



Cairns School of Distance Education Biannual School Forum Minutes May 2020

Purpose of the Forum

1. Discuss and debate issues relevant to the strategic development of the school
2. Inform the school's leadership team and the P&C Executive of any recommendations or positions they wish to table through the district representatives and P&C executive
3. Enable participation in the development of the strategic direction of the school
4. Gather and share information with the school community, in both directions
5. Develop action plans that improve the learning outcomes for our students

Item & Time	Agenda Item	Team Leader	Action (Noting, Dialogue, Approval, Endorsing)
5 min	Welcome open meeting <ul style="list-style-type: none"> • Acknowledgement of Country • General introductions 	Andrew Oliver	27 May 2020 1pm Attendees: Andrew Oliver, Jody Johnstone, Fiona Candlish, Leigh Howser, Emmalee Jonsson, Juanita Saal, Kara Dobbin, Jamie Smith, Kendall Jones, Marg Russell, Linda Tuxford Adams, Camilla Haskell, Cassandra Plant, Andreas Furche, Nicola Lee, Donna Leahy, Judith Eriksen, Melanie Craig, Renata Machados Medeiros, Fiona MacGillivray, Mel Cowe, Leigh Quirk, Chris Rigden, Sam Preston, Laurie Weeden, Emma Jackson, Kirstine Murray, Viola Zhao, Cassie Hartshorn-Anderson, Itin Hadijah, Kirk Findlay Apologies: Melissa Fitzgerald, Kerry Wakefield
1.	Previous Minutes – Business Arising	Andrew Oliver	<ol style="list-style-type: none"> 2. Course USBs – ongoing due to updating Australian Curriculum to Version 8.0 Curriculum V8 – ongoing 3. Infrastructure – ongoing/work in progress 4. Program Delivery options – Chris Rigden to update No further business arising from previous minutes
2.	Redesignating clusters for the District Representatives	Camilla Haskell	Context: <ul style="list-style-type: none"> • 3 outreach areas where we hold community engagement events • Classes are based on grouping students from same geographic location (student houses may differ to clusters) New database – Compass (3 rd Party app) may assist with distinguishing clusters Redesignate the clusters as designed for Home Tutor support and Cluster Reps. Judith, Cassandra, Kendall, Actions: Amend the Annual General Meetings – to invite cluster reps. Student timetabling not to be effected by this change as this is required for internal data monitoring.
3.	Home tutor induction support		Refer to Feedback page attached Actions: Community Engagement Team to review feedback and draft action plan for Term 3



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4.	Virtual Annual Camp – updates and feedback		<p>Context: Sharing in discussion boards on student portal C2K students and HT have walked 500 kms so far Camp attendance: 40 students YP-6 64 students Y 7-9 29 students Y 10-12</p> <p><i>Updates and Feedback</i> What worked? What didn't? Ingredients for cooking. What else could we do? Recorded videos for HT showing 'how tos'</p> <p>Refer to feedback page attached</p> <p>Thank you to all involved in our Virtual Annual Camp C2K walk – could this continue each year? Another way to raise funds.</p> <p>Actions:</p> <ol style="list-style-type: none"> 1. Community Engagement Team to monitor QLD Government Policy announcements 2. Community Engagement Team to review feedback and develop action plans 3. Community Engagement Team to complete scenario planning for Term 4 Marquee events.
5.	<p>Community engagement</p> <ol style="list-style-type: none"> i. post pandemic ii. Scenario planning for other community events e.g. presentation evening, graduation 		<p>Refer to feedback page attached</p> <p>Actions: Community Engagement team to review and map out possibilities Support health and wellbeing of students and HTs</p>
8.	Close of meeting		2.32pm

Forum Feedback

3. New home tutor induction/support

- What other options would people like to see?
- How often should these occur?
- What format should these take? Online – live, recordings, video conferences via Skype for Business or Zoom ...
- Home Tutor Facebook page is helpful – can this be added to information for HTs
- Mentors for Home Tutors
- Home Tutor's link on eLearn Student Portal
- Parent Liaison to include links for online resources in HT induction (already done)
- Recommence HT sessions similar to those that were run in 2019
- Induction booklet (a single source for HT to refer to) currently on Student portal. If you cannot log in you would not be able to access this.
- More activities for HT in Orientation Week (not necessarily run/facilitated by Care Teachers)
- Disparity between school room and home classroom side when implementing provided resources
- Included generic activities for students and HT to complete when starting and at the start of the year for them to get ready for learning and prior to engaging in online tasks
- Virtual Tours to students to see what a home classroom/learning space might look like. Present these in in O week
- One on one walk throughs for new families to Cairns SDE
- Expert videos (ie Screencastomatic) on how to navigate eLearn – available in Student Portal
- Work with teacher show have been successful getting families comfortable with our processes to develop more consistent HT-Care Teacher processes
- Provide multiple opportunities for HTs and students to access resources and instructions
- Set up done in previous year during Celebration week
- Need log ins and teachers assigned for new students

Juanita Saal has made some videos of being able to do things, from her 'home screen' which is different to the teacher's screen (what they see – problematic especially for new teachers who may not realise) for beginning of the year Orientation / Orientation for new families.

Things like:

- Accessing materials
- Using Blackboard tools
- Where to find forms
- How to's for certain things (log ons)
- Difficulty when home tutors are on a variety of different platforms, when trying to access.

Notes from Camilla Haskell:

Would be good for each Phase of Learning to develop a resource page on the Student Portal Support Space / Curriculum (maybe have one general, then break out into P-3; 4-6; 7-9; 10-12) as a 'one stop shop' for students / home tutors to head for support. Videos, Screencastomatics and other resources: <https://qedu.sharepoint.com/sites/3601/student/SitePages/Curriculum-Support.aspx>

There is information currently available on the Home Tutor Resource page (Home Tutor Handbook / Time, Behaviour Management / Financial & other Assistance). This is not Curriculum / Teacher specific: <https://qedu.sharepoint.com/sites/3601/student/SitePages/Home-Tutor-Support.aspx>

First week contact from teachers (getting started) could be better streamlined (they do need teachers assigned and to be provided with Log Ins).

4. Virtual Annual Camp – updates and feedback

What worked?	What didn't?	What else could we do?
<p>Kids loved the activities. Would jump on in the morning, get the instructions and resources and then hop off and go do the activity</p> <p>Love the Step Challenge. Could we have it at every Camp Week, so all can be involved in the Cairns to Karumba</p> <p>Virtual Camp was a way for students to engage who may not be able to attend physically</p> <p>Art appropriation, trivia and forensic activity – awesome</p> <p>Great idea for the school to give the kids an opportunity to have some sort of camp experience</p> <p>10000 step challenge</p>	<p>Face to Face is definitely the most preferred option for Camp</p> <p>4 sessions online a bit too much for Primary kids (all day a bit over the top for online, only used to having a few session a week.</p> <p>Internet an issue, problematic. So picked and chose what they wanted to do.</p> <p>Not sure how they'll go with the Cooking – bit worried they won't have the ingredients (almond meal etc)</p> <p>Better have platform like zoom</p>	<p>Student leaders more involved Options/choice between activities</p> <p>A time to talk to each other without being attached to a program</p>

5. Community engagement: post-pandemic restrictions

Who? (cluster, whole school, year levels)	Purpose of event?	Where? (outreach, in-reach, other venues)	When? (term #, COVID restrictions lifted)	What? (activities, programs, HT training)
<p>Move community engagement (mini school) to very end of year. If not possible make it virtual minischool. Senior students are not interested in the virtual camp. Students would like interaction and celebrations. Wellness course that students can access at any time. Develop the Student Portal Resource Page (to support our medical enrolments as well)</p> <p>Graduations:</p> <ul style="list-style-type: none"> • Investigate live streaming (privacy/permission/security is an issue) • Cluster based Graduations, spread out not all at once • Key to make the moment special: photo day to help celebrate their achievements <p>Presentation:</p> <ul style="list-style-type: none"> • Break Presentation Night into year groups • An online graduation event (similar to virtual online camp) 				

Other events:

Music Camp

Sugarworld

Art Show

STEAM Camps

Suggestions:

Pub Choir

Online trivia sessions

Art Show – online gallery

Disco

Online clubs – chess, scouts, code)

Relationships with universities – run programs for our students

Grant from Paul Newman – Robotics – regional competition VEX Robotics – Term 3 equipment sent to schools and CSDE will also receive equip

QLD

Small peer groups

Connect with students anywhere in the world

Fitness/Physical Mental Health

5. Community engagement – scenario planning e.g. mass gatherings (notes)

What if we can't hold the Year 12 Graduation?

How could we do this differently?

What if we can't have Presentation Evening?

How could we do this differently?

What other events may need to be changed because of restrictions?

Investigate Live Streaming

Cluster Based Graduations

An online Graduation