



## Biannual Forum Minutes

Wednesday 29/11/2017  
 1pm – 3pm

Agenda Item	Action (Noting, Discussion, Approval)
<p><b>Previous Minutes</b></p> <ul style="list-style-type: none"> <li>Items listed for action to be reviewed</li> <li>Business Arising</li> </ul>	
<p><b>Whole school data snapshot</b></p> <ul style="list-style-type: none"> <li>Enrolments</li> <li>Year 12 Exit outcomes</li> <li>OLC scope and service</li> </ul>	<ul style="list-style-type: none"> <li>Provide percentages of 0.2 and 1.0 FTE students</li> <li>Accountable to Regional Office in Week 10 regarding exiting Year 12 outcomes. 66% in Year 11 to 88% in Year 12.</li> </ul>
<p><b>School banners</b> (follow up from May 2017 Biannual Forum)</p> <p>A school banner for each cluster to be able to take to events such as Anzac Day, Interschool Sports etc.?</p>	<ul style="list-style-type: none"> <li>Not yet completed</li> <li>Send banners to Clusters to finalise?</li> </ul>
<p><b>School assembly</b> (follow up from May 2017 Biannual Forum)</p> <p>10 -15 mins every Friday morning on Collaborate where every student is invited and they sing the national anthem and the principal could acknowledge awards show student's work, read any news/reminders about forms due back so students can get to know staff as well as seeing other student's achievements.</p>	<ul style="list-style-type: none"> <li>No movement – Andrew to confirm</li> <li>Cancelled due to lack to attendees</li> </ul>
<p><b>Year 7 - 12 subject time allocations guidelines</b> (follow up from May 2017 Biannual Forum)</p> <p>If there were guidelines for times spent on subjects per week, it would help families set up timetables for their students and ensure teachers are aware of time allocated for each subject so that there is no confusion on expectations.</p> <p><b>Updated Work Rate Calendars</b> for Years 6 – 12 in 2018 to support planning of</p>	<p>SOP 6 – Contact teacher role</p> <ul style="list-style-type: none"> <li>New WRC for Years 6 – 12 in 2018 – 9 weeks of work with more detail and independent learning time allocated outlined</li> <li>25 – 30 hours of work detailed per week on WRC (2 parts independent and 2 parts teacher guided)</li> </ul>

students independent study time.	
<b>Home Visits 2018</b> Update.	<ul style="list-style-type: none"> <li>• Not calendared so they can be flexible. Families to apply and are approved at Principal's discretion</li> </ul>
<b>Review of 2017 China Trip</b> <ul style="list-style-type: none"> <li>• Highlights and successes from trip</li> </ul>	<ul style="list-style-type: none"> <li>• Thank you to P&amp;C for support for a successful study tour</li> <li>• Continue to offer study tours</li> <li>• Katie Thomas gave an overview for 2018 Japan study tour</li> <li>• Language barrier is not a problem for students</li> </ul>
<b>Forms</b> Is the school working on a system where the forms for each field activity can be kept so families don't have a mountain of forms to fill in then scan/email back to Cairns SDE? Same for enrolments forms.	Excursion approval process – WH&S <ul style="list-style-type: none"> <li>• Medical forms required for all field events</li> <li>• Status nomination forms – Fiona Candlish to review. Concerns that there is a lot of paper work to return</li> </ul>
<b>Celebration Week Excursions</b> A fun excursion/activity for all grades as a celebration/reward. Either individual grades or split into groups (P-3, 4-7, 8-12).	Curriculum focus <ul style="list-style-type: none"> <li>• Could more 'fun' activities be available</li> <li>• More afternoon activities?</li> <li>• Alternative activities so students don't miss out?</li> <li>• JCU excursion cancelled due to lack of returns</li> </ul>
<b>Creating community networks</b> <ul style="list-style-type: none"> <li>• What supports are available in your community? Health, employment, family and youth services, clubs.</li> <li>• Discussion to create a reference list for clusters via District Reps.</li> </ul>	<ul style="list-style-type: none"> <li>• 10 minutes for clusters to brain storm services available in their communities to be compiled for the school website by Jeremy Flynn</li> </ul>
<b>Home Tutor support</b> <ul style="list-style-type: none"> <li>• Project - Partners in Learning. To commence 2018 (Reading program) 0.3 of a position</li> <li>• 2018 orientation/induction information and resources for Home Tutors</li> </ul>	<ul style="list-style-type: none"> <li>• Kathy Powell will be the Partners in Learning. Training in Brisbane in January for four days</li> <li>• To help Home Tutors support learning to read (extra-curricular activity)</li> <li>• Christian Stewart to continue Home Tutor role in 2018. Jim Buazcott to provide generic log on for Home Tutors to access induction resources</li> <li>• Marg Russell to look into Brisbane SDE</li> <li>• Facebook data from Leigh Howser – 500 views (bad post) and 900 views (good post)</li> </ul>
<b>PB4L Framework</b> <ul style="list-style-type: none"> <li>• Context for 2018 - a whole school approach to creating positive environment.</li> <li>• Examples of how PB4L has been</li> </ul>	<ul style="list-style-type: none"> <li>• Theresa Denzin to organise surveys for the whole school community in 2018</li> </ul>

<p>working at OLC/CSDE.</p> <ul style="list-style-type: none"> <li>• Parent feedback re their knowledge about CSDE behaviour expectations and reinforcement systems and also what strategies parents use at home.</li> </ul>	
<p><b>School Photos</b></p> <p>School photos were great again this year, but could we go back to the 2016 format.</p>	<ul style="list-style-type: none"> <li>• Not laminated</li> <li>• Background too plain?</li> <li>• Sizing and timing of photos were good</li> </ul>
<p><b>Lack of participants at school events</b></p> <p>Eg. The Young Entrepreneurs Program cancelled due to a lack of participation. Similarly, we had more spaces available for the Youth Parliament which could not be filled. It is one thing to call for opportunities for students, but it is another to support those that are offered. The school community need to seriously consider what our students are going to miss out on when they can no longer be offered due to a lack of interest and commitment.</p>	<ul style="list-style-type: none"> <li>• Students not having access to events (travelling to join events from home which can be 6 hours away)</li> <li>• Events being cancelled due to lack of participants</li> <li>• Not enough lead up time to events?</li> <li>• Student leaders to be involved?</li> <li>• More events available for older students?</li> </ul>
<p><b>School website</b></p> <p>Navigation - difficult to find things, format is difficult to understand.</p>	<ul style="list-style-type: none"> <li>• Nadia Mead seeking feedback for website</li> <li>• Standard EQ format for website</li> </ul>
<p><b>2019 SATE (Senior Assessment and Tertiary Entrance)</b></p> <p>General overview of new curriculum, CSDE's considerations, planning and preparation.</p>	<ul style="list-style-type: none"> <li>• Jody Johnstone showed video from PowerPoint</li> </ul>
<p><b>Year 10 - 12 Exam Supervisors</b></p> <p>Ensuring the examination supervisors for students are up-to-date and contactable.</p>	
<p><b>Reducing Cairns SDE's carbon footprint</b></p> <p>What we can do at school and home:</p> <ul style="list-style-type: none"> <li>• Reduce paper usage, saving electricity</li> <li>• Print request process</li> </ul>	<ul style="list-style-type: none"> <li>• Renata presented information on how to reduce the school's carbon footprint?</li> <li>• Eco Schools?</li> <li>• Andrew Oliver to review print requests</li> </ul>

<p><b>Enrolment requirements</b> (outlined on website)</p> <p>Essential to student engagement that students have access to required resources, technology and internet for online learning.</p>	<ul style="list-style-type: none"> <li>• Each student to have their own device</li> <li>• As of 2018, sibling clashes will not be considered in timetabling</li> </ul>
<p><b>eTeach subjects</b></p> <p>More selection of subjects, e.g. choose 4 out of 5 subjects; access issues for people with poor internet.</p>	<p>Discs</p> <ul style="list-style-type: none"> <li>• Judith Eriksen – more art in curriculum?</li> <li>• All available on disks</li> </ul>
<p><b>CSDE's Pedagogical Framework: Visible Teaching, Visible Learning</b></p> <p>Signature pedagogies: Explicit Teaching, Flipped Learning and Problem Based Learning to enhance student engagement and individualised learning.</p>	
<p><b>Proposed woodwork/metalwork building for students</b></p> <p>Any progress made, whether there is an existing building intended for the purpose or if a building has yet to be established and the possible time frame involved from start to finish of the setup of the classroom/workshop area. This would give students time to register their interest if an outline of the project was made available.</p>	<p>Makerspace – Practical Arts, Technology</p>