



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Narrogin

WA College of Agriculture – Narrogin College Board Meeting Minutes Friday 4 March 2022

ITEM	DISCUSSION / ACTION
1. Welcome and apologies	<p>Present: Karen Agnew, Clare Roser, Nat Beer, Tim House, Shaun Cantwell, Mitch Wray, Mary Kittow (minute taker)</p> <p>Prefect: Riley McIlree</p> <p>Webex meeting commenced: 12.05pm</p> <p>Apologies: Tresslyn Walmsley, Michelle May</p> <p>Confirmation of the Agenda - confirmed</p> <p>Additional agenda items – nil to note</p>
2. Disclosure of interests It is customary that members declare any potential conflict of interest.	Nil reported
3. Minutes of previous meeting	<p>The Chairperson, Karen Agnew presented to the Board members the minutes from the meeting held on 19 November, 2021 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Mitch Wray</p> <p>Seconded: Nat Beer</p> <p>Carried</p>
Business arising	<p>The new Trucker style caps are now available from Narrogin Sportspower. Students now have 3 options for College hats; bucket hat, cloth cap and Trucker cap. There should not be any issues with wearing non-College uniform hats.</p>

ITEM	DISCUSSION / ACTION
<p>Board nominations 2022</p>	<p>Nat has approached Year 10 parent, Ros Marinoni for her to consider nominating for position as Year 10 parent representative 2022.</p> <p><u>Action:</u> Mary will send out information to Ros Marinoni for her to commence the screening application to become a Board member.</p> <p>If any other Board members know of suitable parents to approach for the positions of 1 - Year 10 and 1 - Year 12 parent representative in 2022 please let Clare know.</p> <p>Clare explained the DET has a new platform called CAB. School leaders can use the Councils and Boards (CAB) register to record School Council and Board membership information. Principals must ensure Council or Board members meet the legislative and policy requirements. The CAB register helps schools to manage obligations.</p> <p>The CAB register is used to:</p> <ul style="list-style-type: none"> • record member’s screening, tenure and training • record the composition of your Council or Board • verify criminal history screening status of members • send follow up notifications • review active and historical members • maintain information during school leadership changes.
<p>5. Mobile Phone Policy 2022 – Karen Agnew</p>	<p>Karen explained she has been approached by various parents regarding their child having access to their mobile phones during the day. Some students have various concerns regarding the current COVID situation and would prefer to contact their parents via their mobile phone at anytime to reassure them during these uncertain times. Karen stated during these interesting and challenging times could the College consider revisiting the Mobile Phone Policy.</p> <p>Clare confirmed the College has to follow the Mobile Phone Policy as per the DET policy guidelines. Students cannot use their phone at all during the day, even if they have it in their pocket they cannot use it.</p> <p>The College Senior Staff have made it very clear to all students that the school phone is always available for them. If they are feeling anxious etc they can use the phone in the admin meeting room during the day at anytime or residential students can access the landline phone in the duty room after hours.</p> <p>The College has experienced OSH issues involving students driving machinery and being distracted by their mobile phones. The use of the Mobile Phone Policy must be adhered to in order to keep students safe. Mitch reported the whole College is working to be consistent between the class and trades areas and all staff are aware that if a student needs to talk with their parents they can use the College phone there and then, they do not have to wait.</p> <p><u>Action:</u> Karen requested an email via Compass be sent out to all parents to confirm and remind them that at anytime a student can use a College phone to get support.</p>

ITEM	DISCUSSION / ACTION
<p>6. Prefect Report, Riley McIlree, Year 12 Prefect (12.30pm)</p>	<p><u>College Ball</u> Preparations are well underway for the “Gatsby Masquerade” themed 2022 College Ball to be held at the Narrogin Town Hall on Friday 8 April. The current COVID restrictions stipulate a maximum of 150 people can attend and masks must be worn. Clare is keeping up-to-date with COVID regulations guidelines.</p> <p>The College Ball information has been sent to parents. Students are encouraged to invite partners from outside the College to create a diverse social atmosphere. All nominated partner’s names and details are to be given to the College on the permission forms sent. Clare reported at this time approximately 125 were attending which included students, partners and staff. If the COVID situation changes and the College has to cancel the Ball in April this event will be rescheduled to be held later in the year.</p> <p><u>Woolorama</u> This event was cancelled due to the current COVID restrictions. The College is hoping to find or organise some kind of event to replace Woolorama that can be held onsite.</p> <p><u>Countryweek</u> Planning has commenced. Mitch has been canvassing students to encourage them to participate. The Friday Clubs time will be used to commence some training for the various sporting teams.</p> <p><u>Ag Wing Carnival</u> The Ag Wing Carnival originally scheduled to be held 18 – 20 March in Harvey had to be cancelled due to COVID restrictions. It is hoped that this may be reschedule for Term 3.</p> <p><u>Leavers Gear</u> The Year 12 Leavers Gear has been ordered. Due to the current COVID situation the order may take approximately 10 weeks to arrive.</p> <p>Karen asked Riley how the new students had settled into the dorms for the start of this year. Riley report all students had settled in very well. The Dorm Captains are happy in their roles and are all getting along very well. During meetings everyone voices their opinions and communications are working well. The new BBQ’s purchased for the dorms have been a real asset. The students are enjoying socialising and cooking together.</p> <p>Karen thanked Riley for his report. Riley left the meeting at 12.40pm.</p>

ITEM	DISCUSSION / ACTION
<p>7. COVID update – College Response Plan – Clare</p>	<p>Clare reported the College is constantly receiving COVID updates from DET for the management of the school and residence. The DET created the template for the COVID Response Plan and schools are required to add their own specific data. Daniel Sudlow, Manager Residential Colleges and Sally Panizza, Director, Agricultural Education put together this plan based on Health Department requirements.</p> <p>Clare has had to include data as the College is both a school and residential campus. The College is required to follow the school guidelines 8am – 4pm and residential guidelines for during 4pm – 8am. Clare reported our residential students are doing really well following both sets of guidelines.</p> <p>A copy of the COVID Response Plan is also located in admin, in central file and in the evacuation bag .</p> <p>Clare is the Incident Manager Controller for the College, Heather Rae, Residential Manager, is the Isolation Manager.</p> <p>The COVID – 19 WACoA – Narrogin Response Plan 2022 documentation includes;</p> <ul style="list-style-type: none"> • Checklist for School Operating preparedness – COVID-19 – 2022 • School-based close contact in a high caseload environment • Mild symptoms include: What to do information. • COVID – 19 Risk Management Plan for WACoA – Narrogin 2022 • COVID – 19 Response Plan 2022 – Symptomatic • Follow Up Process • COVID – 19 Process flow chart for WACoA – Narrogin 2022 • Workforce Contingency Plan 2022, WACoA – Narrogin <p>Schools have now been given the responsibility for starting the contact tracing if required. Schools are asked to start the initial contact and once they have a confirmed positive case the information will then be sent through to the Health Department.</p> <p>Karen enquired if the College was making students do Rapid Antigen Tests (RATS).</p> <p>Clare reported if a child presents with flu symptoms the College will contact parents and the student will be sent home. The College can only advise parents that their child <i>could</i> do a RAT when they get home and register it with the Health Department if positive.</p> <p>The College cannot tell anyone they must have a RAT however students cannot return to the College until they are fully recovered. Under the current COVID regulations if a person does have a positive RAT they must contact the Health Department.</p> <p>Clare explained the Close Contact definitions in schools as:</p> <ul style="list-style-type: none"> • Face-to-face – At least 15 minutes face-to-face contact where a mask was not worn by the exposed person and the person with COVID-19 • Small indoor space/classroom/no mask - Greater than two hours within a small indoor space or classroom environment, where masks have been removed for this period by the exposed person and the person with COVID-19 (note: others wearing masks in this scenario would be a contact)

ITEM	DISCUSSION / ACTION
<p>7. COVID update – College Response Plan – cont’d Clare</p>	<ul style="list-style-type: none"> • Advised by WA Health – Someone who is directed by WA Health that they are a close contact. <p>When students are in residence this is considered their home time. Current COVID restrictions stipulate a maximum number of 10 people can be in a home. The limit of 10 people does not apply to a residential facility. The College is limiting the numbers of students in areas such as The Club, Shugg Rec room etc.</p> <p>During the day program the College is working to reduce the cross cohort sitting of the student groups this is to assist with contact tracing if it became necessary. Having students sitting in groups has benefitted some students as they are now interacting with other students that they would not have done so prior to this COVID regulation.</p> <p>The Premier will make changes to the current guidelines if the State enters a very high case load situation. DET staff will be deemed Critical Workers. If College staff are deemed a close contact and are not showing any symptoms for 7 days we can come to work and do a RAT everyday or staff can isolate for 7 days if they prefer.</p> <p>Karen enquired if these regulations were coming from the Health Department or the Department of Education. Clare confirmed the Health Department categorise that DET staff are Critical Workers. The DET work out the guidelines regarding how Critical Workers will manage their work environment. Clare reported DET are informing Principal/s what to follow and what information they need to dispense to their staff and students.</p> <p>Karen enquired if Clare knew of any other Principals directly affected by positive COVID cases in their school? Clare has communicated with a primary school that had a whole class go home. This school reported initially communication to parents was difficult and Principals were required to process a large amount of paperwork.</p> <p>Karen enquired does the College anticipate getting a positive case? Clare reported she would not be surprised, however we just need to minimize the impact if we do.</p> <p>Clare will send out any further COVID information on Compass and have it posted onto the College website. Clare stated the College cannot make up our own communications, all communication guidelines have to come through DET.</p>

ITEM	DISCUSSION / ACTION
<p>7. Upcoming Events - Clare</p>	<p>Tomorrow Man / Tomorrow Woman, Wellbeing day for students was held on Thursday 3 March. The program for the girls had to be modified as Devon, the regular presenter was stuck in Melbourne and the replacement presenter was not as qualified. College Chaplain, Reet Joy assisted with activities for the Year 11 girls. The planning has commenced for the next Wellbeing Day in term 2 to include the girls catching up on some activities when Devon returns.</p> <p>International Women's Day High Tea will be held on Wednesday 9 March commencing at 3pm in the College dining room. All female staff and students will be attending. Sally Panizza, Director Agricultural Education DET will attend via Webex live stream. Students are working towards collating various questions to speak with Sally during the Webex.</p> <p>The Year 12 students will participate in Teen Mental Health First Aid (TMHFA) training during weeks 6, 8 and 9 this term. The Goals, Roles, Interpersonal and Processes (GRIP) student leadership conference was to be attended at the Perth Convention Centre. Due to COVID restrictions this event will now be live streamed. All Prefects, Dorm and Sports Captain will participate in this program.</p> <p>A program for the students not in the leadership group will also be organised so students understand that even if you are not in the leadership group <i>you are still a leader in your own right</i>.</p> <p>The planning for short courses in term 2 will depend on the COVID restrictions at that time before the College will be able to confirm which courses can be delivered effectively.</p> <p>Nat enquired to the planning for Countryweek 2022. Mitch is currently planning this event for Week 10, Term 2, Monday 27 June to Friday 1 July. It is hoped the event will proceed with the planning as per last year's event.</p>
<p>8. Behaviour expectations / Uniform - Clare</p>	<p>There has been a very positive start to this year. Staff attribute this to the positive behaviour approach developed over the past 12 months and a move away from punitive punishment, as a way to manage student behaviour. Staff continue to encourage positive behaviour with "Goldies". Staff from across the campus can recognise appropriate student behaviour on a frequent basis. This recognition provides opportunities to reinforce the College expectations of Personal Excellence, Unity, Respect and Responsibility. These Goldies are recorded on a tally system. Students receive a reward once they reach 25, 50, 100, 200 and 500. Residential staff encourage positive behaviour also with distributing "Greenies" during residential time. These are also recorded in the tally system.</p> <p>Mitch reported students and staff in the trades area have had a great start to this year. Shaun reported staff and students enjoyed the Year 12 camp held in week 2. Assisting with prep during the evenings has given Shaun the opportunity to get to know the students more individually which he felt was very beneficial.</p>

ITEM	DISCUSSION / ACTION
<p>8. Behaviour expectations / Uniform – cont'd, Clare</p>	<p>The College uniform continues to be a work in progress. The black shorts worn as part of the class uniform were chosen for their modest length. Some girls have been choosing to wear leggings as a substitute, Clare has spoken to the students involved and has contacted their parents.</p>
<p>9. Principals report Q & A - Clare</p>	<p>Clare thanked the Board for all their continued support and input for the College. The College has had a positive start to this year as we continue to work in exceptionally challenging times.</p> <p>In 2022 Clare and the College staff will develop the 2023 – 2026 Business Plan. In this update Clare will also include input from the Board members.</p> <p>New Teachers Awards regulations stipulate staff cannot be asked to attend meetings outside of school hours.</p> <p>The process of updating the Business Plan will involve finding an appropriate time for all staff to be available. The School Development Day (7 June) will be one opportunity for staff to all be together to work towards updating the new Business Plan.</p> <p>The Business Plan will be completed by the end of 2022.</p> <p>The College Wellbeing documents are also being updated by Christo Argaet, Program Co-ordinator Student Engagement and Maddi Fimmano, School Psychologist.</p> <p>Student numbers for this year is 141. Year 12 – 41, Year 11 – 58 and Year 10 – 42. Some students have recently taken up traineeships and apprenticeships.</p> <p>The Class area has seen a number of staff changes this year, Mr Dougall joins us in the PPS area, Ms McKenzie in English, Mr Hales in Heath/PE, English and the new Physical Education course for Year 11.</p> <p>Mr Manez has relocated to Boddington DHS for 2022 and Clare is working with the DET to fill his position with someone from the “Flying Squad” for the rest of this term. This position has also been advertised as a short term contract.</p> <p>Farm have gained some new Technical Officer staff; Ms Fisher, Mr Matt Hough and Mr Bertuola.</p> <p>Mr Shaun Cantwell has joined the team to back fill Mr Pascoe, who is continuing his role at WACoA Morawa for Term 1.</p> <p>Ms Harcourt is the only new addition to the Residential staff.</p> <p>Trades staff for 2022, are unchanged at present.</p> <p>Our new College Chaplain, Reet Joy is working really well with the students. Reet’s “hands on approach” working during the day with students in the shearing shed or on farm and showing students they can have access to her skill set anytime anywhere, this is very beneficial for students.</p> <p>The College formal uniform this year includes the new grey dress shirts. Students have not had an event to attend requiring them to wear their formal uniform to date so Clare has not been able to ask students for their feedback. Students have three different types of College hats they can choose to wear being; the cloth cap, the new Trucker cap or the bucket hat.</p>

ITEM	DISCUSSION / ACTION
<p>9. Principals report Q & A - Clare</p>	<p>Clare explained the DET new platform CAB has reported the College is not compliant with our Board membership as we need 1 - community member, 3 - parents, 2 - student reps and 1 - staff member. A discussion was held regarding Clare and Board members approaching suitable people to consider nominating for a position on the Board. It is hoped having Webex meetings will make it easier for people to attend meetings and commit to being a Board member.</p> <p><u>Action:</u> Board members to notify Clare of any suitable applicants to nominate for the Board. Mary will send nomination forms to potential applicants.</p> <p>The successful nominees are required to complete the screening process for the Nationally Coordinated Criminal History Check. The CAB platform also notifies the College when a member's screening date expires.</p> <p>The face-to-face training for Board members that was scheduled for 24 February had to be cancelled due to COVID restrictions. New and current Board members can access training modules through the DET website IKON.</p> <p>The EV numbers are generated from the CAB platform. The Manager Corporate Services, Teresa Rafferty and Clare are working to generate the EV numbers for the Board members.</p> <p>The Board members must have an EV number to access this online training. Members can use their EV number to log on to the IKON Board training modules. The full suite of modules takes approximately 180 minutes to complete. Board members can complete these modules at their own pace at home. This training is not compulsory, however it is recommended.</p> <p>Clare reported the compulsory School Review is scheduled for term 1, 2023. Due to the increased workloads with the current COVID situation some School Reviews scheduled for 2022 have been postponed, this may result in scheduling changes for 2023.</p> <p>The College will be hosting the Agricultural Education Immersion Day. All Corporate Executive from DET will be attending. This day was scheduled for 4 May however has had to be rescheduled to term 3, date to be confirmed. Clare will confirm the new date as soon as possible.</p> <p>The next College Board meeting will be held via Webex on Wednesday 4 May commencing at 6pm. If teaching staff were required to attend this meeting Clare reported they can be given TOIL (time off in lieu) for attending.</p> <p>The next P & C meeting will also be held via Webex on 11 May commencing at 7.30pm.</p> <p>Meeting closed 1.30pm</p>