

# UNLOCK YOUR SCHOOL'S FUTURE



WESTERN AUSTRALIAN  
COLLEGE of AGRICULTURE  
*Morawa*  
An Independent Public School

## Minutes of Meeting No 25

March 13, WACOA- Morawa Farm Classroom 4pm

**ATTENDEES:** Jim Cook, Dean Carslake, Maryanne Milloy-Rakich, Bronwyn Thornton, Sandra Connolly, Andrew Denham, Anthony Sapienza, Nadine Hollamby, Clint Hansen, Phil Epps, Tanya Husbands, Shelly Fowler, Jarrad Kupsch, Merle Isbister, Steve Taylor


1.0	Welcome, Apologies and Business	ACTIONS
1.1	<input type="checkbox"/> Meeting opened at 4.05pm <input type="checkbox"/> Welcomed everyone to the meeting, including new board members <input type="checkbox"/> Welcomed student representatives <input type="checkbox"/> Roundtable introduction for everyone	Principal, Dean Carslake chaired the meeting
1.2	Apologies: <input type="checkbox"/> Jenny Thomas	
1.3	Confirmation of Agenda  <i>Merle Isbister moved, the agenda for meeting 25 be accepted. Seconded Sandy Connolly, Carried.</i>	Agenda confirmed
2.0	<b>Disclosure of Interest</b>	
2.1	No disclosures	
3.0	<b>Housekeeping</b>	
3.1	Nominations for Chairperson  <i>Sandy Connolly nominated Jim Cook, seconded Steve Taylor. Nomination carried.</i>  <i>Jim Cook accepted the nomination.</i>	Chairperson position declared vacant  Jim Cook declared the Board Chairperson for 2019
3.2	Nomination for Deputy Chair  <i>Sandy Connolly nominated Jenny Thomas for Deputy Chairperson, seconded Andrew Denham. Nomination carried.</i>  <i>Jenny Thomas accepted the nomination (via email).</i>	Deputy Chairperson position declared vacant  Jenny Thomas declared the Deputy Chairperson for 2019  Jim Cook chaired meeting from this point
3.3	Introduction of New board members	Covered in the welcome

3.4	Code of Conduct <input type="checkbox"/> Following point to be deleted as it contradicts the point following  <i>The College Board is not an appropriate forum for the discussion of individual college staff, students, parents, or other members of the college community.</i>	Change to be made then emailed out and will be endorsed at the June meeting
<b>4.0</b>	<b>Minutes of Previous Meeting</b>	
4.1	Minutes of previous meeting  <i>Tanya Husbands moved that the minutes from the previous meeting be accepted as a true and correct record. Seconded Sandy Connolly. Carried.</i>	Minutes of previous meeting tabled
4.2	Any business arising from previous minutes <input type="checkbox"/> Attendance – will be addressed in item 6.2 <input type="checkbox"/> Letter to Jim Milloy to be finalised	
4.3	Correspondence  <input type="checkbox"/> Out - Nil <input type="checkbox"/> In - Nil	Letter to Jim Milloy to be finalised
<b>5.0</b>	<b>Student presentation</b>	
	Year 12 students, and College Captains, Hannah Husbands and Cooper Bullin presented the slide show. Highlights included:-  <input type="checkbox"/> Pool BBQ <input type="checkbox"/> Shearers Singlets <input type="checkbox"/> Leavers Jackets <input type="checkbox"/> Gingin Bull Sale <input type="checkbox"/> Perth weekend <input type="checkbox"/> Residential life <input type="checkbox"/> New school polos	Slide show tabled
<b>6.0</b>	<b>General business</b>	
6.1	Business Plan update – Residential	Item will be covered in Principals report item 7.1
6.2	Attendance data review explanation <input type="checkbox"/> Clarification on queries from Tanya Husbands <input type="checkbox"/> Data entry errors <input type="checkbox"/> Deputy outlined the different codes that are used in the data entry	
6.3	Staff Professional Learning – Day One 2019 <input type="checkbox"/> Strategic Plan <input type="checkbox"/> Focus 2019 <input type="checkbox"/> Code of Conduct <input type="checkbox"/> How to comply	Professional learning slide show tabled
6.4	Residential <input type="checkbox"/> Student Data <input type="checkbox"/> Working party - Residential and Agricultural Schools Students leisure activities guidelines <input type="checkbox"/> Health and Well-being to be a priority	
6.5	Data presentation 2018 <input type="checkbox"/> Student achievement data <input type="checkbox"/> VET Qualifications <input type="checkbox"/> Destination data	PowerPoints tabled and explanations provided
6.6	Draft annual report	Covered previously Draft will be emailed out for review
6.7	School surveys (National Opinion Survey ) <input type="checkbox"/> Parent survey Residential questions  General discussion regarding proposed changes	IPS Assistant will call for comment via email



6.8	<p>Performance Management</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Public School Leadership Strategy –</li> <li><input type="checkbox"/> AITSL (Australian Institute for Teaching and School Leadership)</li> <li><input type="checkbox"/> Australian Professional standards for Principals (senior staff performance Management)</li> </ul>	Slide show tabled
6.9	<p>New school review process - ESAT (Electronic School Assessment Tool)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Relationships &amp; Partnerships</li> <li><input type="checkbox"/> Learning environment</li> <li><input type="checkbox"/> Leadership</li> <li><input type="checkbox"/> Use of resources</li> <li><input type="checkbox"/> Teaching Quality</li> <li><input type="checkbox"/> Student achievement and progress</li> </ul>	
6.10	<p>Business case NMEITA - Residential beds</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Background given on the Business case</li> <li><input type="checkbox"/> Progress on the Business case outlined</li> <li><input type="checkbox"/> Briefing note to the Minister awaiting approval to build on site and cover ongoing maintenance</li> </ul>	
<b>7.0</b>	<b>Reports and Updates</b>	
7.1	<p>Principals Report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Outlined the four pillars of the Colleges Business plan and reported accordingly <ul style="list-style-type: none"> <li>➤ Success for all students, High Quality Teaching, Effective leadership, strong governance and support</li> </ul> </li> <li><input type="checkbox"/> Residential Care has been identified as the highest priority for the College</li> <li><input type="checkbox"/> All Residential Staff, Farm Training Staff and School officers will be completing the Classroom Management and Instructional skills (CMIS) for non-teaching staff</li> <li><input type="checkbox"/> Out of hours residential activities have been highlighted this year</li> </ul> <p>Including Farm report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Congratulations to Farm Manager, staff and students, 2<sup>nd</sup> highest contribution to trust in 2018</li> <li><input type="checkbox"/> Insurance claims for sheep lost to the dog attacks over the Christmas break have been submitted</li> <li><input type="checkbox"/> Principals will be meeting and discussing the 20% the government want to take from the Ag Colleges</li> </ul> <p>Query from Tanya Husbands regarding which year groups will be completing Certificate III in Agriculture.</p> <p>Principal, Dean Carslake moved that the Principals report and the farm report be accepted. Seconded Andrew Denham, Carried.</p>	<p>Principals report tabled</p> <p>Farm report tabled</p>
7.2	<p>Residential report</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> 1 staff member has resigned</li> <li><input type="checkbox"/> New cook has been employed</li> <li><input type="checkbox"/> Residential Manager is starting later, twice a week, and working later into the evening – this helps with the residential care priority</li> <li><input type="checkbox"/> WIFI is receiving an upgrade</li> </ul>	Residential report tabled
7.3	<p>Financial report</p> <p>Tanya Husbands moved that the Budget and financial reports be endorsed. Seconded Merle Isbister. Carried.</p>	<p>Finance reports tabled</p> <p>Budget tabled</p>

7.4	IPS Report	IPS Report tabled  IPS Assistant will be attending an information session at Bunnings on April 11 <sup>th</sup> , 2019  Public meeting date will be the June 26 <sup>th</sup> meeting
<b>8.0</b>	<b>Other Business</b>	
8.1	General discussion about the need for two meetings in first term	Will stick to the four meetings a year unless more are required
<b>8.0</b>	<b>Next Meeting</b>	
	<input type="checkbox"/> June 26	
<b>9.0</b>	<b>Roundtable evaluation</b>	
	Anthony Sapienza <input type="checkbox"/> The meeting information is a real eye opener into what is required to be part of the board. There is a lot involved and a lot of information to be processed. <input type="checkbox"/> Clint Hansen agreed with these comments	
<b>10.0</b>	<b>Meeting Close/Adjournment/Next meeting</b>	
	The meeting was closed by <i>Jim Cook</i> at 6.10 pm	

  
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 Signed (Chair)

13<sup>th</sup> March 2019  
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 Date