



WA College of Agriculture – Narrogin College Board meeting minutes Wednesday 17 August 2022

ITEM	DISCUSSION / ACTION
1. Welcome and apologies,	<p>Present: Karen Agnew, Teresa Rafferty, Nat Beer, Emma Green, Mark Pascoe, Clare Roser, Mitch Wray, Mark Batt, Mary Kittow (minute taker). Ros Marinoni joined in via Webex 6.15pm and Tresslyn Walmsley at 6.30pm.</p> <p>Prefect: Riley McIlree.</p> <p>Webex meeting commenced: 6pm</p> <p>Apologies: . Michelle May, (Tim House)</p> <p>Confirmation of Agenda – confirmed.</p> <p>Additional agenda items – nil</p> <p>Karen welcomed everyone to the meeting. This meeting was planned to be an Annual Public hybrid meeting, however due to the necessity of changing the Webex link just prior to the commencement of the meeting not all parents / carers may have received this information in a timely manner. The Annual Public meeting has been rescheduled for 2 November. <u>Action:</u> The rescheduling of the Annual Public meeting information is to be sent via compass to all parents / carers, Mary to action.</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 18 May, 2022 for approval.</p> <p>Moved that the minutes of the previous meeting as complete and accurate: Nat Beer</p> <p>Seconded: Emma Green</p> <p>Carried</p>

ITEM	DISCUSSION / ACTION
Business arising	Nil
4. Correspondence	<ol style="list-style-type: none"> 1. Email to members on 28 June with the 2021 Annual Report attached. 2. Email to members on 10 August with the agenda for the next meeting to be held on 17 August commencing at 6pm.
5. Prefect report - Year 12, Riley McIlree	<p><u>College food/menu</u></p> <p>At the previous meeting the Prefects were asked to speak with the student cohort and gather feedback to create proactive solutions if required regarding the College food/menu.</p> <p>Riley reported the positive feedback he had received was;</p> <ul style="list-style-type: none"> • potatoes have improved, students love potato bake either at lunch and/or dinner time • students love the choc-chip muffins, morning tea snack bags, parmi steak and chips (they want more of), pavlova and sundaes. <p>The other feedback included;</p> <ul style="list-style-type: none"> • making your own sandwiches was too repetitive in the menu (4 times per week) • reintroduce spaghetti bolognese for lunchtime, it has been on the menu for dinner however students would like it during the day • students want more steak and chips, hash browns for breakfast, bacon and eggs and more "finger food" days • Tacos, shish kebabs and roast chicken to be added to the menu • Introduce some different salad options ie: Thai beef salad • less lamb chops • students would like the option of onions rings, more burgers - currently only have these once per week/fortnight • at morning tea have the mini hot dogs removed or limited on menu as they are not popular with the students • have pizza at morning tea more often • increase choc chip muffins and spring rolls for morning tea • for afternoon tea to include leftovers from morning tea and introduce fairy bread • last year during Harmony Week students really enjoyed pies and chips on the menu and would like to have this included more into the regular menu • more varieties of soups, English muffins for supper • have the little packets of Arnott's biscuits available to have with their hot chocolate drinks • change the compilation of the desert mousse and jelly, have the jelly on top? • students like icy poles and would like them more often <p><u>Residence</u></p> <p>Karen asked Riley for an update regarding students in residence/general. Riley reported the students are mostly happy, some Year 12 students are finding their work loads are becoming stressful as they are needing to ensure all their work is completed and signed off before the end of this last year for them. Students also have exams to prepare for and events coming up such as Countryweek, Dowerin and Newdegate Field Days, Open Day.</p> <p>Karen thanked Riley for his report and asked him to relay the Boards' appreciation to the students for their valuable feedback.</p> <p>Riley left the meeting at 6.15pm.</p>

ITEM	DISCUSSION / ACTION
<p>6. Funding Agreement - Clare Roser</p>	<p>The Department of Education (DoE) Funding Agreement for Schools 2022 document was endorsed and signed off by Clare Roser and Karen Agnew. The College is required to meet DoE Financial policy compliance by endorsing this document and officially noted this process by the Board Chair. A copy of the DoE Funding Agreement for Schools 2022 was forwarded to, a copy is also filed in the College's central filing system.</p> <p>Next week (Monday 22 /8 - Friday 26/8) the College will participate in a five day Financial Compliance and Human Resource Audit. The Agricultural Directorate, Margaret Ross from DoE central office will be facilitating this audit.</p>
<p>7. Board membership 2022 1 x Year 12 parent representative 1 x Community member still to elect -Clare</p>	<p>The sourcing for the Year 12 parent representative and the Community member is still a work in progress.</p> <p>As the year is drawing to a close it is not practicable for a new Year 12 parent representative to be commenced. Clare will continue to work towards approaching suitable community members to consider applying to join the Board.</p> <p>Current memberships due for renewal are Mark Pascoe, Mitch Wray, Karen Agnew, Michelle May all due for renewal in 2023. <u>Action:</u> Mary to email to Clare.</p>
<p>8. Finance Report - Teresa Rafferty, Manager Corporate Services (MCS)</p>	<p>Last week Teresa and Clare attended a DoE Finance Workshop for Managers of Corporate Services and Principals. At this workshop the DoE presenter made it quite clear that colleges/schools are not to have funds held in reserve accounts unless the colleges/schools had specific plans in place that were concisely documented.</p> <p>The WACoA - Narrogin Asset Replacement Plans and Reserve Allocations 2013 - 2022 document and the Comparative Budget vs Actual vs Committed, report as at 17 August 2022 was tabled and filed.</p> <p>The Asset Replacement Plans and Reserve Allocations document indicates the amount of funds allocated to the various Reserve account areas within the College ie: Farm Drought, Trades Classroom General Equipment, BLI Farm Water Improvement, BLI Farm Chemical Store, Housing, Class General Equipment, VET Resources, Equine Equipment, IT Server Replacement, IT Equipment Replacement, Sport Equipment, Major Equipment Trades, Bed and Furnishings, Oval Reticulation, Catering Equipment Replacement and Whole School Literacy Program.</p> <p>The Comparative Budget vs Actual vs Committed document was explained by Teresa.</p> <p>The Comparative Budgets are divided into "C", "D" and "N" Accounts. The "C" account is money coming in from revenue, "D" account is monies going out for expenditures. The "N" reserve accounts for school is money that is kept in the reserve accounts will be transferred to the appropriate expenditures when required after endorsement from the Finance Committee. Within the School Comparative Budgets there are columns dividing the Fixed Budget, Current Budget, Actual YTD (Year to date) and Variance data. Each year in November the College Finance Committee will confirm the Fixed Budgets for the following year.</p> <p>These two documents indicate what funding is actually allocated to and how much is being allocated and when it is spent. <u>Action:</u> A copy of these documents will be emailed to members, Mary to action.</p>

ITEM	DISCUSSION / ACTION
<p>8. Finance Report - Teresa, MCS, <i>cont'd</i></p>	<p>Currently the College has \$500,000 in reserve accounts. These funds are being saved for future improvements to include kitchen renovations and the trades equipment three year plan for small electrical replacement. The College must prepare for the future as buildings age and maintenance/improvements have to be completed and funding allocated when necessary. Of this \$260,000 is in reserve accounts for school components.</p>
<p>9. Annual Report from Chairperson - Karen Agnew</p>	<p>The Chairperson's Annual Report was read to the members by Karen. A copy will be filed once Karen has emailed it through.</p> <p><u>Action:</u> Karen to email to Mary a copy of her Chairperson's Report for 2022 for filing.</p> <p>This report covered topics regarding challenges Covid has created and the need to have Webex meetings. The need to work towards actively pursuing suitable community members and parents to nominate to join the Board. The report also praised the Student Leaders for their reports on the happenings at the College. The College has an excellent reputation in the community thanks to the work of students and staff.</p> <p>A discussion was held regarding continuing with Webex meetings or reverting back to prior Covid restrictions and having onsite in person meetings. Concerns were discussed regarding losing the various presentations experienced previously during onsite meetings. Having evening Webex meetings made it difficult for staff to attend as staff are also involved in after-hours activity with students to include prep, tutoring and sporting commitments. Karen commented as a Board it is invaluable having presentations from staff and students as it gives members a first-hand idea of what students are actually doing.</p> <p><u>Action:</u> Clare will investigate having meetings possibly held during the day to ensure staff may be able to provide presentations. Meetings could be hybrid allowing those members not able to be onsite participate via Webex.</p>
<p>10. Student Services Presentation - Clare</p>	<p>The Student Services Presentation will be included in the Principal's report. The Students Coordinator Christo Arguet also has a power point presentation including information regarding student services for the Board.</p> <p><u>Action:</u> The power point presentation will be emailed to the Board members, Mary to email/action.</p>

ITEM	DISCUSSION / ACTION
<p>11. Principals report, - Clare</p>	<p>A copy of the Principals' Report was tabled and filed.</p> <p>The Principal's Performance Review (PPR) was held in Perth today.</p> <p>All Principal's are managed by Lisa Rodgers, Director General DoE.</p> <p>The state is divided into eight districts. Narrogin is in the Wheatbelt district and Doug Cook is the Director of Education, Wheatbelt Region. WACoA - Narrogin is also part of the Agricultural Directorate and Sally Panizza is the Director of Agricultural Education.</p> <p>The Wheatbelt Student Suspension Guidelines was one of the topics covered during the PPR. Both WACoA - Narrogin and Cunderdin statistics indicate that they have the lowest levels/numbers for student suspension.</p> <p>The Student Services Team are working on Social Emotional Learning and Behavioural Management. The framework "Circle of Courage" is part of the suite of frameworks the Wheatbelt Education District will be implementing commencing in term 4. The Circle of Courage identifies four universal needs of all children: Belonging, Mastery, Independence and Generosity. When these needs are met, children grow and thrive. With this philosophy teachers work on the needs of students instead of having a reactive approach. The College Business Plan document will incorporate this strategy in student management and curriculum delivery.</p> <p><u>Action:</u> A copy of <i>The Circle of Courage and Positive Psychology</i> and <i>the Applying the Circle of Courage</i> documents will be emailed to the Board members, Mary to action.</p> <p>Clare reported we have been asked to present at the Principals Wheatbelt meeting in term 4, Lisa Rodgers, DoE, Director General will be attending this meeting.</p> <p>Another framework being rolled out over all education districts in term 4 is Quality Teaching and Learning. This framework looks at best practice in teaching and learning with clear guidelines of what teachers need to have happening in their classrooms. This framework will be tied in with the Circle of Courage.</p> <p>The year 12 students gave feedback to Clare indicating their needs at this time of the year are different to that of the year 10 and 11 students. These year groups have now been realigned/divided.</p> <p>The year 12 students will concentrate on preparing for their Graduation, Leavers Dinner and Breakfast and their "Fun Day". These students will also assist with choosing the new Dorm Captains for 2023.</p> <p>The Year 11 students will focus on organising the 2023 Leavers Gear. These students have asked Senior Staff if they are permitted to order clothing in a different colour combination to previous years. They have chosen navy blue and Senior Staff have endorsed this change.</p>

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<p>11. Principals report- Clare, cont'd</p>	<p>There has been a behaviour incident in residence which has been dealt with by Clare and Mark with support from Regional Office. Karen requested to discuss this further with Mark Pascoe tomorrow.</p> <p><u>Vaping</u> The subject of students vaping was also discussed at the PPR. All schools are having to deal with this complex issue. The DoE have developed some resources for teachers regarding vaping however these are more primary school focussed. Christo Argaet is currently working towards creating resources and packages for our teenage students. Health Care providers ie: Holyoake have also assisted with providing resources. These resources/packages are aimed to educate students of the potential damages involved in making choices that could/may result in damaging their bodies. A discussion was held regarding the impact of social media on students encouraging or portraying vaping as a "trendy" habit. It is difficult to know if a student maybe in possession of a vape as they are often camouflaged as a highlighter and could be in pencil cases.</p> <p>Vaping was first advertised on the market as being safer than smoking. Smokers wanting to give up smoking then tried converting to the supposed healthier choice of vaping. Current research concludes vaping is more harmful than smoking. Vapes can also contain nicotine and even more chemicals than cigarettes, proving to be even more addictive.</p> <p>Some schools have trialled having alarms in toilets that go off when vaping is sensed in this area. These alarms are very expensive and ineffective as by the time the alarm is raised the students vaping have heard the alarm and have removed themselves from the area. Students are also able to order on line and have vapes sent through the mail. Tresslyn Walmsley reported through her work she has been involved in being on the Board for Chemi Centre. The research from Chemi Centre analysing what is actually in vapes indicated most do have nicotine and contain dangerous carcinogens polluterants.</p> <p>If students are found to have vapes in their possession whilst at the College they will be dealt with according to the Drug and Alcohol Policy guidelines. Vapes are contraband and therefore are illegal. Clare is also working with Kate Furphy, School Nurse to organise a special guest speaker to provide a presentation to students on the issue of vaping.</p>

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<p>11. Principals report- Clare, cont'd</p>	<p><u>Upcoming events</u></p> <p>19 August - P & C hybrid meeting commencing at 2.30pm</p> <p>24 August - Dowerin Field Day for Year 11 & 12 students</p> <p>25 August Careers Expo Year 10 students</p> <p>28 August - 2 September - Countryweek Mitch reported 93 students and 15 staff will be attending this year. Students are looking forward to this event as last year was cancelled at the last minute due to the Covid lock down situation at that time.</p> <p>7 & 8 September - Newdegate Field days Staff attending the promotional booth on Wednesday will be Mitch and Julie Armstrong. Clare and Steve Madson with Student Leaders will attend on Thursday.</p> <p>9 September - Open Day</p> <p>14 September - BStreetSmart - road safety presentation, Year 11 students to attend in Perth.</p> <p>16 September - Bonfire Campout. Student Leaders have been working with all students to find out what other types of activities they would like to have organised at the College. This resulted in the organising of a Bonfire campout. Farm Manager, Steve Madson has found a suitable area on the College farm west block. Should the weather turn bad students and staff will relocate to the shearing shed. There has been plenty of staff support to participate in this event and the students are looking forward to it.</p> <p><u>Year 12 students end of year processes - Mark Pascoe</u></p> <p>The Year 12 students are able to leave the College once they have completed all their required competencies. Students are required to ensure all the necessary paperwork to sign them off from all sections ie: class, farm/trades is finalised correctly. The earliest students can leave is on Friday 23 September (last day term 3). Students who have not completed their work are required to attend for the first two weeks in term 4. Year 12 Awards Ceremony Day is Friday 21 October. Any students requiring to stay on after this date (21 October) will have to apply for permission to stay onsite. Previously some students have needed extra time to complete Trades projects etc and the College has accommodated them. The Year 11 students will commence two weeks Workplace Learning (WPL) on Monday 11 November. The Year 10 students will commence two weeks WPL on 2 December.</p> <p>In previous years some students have wanted to leave the College to do harvest work instead of WPL. The College cannot endorse this type of employment as DoE policy is quite clear students will only be covered with insurance when participating in WPL and not during other types of employment. Mark explained the College is a bonafide workplace for students. For every 55 hours of specific work completed that time transfers into 1 Unit towards their Graduation Certification. During years 11 and 12 students complete at least 4 Units.</p>

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<p>11. Principals report- Clare, cont'd</p>	<p>The College encourages students to go to different places of employment for the WPL so they can experience different practices and procedures. If a student went home to their own family farm they may not have the opportunity to have a broader experience.</p> <p>Some students have reported they have not enjoyed their WPL experience. This is actually a good thing as this experience has demonstrated to the student they need to change their pathway and try something else, giving them the opportunity to choose a more suitable career.</p> <p>The College plan to have WPL at the end of the year to eliminate the interruption to the students curriculum programmes. Staff are also able to process all the required paperwork and worksite visits later in the year. Staff must ensure worksites are safe before students can be allowed to participate in WPL. Student WPL Log books must be completed as this experience results in credits towards their graduation competencies. Mitch reported after students have had their WPL experience they were more focussed on pursuing their career and interests.</p> <p>Whilst a student is participating in WPL the DoE will provide insurance for public liability and any out of pocket medical expenses if a student was injured. If a student was involved in some form of paid employment and NOT WPL and they were injured they would not be insured by the DoE Insurance rather it would be dealt with through the employers Workers Compensation.</p> <p>A discussion was held regarding the lesson attendance code for students choosing to participate in employment and not WPL. Students participating in WPL have an attendance code of E, Education Activity (offsite). Students not participating in WPL will be allocated the attendance code of U, Unacceptable Reason for their absence. When a student has a certain amount of Unacceptable Reasons for absence from the College it can result in any allowances they may be receiving ie: Isolated Children's Allowance (AIC) or Boarding Away from Home Allowance (BAHA) being reduced. These allowances are based on students attending the College and engaging in Education Activities for the 40 weeks of the school year.</p> <p>There is also a risk to employers if they are found to be employing students whilst they are enrolled to be attending school.</p> <p>Mark explained the College is bound to these guidelines from the DoE Act and to change these processes would require Legislation being changed in Parliament. As DoE employees staff are not permitted to be involved in any process resulting in amending/adjusting Legislation.</p> <p>The Director of Agricultural Education, Sally Panizza is aware of parents concerns regarding some students wanting to do various employment/harvest work and this type of work is not and cannot be formally recognised.</p> <p><u>Action:</u> Karen and Tresslyn are planning on writing to their local members of Parliament requesting the definition for lesson attendance codes for students whilst engaged in possible paid employment be realigned/adjusted/changed.</p>

ITEM	DISCUSSION / ACTION
Next meeting	<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><u>Action:</u> 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><u>Action:</u> An apology email to be sent out via Compass regarding last minute change to tonight's Webex link and notify all parents and caregivers of the rescheduling of the Annual Public meeting to Wednesday 2 November commencing at 6pm. The Webex link will be forwarded to all parents and caregivers prior to the meeting on 2 November.</p> <p>The meeting closed – 7.30pm</p>

This is a true and correct copy of the meeting minutes

SIGNED: _____ SIGNED: _____