



WESTERN AUSTRALIAN
COLLEGE of AGRICULTURE
Narrogin

WA College of Agriculture – Narrogin College Board Webex meeting minutes Wednesday 18 May 2022

| ITEM | DISCUSSION / ACTION |
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| 1. Welcome and apologies, meeting commenced 6.05pm | <p>Present: Karen Agnew, Clare Roser, Teresa Rafferty, Nat Beer, Emma Green, Michelle May, Ros Marinoni, Tresslyn Walmsley, Mark Pascoe, Mark Batt, Mary Kittow (minute taker).</p> <p>Prefects: Annie Dewar, Riley McIlfree.</p> <p>Webex meeting commenced: 6.05pm.</p> <p>Apologies: Mitch Wray, Tim House.</p> <p>Confirmation of Agenda – confirmed.</p> <p>Additional agenda items – Karen requested the Board meetings format be added into the agenda.</p> <p>Karen welcomed everyone to the meeting including Annie and Riley, Prefects and new Board members Roslyn Marinoni, Emma Green and Mark Batt.</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 4 March, 2022 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Nat Beer</p> <p>Seconded: Tresslyn Walmsley</p> <p>Carried</p> |
| Business arising | <p>The new members to the Board this term are; Roslyn Marinoni, Year 10 representative Emma Green, Year 10 representative Mark Batt, Staff representative.</p> |

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| <p>4. Correspondence</p> | <p>10/03/22 – Letters emailed to Karen Agnew, Tim House, Michelle May, Roslyn Marinoni regarding Nationally Coordinated Criminal History Check (NCCHC) screening renewal.</p> <p>14/3/22 – Email sent to members with Board meeting minutes from 4 March 2022.</p> <p>16/3/22 – Email to Board members regarding Department’s IKON, CAB register information.</p> <p>16/3/22 – 25/3/22 – Various emails from Myleen Adam (Leadership Team, Statewide Services Centre) regarding Online Training, Good Governance.</p> <p>21/3/22 – Email sent to members regarding Department’s IKON, CAB register process.</p> <p>21/3/22 – Email from Tresslyn Walmsley, PLIS account details.</p> <p>24/3/22 – Email from Michelle May, PLIS account details.</p> <p>25/3/22 – Email from Roslyn Marinoni, Screening unit information.</p> <p>28/3/22 – Email from Emma Green with College Board nomination form.</p> <p>4/4/22 – Email sent to Emma Green with letter from Clare Roser, Principal regarding NCCHC.</p> <p>14/4/22 – Email from Emma Green with Screening Unit Clearance letter.</p> <p>28/4/22 – Email to members with agenda for meeting originally planned for 4 May with pre-reading documentation DRAFT 2022 Terms of Reference and DRAFT 2022 Code of Conduct.</p> <p>3/5/22 – Email to members regarding postponing 4 May Webex meeting and rescheduling to Wednesday 18 May, 6pm.</p> <p>17/5/22 – College Board Webex meeting link for meeting on 18 May with agenda.</p> | | | | | | | | | | | | | | | | | | | | | | |
| <p>Board membership 2022</p> | <table border="0"> <tr> <td>Karen Agnew –</td> <td>Chairperson, 2022</td> </tr> <tr> <td>Mark Batt –</td> <td>Staff representative</td> </tr> <tr> <td>Nat Beer –</td> <td>Year 12 parent representative</td> </tr> <tr> <td>Emma Green –</td> <td>Year 10 parent representative</td> </tr> <tr> <td>Tim House -</td> <td>Community member</td> </tr> <tr> <td>Roslyn Marinoni</td> <td>Year 10 parent representative</td> </tr> <tr> <td>Michelle May -</td> <td>Year 11 parent representative</td> </tr> <tr> <td>Mark Pascoe</td> <td>Staff representative</td> </tr> <tr> <td>Clare Roser</td> <td>Principal</td> </tr> <tr> <td>Tresslyn Walmsley</td> <td>Year 11 parent representative</td> </tr> <tr> <td>Mitchell Wray</td> <td>Staff representative</td> </tr> </table> <p>The Board membership still has positions to be filled to meet the DET, CAB register requirements this includes a Year 12 parent representative and two Community members.</p> | Karen Agnew – | Chairperson, 2022 | Mark Batt – | Staff representative | Nat Beer – | Year 12 parent representative | Emma Green – | Year 10 parent representative | Tim House - | Community member | Roslyn Marinoni | Year 10 parent representative | Michelle May - | Year 11 parent representative | Mark Pascoe | Staff representative | Clare Roser | Principal | Tresslyn Walmsley | Year 11 parent representative | Mitchell Wray | Staff representative |
| Karen Agnew – | Chairperson, 2022 | | | | | | | | | | | | | | | | | | | | | | |
| Mark Batt – | Staff representative | | | | | | | | | | | | | | | | | | | | | | |
| Nat Beer – | Year 12 parent representative | | | | | | | | | | | | | | | | | | | | | | |
| Emma Green – | Year 10 parent representative | | | | | | | | | | | | | | | | | | | | | | |
| Tim House - | Community member | | | | | | | | | | | | | | | | | | | | | | |
| Roslyn Marinoni | Year 10 parent representative | | | | | | | | | | | | | | | | | | | | | | |
| Michelle May - | Year 11 parent representative | | | | | | | | | | | | | | | | | | | | | | |
| Mark Pascoe | Staff representative | | | | | | | | | | | | | | | | | | | | | | |
| Clare Roser | Principal | | | | | | | | | | | | | | | | | | | | | | |
| Tresslyn Walmsley | Year 11 parent representative | | | | | | | | | | | | | | | | | | | | | | |
| Mitchell Wray | Staff representative | | | | | | | | | | | | | | | | | | | | | | |

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| <p>5. Finance Report – Teresa Rafferty, Manager Corporate Services (MCS)</p> | <p>A copy of the WACoA – Narrogin Financial Summary 18 May 2022, RM Finance Comparative Budget as at 18 May 2022 and the Operational One Line Budget Statement Issued on 18 May 2022 documents were tabled and filed. A copy of these documents was also emailed to members today at 1.40pm.</p> <p>The Manager of Corporate Services, Teresa Rafferty, prepared the School Comparative Budget Report for the Board.</p> <p>The College finances are separated into three different ledgers "S" is School budgets, "R" is Residential budgets, "F" is Farm budgets.</p> <p>All three ledgers are similar, each having the relevant types of items for their specific areas and requirements. The information from these reports indicate the College manages a lot of funds ie: \$3 million, however salaries make up a large portion of these funds.</p> <p>Teresa explained that due to the current Covid situation resulting in staff absences there has not been the usual expenditure of funds.</p> <p>Tresslyn enquired if the College has a bumper crop do we benefit from an increase of funding allocations. Teresa explained the College retains 60% of revenue from farm production and 40% contributes to the DET, WACoA Machinery Trust Fund. This Trust Fund supports schools' agricultural programs with vehicle and machinery leases plus schools have the opportunity to apply for funding projects that enhance farm training and operations. When we have a bumper season we still retain 60% of revenue however it will be a larger sum than that of an average year.</p> <p>Each year the College submits a list to the WACoA Machinery Trust Fund for priorities of what funding is required for specific machinery or vehicles etc. All other funding in relation to the College is from the DET, Student Centred Funding Model (SCFM). This funding allocated to schools from DET is based on the number of students and the specific nature (special needs funding) of each student enrolled.</p> <p>Mark explained the differences across the Agricultural Colleges and the various different enterprises each College has due to their locations, soil types and rainfall. WACoA – Denmark have a dairy enterprise, Cunderdin and Morawa have broad acre cropping.</p> <p>Tresslyn enquired does the College have to compete for money from the Trust? Teresa explained that some of the smaller schools ie: Kojonup District High School who are unable to contribute to the Trust. These schools are classified as an "non-contributory" school and are still able to apply for funding. It is simply not viable or practicable for some of the smaller schools to contribute financially to the Trust.</p> <p>The Trust manages the allocation/distribution of machinery. If we had a tractor surplus to our requirements the Trust would assist to relocate that machinery to a school who requires that type of machinery/assistance.</p> <p>The Trust is made up of representatives from each College and they work together to ensure all College's requests for funding or machinery are provided as best as possible. Teresa reported over the years that most of the College requests/priorities to the Trust have been received. The funding request for a Chemical shed was given approval however the project has been held up due to the availability of builders. This shed is still a work in progress.</p> |

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| <p>5. Finance Report – Teresa Rafferty, MCS – <i>cont'd</i></p> | <p>Mark explained the College farm area is approximately 1440 hectares and even though this is a lot of land it is not all arable. We have been able to conduct “research projects” which in turn has assisted the farming community in this region. The biggest problem for farmers in this area/region is frost. When farmers in this area have a bad year the College usually has an average year. Karen asked Teresa how does she feel we are travelling? Teresa reported on farm the sales income from crops and stock is going well. Teresa explained the College’s School Budget received adequate student funding per year and our leases are covered with \$400,000 from salaries.</p> |
| <p>Prefects Report – Annie Dewar and Riley McIlree</p> | <p><u>Year 12 Leavers Gear 2022</u> Both Riley and Annie reported the Leavers Gear had arrived and they showed the members the Rugby style jumper they were both wearing. The students were happy with the clothing although they realised they would have preferred to have requested all the Leavers names to have been listed on both garments. The students were consulted and did sign off on the designs created. Riley and Annie are assisting the current Year 11 Prefects with the process of starting to organise their Leavers Gear for 2023.</p> <p><u>Countryweek</u> Preparation for Countryweek has commenced. Countryweek will be held Term 3, week 7, 29 August – 2 September.</p> <p><u>College Ball</u> Riley and Annie reported the College Ball went really well. The evening was enjoyed by all the students and staff. The DJ did a great job providing music which kept the students dancing all night. The Narrogin Town Hall was beautifully decorated by College staff. The Caterers did a wonderful job providing a delicious meal.</p> <p><u>Dorm Captains</u> Karen asked Annie and Riley how the Dorm Captains were managing their role and what was the feedback from students in each dorm. Riley reported the Dorm Captains meet every fortnight and the Prefects meet every other fortnight. The communications amongst the student group is working well and the Dorm Captains and Prefects are working well together.</p> <p><u>College food/menu</u> Nat asked Annie and Riley for feedback regarding the College menu. The feedback received indicated some students found the menu for evening meals was a bit repetitive. The lunchtime menu is working well. Teresa reported she also has lunch everyday from the dining room and has found the food well prepared and satisfying. Teresa explained the College Cooks prepare meals within the guidelines ensuring the budgets set by the DET are adhered to. The budget allows \$3-4 per student for each meal, \$15 per student each day. The College supplies the kitchen with our own produce (eggs, beef, pork, vegetables) as much as possible however the budget is still tight with the cost of food constantly increasing. Karen asked the Prefects for ideas to improve the menu. Riley will talk to the Prefects and Dorm Captains and bring this information to the next Board meeting to help create some proactive solutions.</p> |

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| <p>Prefects Report – Annie Dewar and Riley McIlree – cont'd</p> | <p>The College has advertised extensively for a Chef however due to the pay and conditions we have not had a suitable candidate apply for this position. The pay and conditions for this position are based on DET guidelines. The DET website have created a section for the general public to access with some additional resources for people to research information regarding working in Schools/Colleges. Annie and Riley reported students have been using the small barbeques located at the dorms. Students have enjoyed cooking on the barbeques, playing music and socialising.</p> <p>Tresslyn enquired would it be possible to employ an apprentice Chef? This is not possible as an apprentice can only be supervised/trained by a qualified Chef. Mark reported during his experience working at WACoA - Morawa the students there also reported that they found their menu repetitive.</p> <p>Karen thanked both Riley and Annie for attending the meeting, they left the meeting at 6.30pm.</p> |
| <p>6. Terms of Reference 2022 – Karen Agnew, Chairperson</p> | <p>Clare reported the DET, IKON website now has the option to create an online election for School Councils or Boards.</p> <p>A discussion was held regarding information on page 3, point 4 – Functions of the Board. The definition/explanation regarding the Annual Budget will remain in the lower section of Page 3.</p> <p>The number of members for the Board was discussed as per point 6.3 on page 5 of the Terms of Reference document.</p> <p>Motion: The number of members for the Board will be <u>14 – 16</u> as per the DET Terms of Reference template guidelines.</p> <p>Moved: Nat Beer Seconded: Mark Batt</p> <p>The composition of the Board was discussed as at 6.5, page 6 of the Terms of Reference. The composition of the Board will be:</p> <ul style="list-style-type: none"> i) 3 - members of the general community; ii) 3 - staff of the school in addition to the principal; iii) 6 - parents iv) 2 - students over 15 years of age. <p>The Board discussed the various options for the composition of the six parents and it was decided to aim to have two parents from each year group being; 10, 11 and 12. Having two parents per year group would ensure a balanced view from all year groups being evenly represented.</p> <p>In the previous Term of Reference in the composition of the Board membership (included the category of “past parent”. This category is no longer required and has been updated/replaced with “community member”.</p> <p>The members discussed the ratio for staff and parents and agreed the composition of the Board will always have more parents than staff as members.</p> |

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| <p>6. Terms of Reference 2022 – Karen A. – cont'd</p> | <p>Clare reported it is has been difficult for some parents to commit to joining the Board due to their home location, travelling required to attend meetings etc. It is envisaged having the option of Webex meetings may assist to encourage parents to commit to becoming a Board member.</p> <p>The Prefects selected to be representatives for the Board are voted onto that role by the Prefect group. The only constraint for a Prefect being a representative is they must be over the age of 15 years. Prefects attend Board meetings rather than Dorm Captains as Dorm Captains are the extension of Student Services and the Prefects are the extension of the Student Leadership Group.</p> <p>The Board membership can have up to 3 community members. The DET, CAB register sends reminders regarding the status of the College's membership and also of which memberships are still needing to be included for the CAB guidelines to be abided by.</p> <p>Clare has been and will continue to work towards approaching possible/suitable community members to consider joining the Board. Ideally it would be a member of the public who has a background/experience in the agricultural industry, student wellbeing, literacy and numeracy development, Indigenous culture/history who could assist to advise on the Board on their specific area of knowledge. Karen and Clare will work together to source two more community members. Mark Batt and Mitch will work together to source a possible community member from within the trades industry from contacts they already have.</p> <p>Point 6.7, page 6. <i>The Board may co-opt a member of the local community to be a member of the Board for such period, or in relation to such matters, as determined by the Board where that person's experience, skills or qualifications would enable him or her to make a contribution to the Board's functions.</i> A discussion was held and it was decided that this type of member would not be a permanent member rather a member for a period of 6 months only.</p> <p>Point 8.9.1, page 8 regarding students aged 15 year and over will be included in this document.</p> <p>Point 9.3, page 9 – <i>The Chairperson will give the school community not less than <u>14 days</u> formal notice of an ordinary meeting.</i></p> <p>Point 14.10, page 14 – Both sets of <u>Guidelines</u> to be retained in document.</p> <p>Motion: The 2022 WACoA – Narrogin, Board, Terms of Reference document is updated and complete.</p> <p>Moved: Mark Pascoe Seconded: Tresslyn Walmsley</p> |

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| <p>7. Code of Conduct 2022 – Clare Roser</p> | <p>Clare reviewed the current Board Code of Conduct with the DET Code of Conduct. The following additional information will be included in the updated Code of Conduct;</p> <ul style="list-style-type: none"> • Point 1 of the Code of Conduct will have added “<i>The primary consideration is that the school’s values are in the best interest of students</i>” • Point 8 of the Code of Conduct will have added “<i>or for example, political or religious affiliations</i>” • Point 14 will be added; <i>The Council/Board does not intervene in the control or management of the school – either directly or indirectly.</i> <p>Motion: The 2022 WACoA - Narrogin, College Board Code of Conduct document is updated and complete.</p> <p>Moved: Mark Pascoe Seconded: Emma Green</p> |
| <p>8. Business Plan 2023 – 2026 - Clare</p> | <p>This year the College will be moving into a new Business Plan cycle, therefore the current 2020 - 2022 Business Plan will be updated/superseded. Clare explained the Business Plan is aligned with the DET Business Plan. The structure and the presentation of the Business Plan is up to each individual school. The various priorities outlined in the Business Plan is also up to each school to identify within their own Business Plan.</p> <p>The Senior Staff will compile all the data for the next Business Plan cycle being 2023 - 2026. When the Business Plan is completed the Senior Staff will present this document to their individual teams ie: Class, Trades, Farm, Residential. Through the Business Plan the Senior Staff have established what targets are to be created. The Class, Trades, Farm and Residential teams will meet regularly and work on compiling the College Operational Plans. The Operational Plans include information regarding the finer details including the various costings, staffing requirements for implementing these plans to ensure the 2023 - 2026 Business Plan is effectively put into practice. The Operational Plans are not public documents and are completed/revised/reviewed on a yearly basis within the various College teams.</p> <p>The Business Plan 2023 - 2026 will be presented to the Board to review. This review is usually scheduled in term 3 however this year it will be scheduled for term 4.</p> <p>In term 4 it is proposed to hold two meetings;</p> <ul style="list-style-type: none"> • a regular meeting in week 4/5 to endorse the 2023 fees and charges • a special meeting around week 8 to review the 2023 - 2026 Business Plan. <p>The 2021 Annual Report will be completed and submitted to the DET by 24 June 2022. It is not a requirement for this document to be endorsed by Board members and a copy will be emailed to the Board members for their information. From the information compiled in the Annual Report this data demonstrates how the College met its required targets. The DET will analysis the Annual Report and provide Clare with feedback/a report on how the College is tracking with its planning and meeting targets required to align with DET policies.</p> |

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| <p>8. Business Plan 2023 – 2026 – Clare – cont'd</p> | <p>Action: Mary to email Board members a copy of the 2021 Annual Report.</p> <p>In term 1, 2023 term 1, the College is scheduled to have a School Review by DET. These reviews are conducted in all schools and have either a 1, 3 or 5 year return depending on need.</p> <p>The schedule for the College Review has been pushed back to 2023 due to the impact of the Covid situation. DET staff have been allocated to working in various schools to assist with teaching shortages and this has resulted in rescheduling of School Reviews.</p> <p>In term 4, Monday 21 November a Staff Development Day (SDD) is scheduled. During the SDD staff work towards finalising the Business Plan for presenting to the Board. The Board members are invited to attend this day as the College ensures open, transparent and courteous communications in the completion of the Business Plan.</p> <p>Karen reported having attended a SDD previously and how interesting she found this activity learning individual stories of how the College works to assist all students with specific needs was very informative.</p> <p>Senior leaders within the College will bring to the SDD their data and Senior Staff will review and advise whether to continue or change directions to ensure the needs of the current cohort of students are met as required adequately.</p> <p>Mark P. reported it is helpful for Board members to be part of the SDD as it helps them gain an understanding of how things are from a staff point of view and not just from the students point of view. Clare will create an overview of how things happen and in what order prior the event and forward this information to Board members.</p> <p>Action - Mary to send invitations to attend the SDD with the overview information from Clare prior to the scheduled date of the meeting being 21 November 2022.</p> <p>Karen asked all members for their feedback regarding a preference if the Board meetings should be held via Webex or in person onsite at the College.</p> <p>Feedback indicated;</p> <p>Members happy to have meetings held either way were - Mark Batt, Nat Beer and Ros Marinoni.</p> <p>Tresslyn commented to have at least one meeting per year that was held onsite so everyone could meet each other properly.</p> <p>Michelle agreed with meeting onsite once each year and would also like to continue with Webex meetings especially with the Covid situation.</p> <p>Emma would like to have Webex meetings as she has the furthest to travel (Esperance) however would travel to the College for the in person meeting if it was held once each year and held in alignment to a close weekend.</p> <p>Mark Pascoe agreed Webex meetings were beneficial outside of school hours as it did not impact on classes and made it easier for staff to attend. Staff attending out of hours activities are able to take TOIL to compensate for time attending such meetings.</p> <p>A discussion was held and it was concluded that the next Board meeting be held in term 3 will be a "hybrid" meeting. It will be an open Annual Public meeting for parents/carers to attend if they would like. A Webex link to this meeting will be included in the College Chronicle closer to the date of the meeting. Parents/carers will also be invited attend the meeting in person if they prefer.</p> |

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| <p>8. Business Plan 2023 – 2026 – Clare – cont'd</p> | <p>The next Annual Public Board meeting will be scheduled for term 3, Wednesday 17 August commencing at 6pm.</p> <p>The Board meeting dates for term 4 will be;</p> <ul style="list-style-type: none"> • Wednesday 2 November commencing at 6pm as a Webex meeting. The 2023 Fees and Charges will be presented for endorsement • Monday 21 November to align with the SDD to review the 2023 - 2026 Business Plan. |
| <p>9. Principals report Q & A -Clare</p> | <p>Clare welcomed the new members to the Board; Ros Marinoni, Emma Green and Mark Batt.</p> <p>Due to the Covid situation various staff have had to take leave and remaining staff have assisted with covering various classes. Both Clare and Heather Rae, Residential Manager were away at the same time. The Director of Agricultural Education, Sally Panizza travelled from Perth and worked in residential and taught some classes to assist with the staffing shortages. Sally was the Principal at WACoA – Cunderdin prior to her current role and is a real advocate for Agricultural Education and residential facilities. Sally reported to Clare she had enjoyed her time here and found our students were honest and polite.</p> <p>There are 22 students away at the moment as they are unwell with Covid. Students who have been a close contact and are asymptomatic can stay onsite, are tested daily and are required to wear a mask. Most students seem to have contracted Covid during the weekends when they have been on leave from the College. Students are tested with parental permission. Clare reported a couple of students went home as they have shown symptoms but have tested negative so far. Some students have had to go home as they are unwell due to unrelated Covid illness.</p> <p>Clare explained if a student/staff member is returning from 7 days isolation as long as they are asymptomatic they are able to return. If a student/staff member is still experiencing symptoms they cannot return until all symptoms have gone. The Department of Health have all the latest Covid information available on their website.</p> <p>Teachers from all sections have uploaded work for students to complete at home via the College program, Connect. Clare reported from her experience with Covid during the first week it is difficult to find the energy to do anything.</p> <p>The College has received positive community feedback from the recent work students and staff have been involved with volunteering on farms. Students and staff have assisted with replacing damaged fencing and cleaning up around several properties damaged during the recent fires. Local farmers have thanked the College and have appreciated and valued all the efforts of our staff and student volunteers.</p> |

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| <p>9. Principals report Q & A –Clare – cont'd</p> | <p>There has also been positive feedback from parents of some new Year 11 students. These parents reported that their son/daughter at their previous school had struggled and since attending our College they reported feeling safe and were very happy. Clare reported over the last two years the College has increased the amount of funding allocated to Student Services, Numeracy and Literacy. The College is doing a lot of social and emotional testing to see where our students are at in terms of various issues including student safety. The College has completed the DET program for “Respectful Relationships”. Data collated from this program has demonstrated our students feel safe here and this has increased incredibly.</p> <p>The role for Tania Vogel, Education Assistant has been revised and changed to role of Student Support Officer. The Student Support Officer recognises the expertise Tania has working with students. The Student Support Officer is under a different award from Education Assistants. This new role will enable Tania to do home visits, catchup with students and do “check-ins” during the day. This Student Support Officer role will also assist Christo in his role of Student Services Co-ordinator. Karen commented this new role for Tania can only make the College even better for our students.</p> <p>Action: Clare will ask Christo Argae, Student Service Coordinator to present to the Board the work ongoing within the Student Services and the results achieved to date at the next meeting.</p> <p>Clare reported the College has had a positive start to the year with only a couple of minor discipline incidents involving new students. Some students have learnt from the disciplinary action they received that “we don’t have that kind of inappropriate behaviour here”. The College’s improved Behaviour Management Policy involves having a Case Conference meeting with parents, Deputy Principal – Mark or Principal – Clare when a student returns from suspension. Meeting with parents, talking through and working with them along the way to ensure when their son/daughter returns from a suspension they fully understand the College discipline policies to ensure they behave appropriately are at all times.</p> <p>Karen enquired how our new Chaplain, Reet Joy had settled into her role this year so far. Clare reported Reet was “brilliant”, she is very hands on with the students. Reet goes out to all sections farm, trades and class and is a wonderful asset to the College. The students really enjoy having her with them in all areas of the College during the day.</p> <p>Our previous Chaplain, Sandie Blakiston worked different hours and did evening activities with the students.</p> <p>Mark reported the College funding has been used to “top-up” Chaplain time. The Chaplain position is also partially funded through Chaplain Care. Reet is currently employed for 3 days each week and is also working at another school.</p> <p>Karen enquired if it would be possible for Reet’s time to be increased to fulltime?</p> <p>Action: Clare will investigate if Reet is wanting to commit to a fulltime position here should the College be successful in obtaining enough funding.</p> <p>The Chaplaincy position will be included in the agenda for the next Board meeting</p> <p>The College’s School Psychologist, Maddie Fimmano works onsite one day each week and half a day every second week. The students also enjoy being able to meet with Maddie if they wish.</p> |

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| <p>9. Principals report Q & A –Clare – cont'd</p> | <p>Nat enquired how the student enrolments for 2023 were progressing? Clare reported each term a round of interviews for prospective students is completed. In term 1, 45 prospective Year 10 students and 11, 11 Year students were interviewed. Offers have been sent out to those students interviewed. The College also had around six prospective students on the wait list from the previous year's interviews.. In term 2 there is 16 prospective Year 10's, 5, Year 11's and 2, Year 12 students awaiting interviews for the intake of 2023. Once the College receives all the responses from the term 1 interviews we will be able to better understand how many positions can be offered to prospective students in the term 2. The College is also experiencing an increase in day student applications. Karen attributes this interest to the positive reputation the College has in the Narrogin community.</p> <p>The College has also received applications for up to the 2029 intake year. Clare explained how many enrolments are possible to manage the College program/timetabling. It is necessary to "cap" the Year 10 student intake at 42 – 44 students. This number ensure the group sizes are manageable. Clare explained we can do slightly higher numbers for the Year 11 and 12 cohorts. The biggest issue with increased student numbers is managing this size cohort on the farm section. Farm Technical Officers can only have four students allocated to them. The current Year 11 cohort is 54 so managing this number of students on farm is problematic especially with the recent staff shortages due to Covid. The current number of enrolments at the College is 132.</p> <p>Tresslyn enquired if there was not more flexibility regarding students being able to complete their Work Place Learning (WPL) on farm locations? Mark reported within the new policy there is more onerous on the farmer for them to take into account that the student has limited skills and requires supervision 100% of the time. The employer must ensure the students are completing tasks that are safe for them to be completing ie: if the weather conditions change they must ensure they change the task if necessary to ensure the continual safety for the student. Due to previous accidents DET policy regulations had to be updated and amended. College staff do worksite inspections however it is not possible to go over the entire land area of every farm. It is imperative that College staff verify before a student commences WPL that adequate guards and machinery will be used safely with the student under constant supervision by the farmer. If a student is required to live onsite College staff will complete their workplace inspection to include inspecting the accommodation the student will be allocated. If the accommodation is not appropriate the staff member will not approve the student staying onsite. Mark reported WPL can be difficult to get correct paperwork processed in a timely manner. Tresslyn enquired if it possible for the College to have an internal policy to get students paperwork in earlier? Mark reported the College does have guidelines with timelines. Most people are organised and do the right thing however there is also a minority group that no matter what time you give them they do not get paperwork processed and require constant reminding.</p> <p>Workplace Learning dates for 2022; Year 12, term 2, week 6, 30 May – 3 June. Year 11, term 4, weeks 6 and 7, 14 – 25 November. Year 10, term 4, weeks 9 and 10, 5 – 15 December. Information will be sent out to students, parents/carers and employers closer to the time of the WPL.</p> |

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| Next meeting | <p>Wednesday 17 August commencing at 6pm. This meeting will be a hybrid meeting and the Annual Public meeting also via Webex.</p> <p>The meeting closed – 8.30pm</p> |

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____