document. Caine is consulting with the Residential Staff to review and assist with updating information within this document. When Heather Rae returns from leave she will be asked to review this document if time permits. Heather's return has been held up with border closures and the need for her to self-quarantine as she is travelling back from New Zealand. The information for 2022 must be emailed out to parents as per DoE policy states, eight weeks prior to the student commencing at the College (ie: 1st December 2021 for start-up 31st January 2022). The Residential Handbook 2022 will be included in the information sent to parents.</p> <p>As WA is presently working under Phase 5 COVID restrictions, the College is not required to include any COVID-19 information into these documents. During meal times students are currently not serving themselves however in 2022 the option for making toasties and self-serving will be reinstated as students have requested this.</p> <p>Michelle enquired had the College saved food during this time of no self-serving? Clare reported this did not seem to be the case and food is still being put into the bins after meals.</p> <p>Clare explained the College Operating Procedures 2022 document contains the operational information only that includes updated Behaviour and Mobile Phone Policies. Any Residential information that was still referred to within this document (College Operating Procedures) has been relocated to the Residential Handbook 2022. The Board is not required to endorse this document and are given a copy for their information.</p>

ITEM	DISCUSSION / ACTION
<p>7. Behaviour Support/Good Standing 2022 Policies – Clare R.</p>	<p>A copy of the College Behaviour Support and Good Standing Policy documents was emailed to members on 1st November, tabled and filed.</p> <p>Since the previous Board meeting (20th August) the College Behaviour Support Policy has had information included/updated into the Positive Behaviour Matrix form section.</p> <p>Clare reported the Year 12 students have provided some input for this data inclusion. Discussions were held regarding Expectations, what they are? What do Expectations actually look like? What is Respect? What does Respect look like in Class, in Residence and other areas etc?</p> <p>Clare explained the Colleges' Wellbeing Focus with these updated policies is to focus on the positives, rewarding students for doing what is expected rather than just punishing when expectations are not met. This teaches self-discipline and skills which are practical to real life. Teaching towards more of what we <i>want to see</i>.</p> <p>Our core business is to teach what we <i>want to see</i>.</p> <p>Michelle enquired did the College staff go through these policies with the students. Clare reported staff have been working for the last six months to complete these policies. In Term 3, Wellbeing Day (17th August) was held and staff were planning on holding discussions with students regarding these policies however some activities took longer than expected and there was not enough time to discuss these at length with students.</p> <p>Year 12 students have been consulted and they reported they could see changes with moving towards the Positive Behaviour Matrix etc.</p> <p>Tresslyn enquired what are the External Agencies referred to in Tier 4 of the Response to Intervention (RT) Model For Behaviour. Clare reported the External Agencies are; CAMHS (Child and Adolescent Mental Health Services), Holyoake, General Practitioners, Amity Health, Youth Focus WA, Emergency Department Narrogin Hospital, Police, CPFS (Child Protection Family Services).</p> <p>Frank referred to the Outcomes of a 'Positive Behaviour' approach information section states "<i>Teachers know their students well</i>" and he suggested this wording be updated to say "<i>Staff know their students well</i>". Updating the word <i>Teachers</i> to <i>Staff</i> will make this document referencing more accurate and inclusive of all staff.</p> <p>Michelle reported the support these policy guidelines provide is very helpful. From a parent perspective Michelle has experienced situations with her own children attending the College and has found the support provided very helpful in working through issues.</p> <p>Clare reported it may take between 1 – 3 years before we really see major changes across the entire College as staff continue their work on the 10 'Pillars' to form the College's Care and Support Policies.</p>

ITEM	DISCUSSION / ACTION
<p>7. Behaviour Support/Good Standing 2022 Policies – Clare R, cont'd.</p>	<p>Clare is hoping data gathered from surveying parents and students over the years will indicate positive attitudes to these policies. Students have reported they feel that they are being listened to when they can see what they have requested in their surveys has actually come to fruition ie: gymnasium equipment upgrade, nets put onto basketball hoops, new cricket nets etc. Students are also now understanding the “red tape” processes that are time consuming which the College is required to abide by as it is DoE policy guidelines.</p> <p>Clare reported the Director Agricultural Education, Sally Panizza is promoting the work this College has in progress for the Care and Support Policy Framework.</p> <p>Frank reported staff are teaching students respect by holding them accountable for their actions ie: some students had thrown food around in the dining room. These students were given brooms and made to clean up their own mess and were reminded what effort the kitchen staff had gone to in preparing this food. These students were also asked would they throw food around in their own home? Students were held accountable for their actions and helped to rectify their bad decisions. Frank reported there have not been any further incidents involving food being thrown around.</p>
<p>8. Principals report Q & A - Clare R.</p>	<p>Clare thanked the P & C Committee for providing a Scholarship for Year 10 students being \$500 towards their College fees. The winner of this Scholarship will be announced at Year 10 Awards Assembly on Friday 3rd December.</p> <p>Thank you also to Karen Agnew for representing the College Board at the Year 12 Graduation. Thank you to Brian Hare, Residential Supervisor for covering the Acting Head of Residence position in Term 3. The Acting Head of Residence position is currently being covered by Caine Denyer who has come from Merredin Residential College. Clare reported Caine has been a great help and the students have enjoyed getting to know him. Caine has made a few minor changes to include changing the breakfast routine. The new routine being trialled is the students can go into the dining room from 6.30 – 7am for a continental breakfast and from 7am for a cooked breakfast. Students can choose what time they want to go to breakfast and when they are finished they can leave the dining room and return to their dorms to get ready for classes. Students need to ensure they have their names marked off as attending the dining room. Students will learn the consequences if they do not bother to come to the dining room to at least have their names marked off. Some students are not hungry at breakfast time and it suits them not to eat then, they can eat at morning tea time if they prefer. Allowing students this freedom to choose what they eat and when, has received positive feedback. It is hoped to trial this breakfast routine again when there are more students back onsite early next year.</p> <p>Caine has also kept students <i>on their toes</i> by occasionally playing weird music through the PA system. Students have enjoyed this unexpected type of activity in their day.</p>

ITEM	DISCUSSION / ACTION
<p>8. Principals report Q & A, cont'd</p>	<p>Clare reported there will be some movement of staff for 2022 to include; Emily McDonald (former Assistant Farm Manager) is now permanent in Esperance, Amy Corsini (Agriculture Teacher) is taking Leave Without Pay (LWOP), Kylie Dowling (LWOP), Gayelle Quartermaine (LWOP), John Ryan is retiring in June and a replacement Trades teacher will be required.</p> <p>Sandra Blakiston (Chaplain) is relocating to the Southwest.</p> <p>On Monday 22nd November Sandie will meet with Clare with a person who may be considered as a replacement Chaplain in 2022.</p> <p>A discussion was held regarding staff taking LWOP. This type of leave can only be taken if the Principal approves it. Clare explained she tries to work with the individual staff member around their life style however if it looks like their LWOP is going to disadvantage the College the Principal can ask the staff member to come back.</p> <p>A new position for 2022 will be a teacher for Physical Education (PE) studies. In 2022 the MDT (Metals Design Technology) subject for Year 11 students will be replaced with PE studies.</p> <p>The Year 12 students already enrolled in MDT from when they were in Year 11 will be able to complete their course.</p> <p>The Year 11 intake has increased considerably for 2022 due to the College's popularity. This will not mean an increase in class sizes for Trades and Farm but timetabling may look a little different and additional classes will be running in both the Class and Trades area. Farm will be introducing Horticulture as an additional Enterprise.</p> <p>Student applications have been received up to 2029. The College is happy to have these applications ahead of time and will contact these applicants closer to the time.</p> <p>There are two Indigenous students enrolled to attend in 2022. These students have family members experienced in pruning fruit trees and they may be asked to consider assisting with the Horticulture Enterprise.</p> <p>The College will be holding a student only Orientation Day for all new students on Friday 10th December. This day will be an opportunity for these students to meet some of their classmates and teachers before the full induction day in January. Not all students are able to attend this mini orientation as they live too far away ie: Alice Springs, Hedland etc.</p> <p>The Student numbers for 2022 are; Year 10 – 43, Year 11 – 59, Year 12 – 43. 133 Residential students, 12 Day students.</p> <p>In 2020 the Buttfild dorm was reopened due to the increase in student numbers. The College was unable to get DoE to fund works as it did not fall under repair/maintenance. The Finance Committee approved for College funds to make the improvements as we are certain our numbers will remain at a level where we will need to continue to house students in this dorm.</p> <p>Each cubicle now has a full height wall divider for privacy, proper lights, each cubicle has its own air conditioner.</p>

ITEM	DISCUSSION / ACTION
<p>8. Principals report Q & A, cont'd</p>	<p>Dorm movements for 2022 – With an increase in female students we have needed to re-allocate a 16 bed dorm to the girls and move the boys to Buttfild. For this to be manageable, the far dorms of Perkins, Connelly and Thomson will be allocated for the girls. These dorms will have maintenance completed over the holidays.</p> <p>In the past boys have had the undercover area near their dorms to use. With the swap over of dorms it is hoped that both the girls and boys will be able to share this area.</p> <p>Caine reported these changes were well received by students and staff. Caine will be onsite until the end of term.</p> <p>Clare reported feedback she has received earlier this year regarding the start-up and commencement of this year and as such will make a few adjustments to the start-up plan for 2022.</p> <p>On Saturday, 29th January all day students will also be invited to come onsite and stay all day, have dinner with students and staff and return home that evening.</p> <p>Clare is planning to make sure day students are invited to all events/occasions to make the College a “whole group” not have any segregation between day and boarding students.</p> <p>In 2022 one of the College Priorities will be <i>Bridging the Gap</i>.</p> <p>Clare explained the Expectations, changes to the Care and Support Policies have seen a major shift in the way the College will approach behaviour and wellbeing. Results from the student/parent and staff surveys have indicated that general student appearance is something that needs to be addressed. Wearing the correct uniform (in reasonable condition) and maintaining appropriate personal hygiene will be a focus. To assist students with understanding the various Care and Support Policies a copy of the Positive Behaviour Matrix will be on display at various locations around the College to remind students.</p> <p>College staff will review the current Business Plan in the final two weeks of this year. Technically the Business Plan has one more year to run in its current form but we may need to look at developing a new plan to start in 2022. Once the Business Plan is updated it will be presented to the Board.</p> <p>Improvement planning – Clare and Senior Staff participated in a distributed, four day professional development on Whole School Improvement Planning. This training will assist the team in developing a strong Business Plan, Work Force Plan, to be in a good position moving towards the Public School Review (PSR) in 2023.</p>

ITEM	DISCUSSION / ACTION
<p>8. Principals report Q & A - cont'd</p>	<p>Tresslyn enquired what actually happens during a PSR? Clare explained every school in the state has/will have a PSR at some point. The review involves a team from DoE coming onsite and checking various processes and procedures implemented at the College. This team consists of a Director Reviewer and a context person and they will validate information from the College. The 2019 PSR for the College identified a need for some improvement.</p> <p>If the Review Team identify the College needs assistance to improve managing ie: resources, they may provide additional training for the staff involved ie: Manager Corporate Services.</p> <p>The PSR reviews run at 1 year, 3 year or 5 year intervals.</p> <p>The DoE is working to align the two residential systems between Agricultural Residential Colleges and Country Hostel Association Residential Colleges. The Acting Residential Manager, Caine Denyer has had experience in working in both systems and has been able to explain how things are different between the two systems. What would work well at this College would not work as well in the Merredin Residential College due to the size of the campus and the number of students to be supervised.</p> <p>Michelle asked Caine to explain the differences in their staffing structures, number of residential supervisors and the way they allocate the number of staff to the number of students.</p> <p>Some other colleges have “Middle Management” and the Residential Manager is basically the Principal of the College.</p> <p>Clare explained our College, WACoA – Harvey and two other Residential Colleges have had the Residential Audit. From these reviews the audit team concluded what processes work well and those that need improvement.</p> <p>The site area of WACoA - Narrogin compared to other Colleges is different. The old College’s infrastructure has been added onto over the years whereas the newer College’s have had a better design for their infrastructure from the beginning of their building ie: dining areas lead into gymnasiums and recreation areas, buildings are not so spread out which in turn assists staff to supervise students easily in more condensed areas.</p> <p>The DoE has a different staffing calculator to the Country Hostels Association and it is not the size of the area needing to be supervised, it is calculated on the number of students needing to be supervised.</p> <p>Nat enquired if there was anything the Board could do to help with requesting assistance with enough staffing allocations.</p> <p>Clare explained the College is hoping that the Review will look at the Narrogin site and the FTE (full time equivalent) allocated.</p> <p>Tresslyn suggested to assist with cost funding it may be helpful to reduce the area available for students.</p>

ITEM	DISCUSSION / ACTION
<p>8. Principals report Q & A – cont'd</p>	<p>The College is currently implementing this idea however it is not the solution and help with a better staffing ratio is more practicable due to the various recreational activities the College wants to make/keep available for all students ie: horse riding, bike riding, tennis, football etc</p> <p>With Residential staffing after 4pm the College has an On Call person ie: Principal, Deputy Principal or Residential Manager for Residential staff to ask for assistance if required. If it is necessary for a Residential Supervisor to take a student to hospital the On Call person will be called upon to assist with supervising or escorting student/s to hospital etc if needed/short staffed. Clare reported we have to wait for the report to come through to find out what changes are recommended to assist with these staffing challenges/concerns. Clare is confident there will be assistance provided to improve staffing as the Review Team seemed to be very aware of the need for upgrades to staffing ratios etc. The report is estimated to be available before the end of this year.</p> <p>Clare thanked the Board for all the support the members have given her this year, the College is in a really good position. Staff have listened to our students how they are finding things and staff have used this information for future planning improvements.</p> <p>The College is also part of the DoE big staffing recruitment drive. WACoA – Narrogin is the face of recruitment as the DoE is working to resolve the issue of the forecasted shortage of teachers in 2022.</p> <p>A discussion was held regarding the Year 10 Work Place Learning placements. Michelle has had difficulty with finding a suitable place for her daughter currently in Year 10. As this age group of students do not have a driver's license and are not really old enough to be left in accommodation on their own, the problem of transporting the student from accommodation to the place of their employment is problematic especially for families who live out of town. In previous years when students were able to work on farms it was helpful as staying with a suitable family onsite enabled the student to complete WPL. The Board is concerned as some students will inevitably end up working in a farming/agricultural environment and to complete WPL could be beneficial. Clare reported Mitch Wray has been working with Sally Panizza, Director Agricultural Education/Statewide Services. Sally is taking this concern further up the line as this is the College core business and these WPL regulations need more clarification/improvements as soon as possible. Sally is looking into getting some conditions changed.</p> <p>The Principal is ultimately responsible for whatever students are participating in.</p> <p>Nat expressed concerns regarding students wearing the College uniform and the standard of some uniforms. At the commencement of the College year students sign off on the Education and Training Contract which states they will abide by the College Dress Code.</p>

ITEM	DISCUSSION / ACTION
<p>8. Principals report Q & A – cont'd</p>	<p>The standard of uniforms is of concern as at the Year 11 Awards Ceremony some students were wearing shorts that were not the correct length. This year is the last Year 12 group that was part of the <i>changeover</i> group of students transitioning into the black Chino pants as part of the formal dress uniform. As of 2022 students will not be permitted to wear any other style of black pants. The whole College is on board with the uniform guidelines. Residential staff have found some students actually leave their dorms dressed in the correct uniform and then they go back to their dorms and change into something else before reaching class. Concerns were discussed with regards to some of the younger students developing bad habits after seeing the way some Year 12 students have worn their uniforms this year.</p> <p>Mitch Wray has made phone calls to parents regarding the state of some students uniforms requesting they have them replaced or repaired if practicable. Clare reported there has also been concerns with students also choosing to wearing non-college black track pants and shorts. All correct uniform items should have the College logo on them.</p> <p>Nat enquired how was the College managing student hair styles in particular the “mulletts?” In the College Operating Procedures Booklet on page 9 under the Hair, Shaving, Hygiene and Jewellery information states; <i>Hair is to be clean and well groomed. Long hair (shoulder length) must be tied back when in a workshop or on farm, as per occupational safety and health standards.</i> The College staff are limited to what <u>hair style</u> we can enforce. As long as it is clean, well groomed and tied back as per policy guidelines is all that can be enforced.</p> <p>Year 11 Prefect, Riley McIlree has been working with Mrs Dartnell, Residential Supervisor and Mitch Wray, Acting Deputy Principal to organise the Leavers Gear for 2022. The plan is to order the Leavers Gear early in 2022.</p> <p>Several current Board members have resigned and Clare will put information into the College Chronicle for parents to consider nominating to become a Board member in 2022. Various positions were discussed and will be confirmed depending on membership nominations received in 2022. Clare thanked retiring member Graeme Dawson for his contribution during his time on the Board.</p> <p>Karen Agnew will have her third son attending in 2022 and will be asked if she would be happy to stay on for another year as Chairperson. Tim House confirmed he will continue on the Board and take the position of past parent as his son has graduated this year. There will be Board membership training available in 2022. The East Narrogin Primary School will be the location for this training, the date is to be confirmed. There is also online modules training available on the DoE website.</p>

ITEM	DISCUSSION / ACTION
Next meeting	<p>The next meeting will be held on Friday 4th March, 2022 commencing at 12noon with lunch provided. This meeting will also be the annual Public meeting.</p> <p>Tresslyn Walmsley gave her apologies for not being available to attend the meeting on Friday 4th March, 2022.</p>

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____