

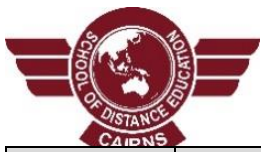


Cairns School of Distance Education Biannual School Forum Minutes November 30 2020

Purpose of the Forum

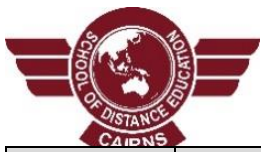
1. Discuss and debate issues relevant to the strategic development of the school
2. Inform the school's leadership team and the P&C Executive of any recommendations or positions they wish to table through the district representatives and P&C executive
3. Enable participation in the development of the 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	Led by	Action (Noting, Dialogue, Approval, Endorsing)
1. 2 min	Welcome open meeting <ul style="list-style-type: none"> • Acknowledgement of Country • General introductions 	Andrew Oliver	Andrew Oliver, Kirk Findlay, Chris Rigden, Jody Johnstone, Fiona Candlish, Colin Cutler, Amanda Morellini, Crystal Stanley, Marg Russell, Renata Machado Medeiros, Kendall Jones, Mary Lantman, Mel Craig, Leigh Howser, Juanita Saal, Judith Eriksen, Melissa McBroom, Martin Kolher, Karen Muccignat, Sharon Willman, Jamie Smith, Melissa Fitzgerald, Kim Marshall, Nicole Lee, Dan Wilson, Linda Tuxford Adams, Mel Cowe
2. 3 min	Previous Minutes – Business Arising	Andrew Oliver	
3. 5 min	Home tutor feedback	Mel Cowe	Yr 7 - detailed explicit instruction, follow up with slides, acknowledgement of work received to teachers, drafts and assessments were marked with detailed feedback Yr 11 & 12 – Home Tutors cc'd in responses from teachers, tutorials that are lesson specific, tutorials beneficial, previous class teachers assisted with tutorials, when teachers put in effort our kids put in effort. Feedback critical – so students know expectations “When our Teachers go the extra mile, so do our Students” noted by home tutor ACTION: Focus on timely and accurate feedback in 2021. Review Standards of Practice.
4. 5 min	Student Code of Conduct	Jody Johnstone & Colin Cutler	Real authentic contextualised document which has input from Students, staff and Home Tutors/parents Complex learning environment - distance, camps and Open Learning Campus



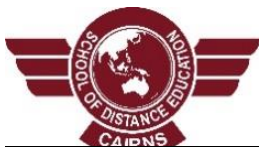
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			<p>Document will be located on school website and explain how are our expectations made clear, broad policy statements to explain this is what we do provide. Room for further detail – living document P&C to endorse and amendments can be made. Opportunity for feedback from parents. Contact Colin Cutler for further information</p> <p>ACTION: P&C To provide feedback and agreement Copies to be sent (electronically) to P&C members for review</p>
5. 15 min	<p>Curriculum Materials :</p> <ul style="list-style-type: none"> • Print policy: <ul style="list-style-type: none"> ○ primary years ○ secondary years • Student Resources Scheme • Costs of printed materials 	Chris Rigden & Fiona Candlish	<p>‘What do you get’ Print policy states</p> <ul style="list-style-type: none"> • P-5 has paper option • 6-12 digital only (Exceptions for students who have diagnosed disabilities) <p>Screen time- our model cuts out some screen time with our flexibility – response from Home Tutor Limited evidence of affects from screen time – weight nutrition social skills, neck and back strain. Passive time on screen needs to be limited How we use screen time and how we parent it.</p> <p>Website>Enrolments>Home Based Learners lists all resources and includes any print resources (some subjects don’t have print resources) Digital Resource Centre can supply a full list of all resources for each year level USB trial to be used for printable materials What programs do we need to have on our student’s computers? – we cannot control the quality – we need to move away from Acrobat. Perseverance until a better format can be found</p>



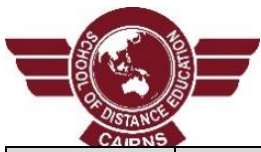
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			<p>(CSDE is in the pilot trial for early adopters (old versions vs new versions) Changes to curriculum makes print materials outdated)</p> <p>ACTION: Any issues that are identified in the new curriculum documents to be emailed to E-Learn support. ellearn@cairnssde.eq.edu.au Cairns SDE to train staff in new Learning Management System throughout 2021. Review materials listed in our website.</p>
6. 10 min	<p>Curriculum Delivery:</p> <ul style="list-style-type: none"> • Timetabling: lessons, tutorials • Subjects delivered: Yr7-8 Art, E-Teach • Digital materials and screen time • Essential maths Y12 • Content familiarity 	Chris Rigden	<p>E-Teach units – updated version is now available – will be timetabled in 2021 Full delivery in 2021 for humanities E-Teach Y5 English lessons reduced from 4 to 2 with the HT expected to deliver 2 lessons Enrolments will not be denied access to CSDE 7-8 Art – broader range of subjects in readiness for Year 9 subject selection, Art is allocated to the Year 7 curriculum Essential Maths Y12 – changes due to QCAA QCAA feedback – increased workload for students, teachers feel confident that marks are checked by QCAA and confirm results. Feedback given to teachers by QCAA Feedback not returned for mock exams in time for external exams – can mock exams be given earlier?</p> <p>ACTION: E-Teach to be built into timetable. Clarifications to be made re what services are delivered to students and Home Tutors and how these are done</p>
7. 10 min	<p>Home tutor support:</p> <ul style="list-style-type: none"> • E-Teach session – preview of new materials • HT sessions for HaSS and E-teach units • Timeframes and format for feedback: e.g. use of video 	Kirk Findlay	<p>New E-teach program – includes physical movements, interactive – no additional resources required Prep 1-6 Will be uploaded to curriculum materials Video Feedback – Learning management System allows for feedback – Resolve with class 1. teacher 2. Head of Department 3. Principal</p>



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8. 10 min	Community engagement <ul style="list-style-type: none"> • 2021 Calendar of events <ul style="list-style-type: none"> ○ O week ○ Home Visits ○ Let's connect • Care teacher sessions/assemblies 	Jody Johnstone	Community Events overview Canberra Trip not going ahead 2021 Include On line events Home Visits to continue Care Teachers/assemblies – timetabled in each year levels (P-5) the rest will be separate To increase connections with Care Teachers Structure put in place so HT know who to contact if contact teacher is not contacting Teacher sent a feedback sheet to students for lessons/contact classes Consistency of practice Importance of students connecting with students Can students have a time to chat with each other? Student Leaders will look at this in 2021 ACTION: Community engagement document to be sent to P&C for endorsement Assemblies to be timetabled into year levels – P-5, 6-7, 8-9, 10, 11 and 12
9. 10 min	Sustainability Committee	Renata	Embed Sustainability into our curriculum – connection with sustainability goals Included in our community engagement events Students involved more – actions Communicate with staff about resources available Integrate with the Positive Behaviour for Learning Waste auditing to reduce landfill Feedback welcome with regards to embedding sustainability into our curriculum Questagame will be involved with our school 2021 Eteach units Current issues for assessment tasks – writing letters to MP for issues. ACTION: Incorporate Sustainable Action Goals into Community Engagement programs and ensure they are underpinned by Positive Behaviour for Learning principles.



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			Review the goals mentioned with the PB4L lens. Mapping biodiversity with 3 rd Party App – Questagame https://questagame.com
10. 1 min	Close of meeting	Andrew Oliver	3.25pm



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Appendix 1 Agenda Items for Bi-Annual Forum 2020

Digital materials

- The delivery of curriculum materials digitally and the gradual phasing out of printed materials is an issue of concern for many families. Whilst we understand the background and history of the reasoning behind the continued phase in use of digital programs as the default option, there is still the issue of equity of access for students to educational programs.
- There is a lot of material being provided as digital resources that are not able to be adequately completed digitally utilising the EQ technology software provided to students. This is due to the delivery of a large volume of materials that have been designed for written completion rather than digital completion. Some have been converted by the addition of text boxes but very often these do not function, e.g. when typing into a text field, that same text appears in every text field. Cairns SDE need to ensure that the curriculum materials and tasks being sent out are in fact designed for purpose and that the formatting works with the technology available to students through the school or EQ.
- Advice from the school is that staff are working to convert existing materials by adding text fields. The priority for this process was placed on years above the Year 4 level. This, however, does not address the issue that by simply adding text fields to documents they will be able to be completed digitally.
- Another issue is that students are not always being taught how to use the technology that is expected to be utilised to complete the tasks digitally, e.g. a maths activity that required objects to be flipped, rotated and mirrored without instructions on the use of technology to do this.
- If the above whole school delivery and completion of digital curriculum issues are addressed for *all students*, all students will have far more access to the curriculum and be able to use less additional assistive technologies and work-around measures in order to complete work in a far more timely manner.

Screen time

- Ever-increasing screen-time is an issue for many families. With full-delivery of a number of lessons on web-based platforms (Collaborate) and the digitization of learning materials including the move away from paper-based materials means that students are spending increasing amounts of time looking at a computer screen which can be detrimental to health and well-being.

Cost of printed learning materials

- Need confirmation that if enrolled students are signed up with the SRS they do not have to pay for printed materials if they have requested and been approved printed materials for P-5.
- The cost to families for years 6-12 for printing, where there is not the option to request printed materials.

Delivery of eTeach units

- Teachers to become more familiar with the eTeach units. For example for year 4, sometimes it seems that teachers do not know what is going on in these units because when questions are raised about the lessons not working or assessments, the teacher has to then go in and have a look at what needs to be done before they can help the student with their inquire.
- When will the rewritten eTeach units be finished and ready for delivery?

Full delivery of courses

- Why has year 5 and 6 English gone to no longer full delivery by teachers?

Tutorial ad learning support

- Ongoing issue of students having difficulty accessing tutorial support when needed.
- Access to additional learning programs for students with learning difficulties, e.g. MacqLit that give students an alternative and additional support in learning especially in reading and spelling.

Home-tutor support to teach courses

- For example, year 2 HASS has no online classes or a special online tutorial to introduce the subject and support home tutors/students with new concepts.



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- Home tutors feel they are being thrown in the deep end to teach some of the subjects.
- Having a tutorial might engage the students more with the unit.

Appendix 2

Cluster Agenda Items

Tablelands/Mareeba

We have quite a few items we, as a cluster, want to discuss and be made aware of.

- Yr 4 Teacher has been non-existent. Questions go unanswered, no feedback ect.
- Yr 12 Essential Maths, no modules for all of term 3, sent paperwork out late in term so we could do assessment.
- Across all grades, Teachers using other teachers work need to be aware of content and use as a tool.
- Learning support was limited this year, no speech or online support.
- Yr7 & 8 2 years no ART
- Yr 1 science feedback none. No continuity, teacher aid marking.
- Video feedback for younger years would be good. And needs to be quicker.
- Very disappointed Mini School was cancelled, especially when so many other camps around the state were going ahead, how is this allowed if we were not?
- Home visits needed.
- Still confusion about SRS and paper copies request. Also opting in and out for students. How do we get a resource list to make the choice?
- Feedback from an experienced Home Tutor (what has worked this year detailed report)



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What will home tutor support look sound feel like in 2021?

Looks like

Feels like

Sounds like