



## Minutes of Meeting No 51

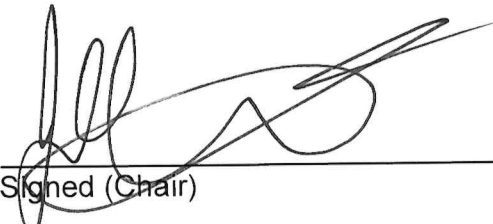
December 2025, WACOA- Morawa  
Via email

- **ATTENDEES:** Jamie Appleton (Chair), Dean Carslake (Principal), Steve Taylor (Residential Manager), Dave O'Neill (Farm Manager) Luke Aubrey, Dee McKeown, Emma Franklin, Shaun Branley, Clint Hansen, Margaret Hogben (MCS), Elizabeth Boyce (Deputy Principal), Maryanne Milloy-Rakich (Minutes).

1.0	Minutes of previous meeting	ACTION
1.1	<p>Review of Previous Meeting Minutes June minutes</p> <p><i>Dean Carslake moved that the minutes from the June 18 minutes were a true and correct record. Seconded Steve Taylor. Carried</i></p>	<p>Minutes emailed out 28/11 &amp; 11/12 Endorsed June meeting minutes Moved: Dean Carslake Second: Steve Taylor</p>
2.0	<b>General business</b>	
2.1	<p>Contributions, Charges &amp; Fees 2026</p> <ul style="list-style-type: none"> <li>• The Finance Committee approved the attached 2026 Contributions, Charges and Fees document on 25 November 2025</li> <li>• Document emailed out by the MCS over November to the board</li> <li>• The cut-off response date was 28 November 2025</li> <li>• The board approved the 2026 voluntary contributions, charges and fees on November 28 via email.</li> <li>• Contributions, charges and fees document uploaded to web site on December 1. First point of contact for parents.</li> <li>• Hard copy of Contributions, charges and fees, within the enrolment pack, mailed out to parents the week of December 1, 2025</li> </ul>	<p>The board approved the 2026 voluntary contributions, charges and fees. Approval was obtained via email before it was communicated to parents</p>
2.2	<p>Terms of Reference</p> <p>Background With term schedules becoming increasingly full, it has become more challenging to bring all members together. The Department of Education has acknowledged this by permitting Boards to move to two meetings per year. We propose holding these meetings in Terms 1 and 3, while maintaining the option to call additional meetings if required and to manage urgent matters via email. While face-to-face meetings remain important, this approach ensures we continue to meet all Board compliance requirements without adding unnecessary pressure to everyone's schedules.</p> <p>Please refer to Items 9.1 and 9.2 of the ToR:</p> <p><b>Item 9.1</b> The Council must meet together to undertake Council functions for not less than four ordinary meetings in each year.</p>	<p>Terms or Reference emailed out 28/11 &amp; 11/12</p>

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	<p><b>Item 9.2 — Ordinary Meetings</b></p> <p>a) "Ordinary meeting" means a meeting held by determination of the Council (SER r.115(1)); and  b) A Council must hold at least two (2) ordinary meetings per year.  We currently adhere to Item 9.1 but propose adopting the structure outlined in Item 9.2.</p> <p><b>Proposed Motion</b></p> <p>That the IPS Board for the WA College of Agriculture – Morawa adopt the meeting schedule outlined in Item 9.2 of the Terms of Reference, whereby:</p> <p>a) An "ordinary meeting" is defined as a meeting held by determination of the Council (SER r.115(1)); and  b) The Council is required to hold a minimum of two (2) ordinary meetings per year.</p> <p><i>Shaun Branley moved the motion, "the IPS Board for the WA College of Agriculture – Morawa, adopt the meeting schedule outlined in Item 9.2 of the Terms of Reference, whereby:</i></p> <p><i>a) An "ordinary meeting" is defined as a meeting held by determination of the Council (SER r.115(1)); and</i>  <i>b) The Council is required to hold a minimum of two (2) ordinary meetings per year. Seconded Luke Aubrey. Carried</i></p>	<p>Motion moved by Shaun Branley, seconded by Luke Aubrey. Motion Carried.</p>
<p>2.3</p>	<p><b>Sun Protection Policy</b></p> <ul style="list-style-type: none"> <li>• This policy was due for review in December 2025</li> <li>• Policy emailed out 28 November 2025</li> <li>• Comments/ changes called for 11 December 2025</li> <li>• No changes to be made</li> <li>• Board endorsed policy</li> </ul>	<p>Sun Protection Policy emailed out 28/11 &amp; 11/12</p> <p>Policy to remain current and to be reviewed in 2030</p>
<p>2.4</p>	<p><b>Reports</b></p> <ul style="list-style-type: none"> <li>• Principal</li> <li>• Farm</li> <li>• Finance</li> <li>• IPS Assistant</li> </ul>	<p>Reports emailed out 28/11 &amp; 11/12</p> <p>Reports tabled and noted</p>
<p>2.5</p>	<p><b>College leadership group</b></p> <ul style="list-style-type: none"> <li>• Student leadership group put together highlights of the of the 2025 school year for the board</li> <li>• Also suggestions regarding the icebreaker camp were tabled with Beverly King – Senior Residential Supervisor, via email 27 November 2025.</li> </ul>	<p>Powerpoint emailed out to board 11 December for information</p> <p>Icebreaker camp suggestions noted by Senior Residential Supervisor &amp; Coordinated training schedule for farm skills to be tabled</p>
<p>3.0</p>	<p><b>Meeting Close/Adjournment/Next meeting</b></p> <ul style="list-style-type: none"> <li>• Final email sent (students presentation) 12.01 pm December 11, 2025</li> <li>• 2026 meeting dates to be table in February 2026</li> </ul>	

  
Signed (Chair)

1/4/2026  
Date