



Cairns School of Distance Education Biannual School Forum Minutes November 29 2021

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.	Welcome open meeting <ul style="list-style-type: none"> • Acknowledgement of Country • General introductions 	Andrew Oliver	Melissa Cowe, Eliza Ross, Jamie Finch, Judith Eriksen, Melissa Fitzgerald, Sharon Willmann, Danny Wilson, Emma Jackson, Kim Marshall, Andrew Oliver, Chris Rigden, Niamh Mayock, Fiona Candlish, Kirk Findlay, Tanya Findlay, Leigh Howser, Mel Craig, Helen Sachlikidis, Sarah Lethbridge, Lyn Melville-Rae, Renata Machado Medeiros, Clare Macpherson, Marg Russell, Tamara Goldsworthy, Robbie Rourke. Collaborate: Sam Byrne, Catherine Horner, Pamela and Damien Holt, Laurie Weeden, Stephanie Dunn-Balzer, Yolanda Tandy, Miki Saiki Greene
2.	Previous Minutes – Business Arising	Andrew Oliver	School context and update from Principals' meeting 50 th anniversary underway Facilities team working on school grounds upgrades Annual camp week May 2022 Community Engagement options for excursions School vision
3.	P&C Tabled Item <ul style="list-style-type: none"> • School demographics and enrolment statistics 	Andrew Oliver	2021 Head count - 4153 FTE total - 1800 FTE HB - 1231 FTE SB - 591 Head count – 2012 / 560 - 2021 / 4153 2018 - 63.8% SB 36.8% HB By choice - 720 Limited choice 516 – Category - Medical 423 - GI 76 - Itinerant 16 - Exclusion 3 Whole school data snapshot



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			Presentation to be emailed
4.	Cairns SDE Tabled Item <ul style="list-style-type: none"> • Present draft strategic plan • Shared vision activity 	Andrew Oliver	Contextualised curriculum Documents handout Details from School Improvement Branch – 4-year strategy 2 documents to be endorsed when School Vision finalised 4 Pillars - Care / delivering an engaging curriculum / quality teaching & quality learning / leadership Issue with wording, context and student engaging in curriculum – D. Wilson Mid Nov 2020 School Improvement Branch advice – follow up from this has been requests for student vision responses / parent and staff surveys Today's activity – Vision Statement – 1 or 2 questions to each group to write one or two answers to shape our vision – live document filled by groups Canvas are still doing trials – Zoom/MS Teams/IC/Big Blue Button – solution early 2022 hopefully – Ultra to continue for 2022 Storage of units and lesson delivery – 2 parts Difficulty with internet drop outs – D. Wilson
5.	P&C Tabled Item <ul style="list-style-type: none"> • Equity and needs of diverse learners • Professional Development Plan 	Marg Russell Kirk Findlay Andrew Oliver	KF: Connection before curriculum Shared understanding of neurodiversity Our universal strategies – online learning with recordings / follow up tutorial sessions / smaller class sizes / PB4L Staff training 2022 More support for staff and HTs Use of O/S data placemats – understanding of where data is and how to use it, using O/S as a tool – identifying positive practices Adjustments in unit plans – school specific tools Booster programs Reasonable adjustments – policy team in Brisbane for all SDEs 3 Guidance Officers at front end, reading coaches, writing coaches STAR/ PB4L Focus on role of Care Teachers and HoDs



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			<p>JE: looking at need of medical students and how CSDE is managing / dedicated funding to focused needs / NCCD funding – certain disabilities that we case manage – we are responding with increased SWD teaching staff Most schools would have increased medical enrolments – diagnosis and delivery suitable for medical students – flexibility</p> <p>2022 – Trauma informed practice/neurodiversity/wellbeing for students – CSDE focuses / Auslan</p>
6.	<p>P&C Tabled Item</p> <ul style="list-style-type: none"> • Evolution of our clusters • Focussed discussion: where to next for our clusters? 	<p>Chris Rigden Jim Buzacott</p>	<p>Core clusters:</p> <ul style="list-style-type: none"> • Peninsula • Cooktown • Mareeba • Tablelands • Georgetown • Savannah • Cairns Coastal <p>Core clusters relate to field program Clusters support families to engage at field program / partnership and balance between CSDE and families – in-reach and outreach Cardwell to Karumba and north – historically is where our families come from Originally facilitated by team of field teachers then changed to all teachers visiting families Importance of bringing families together, particularly students</p> <p>Questions:</p> <ul style="list-style-type: none"> • Do we want to carry on with a CE program? • Do we believe that all students should be entitled to the same level of service or do we accept differences?



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			<ul style="list-style-type: none"> Is it possible /reasonable to offer geographically based activities outside of our FNR catchment elsewhere in Qld or interstate
7.	P&C Tabled Item <ul style="list-style-type: none"> Enrolments Service provisions Qld SDE Policy review – amendments to attendance policy 	Andrew Oliver Tanya Findlay	<ul style="list-style-type: none"> Policy Review – will continue to be developed in association with State Schooling Branch. Ongoing process in 2022. Principal to provide updates to P&C.
8.	P&C Tabled Item <ul style="list-style-type: none"> Positive Behaviour for Learning Student Code of Conduct Dealing with bullying 	Tanya Findlay Robbie Rourke	<ul style="list-style-type: none"> Student Code of Conduct finalised and published Positive Behaviour for Learning Action Plan for 2022 to be updated and implemented
9.	Cairns SDE Tabled Item <ul style="list-style-type: none"> Sustainability plan 	R. Machado Medeiros / S. Lethbridge / L. Melville-Rae	Presentation Staff and parents are welcome to join Sustainability Team 5 focus points SEMP 2021-2024 – 10 focus points 10 SEMP focus points to be put in Term 4 newsletter
10.	Cairns SDE Tabled Item <ul style="list-style-type: none"> Infrastructure plans for 2022 	Fiona Candlish Andrew Oliver	<ul style="list-style-type: none"> Student Accommodation update P. Gockel Principal to provide updates to P&C throughout 2022
11.	Cairns SDE Tabled Item <ul style="list-style-type: none"> Community engagement framework Update re Home visits policy Care teacher sessions/assemblies 	Helen Sachlikidis Tanya Findlay	<ul style="list-style-type: none"> Updates to be provided as work progresses
12. 1 min	Close of meeting	Andrew Oliver	3.01pm Information & presentation info to be forwarded to families