

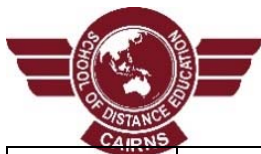


Cairns School of Distance Education Biannual School Forum Minutes May 2019

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)
1. 5 min	Welcome open meeting <ul style="list-style-type: none"> • Acknowledgement of Country • General introductions • PB4L Posters 	Andrew Oliver	Meeting opened 9.02am 29/5/19 Attendee list attached PB4L – Be Respectful, Be Safe, Be a Learner CSDE is an ESmart School and the first EZonta Club in the world
2. 5 min	Previous Minutes – Business Arising	Chris Rigden	<ul style="list-style-type: none"> • QCE updates – 35 subjects currently being written with implications to staffing. Staff need to create new materials and writing programs. Acknowledgment of our teacher's partnerships with students/home tutors. • ACARA Version 8 updates – due for implementation in 2020 • Standards of Practice – New folders for each teacher captures the 'work we do'
3. 10 min	School Context: <ul style="list-style-type: none"> • Enrolments and categories • Finance - revenue 	Andrew Oliver Fiona Candlish	Enrolments/categories: graph attached Finance Revenue: Budget overview leads to budget planning for our yearly costings Challenges – physical space and staffing numbers School Grants – used for Let's Connect, Camp, Minischools RREAP – Assistance for Rural and Remote families, applications through P&C ICPA – ICT access for GI families PLO – Home Tutor professional development Partners in Learning – coaching/support for P-3 Facilities: upgrades required for Play based learning precinct (playground), student café (practical activities for Cert subjects) Variations to School Routine: Overview of the process/risk assessments and cost analysis for event planning to assist students in their learning.



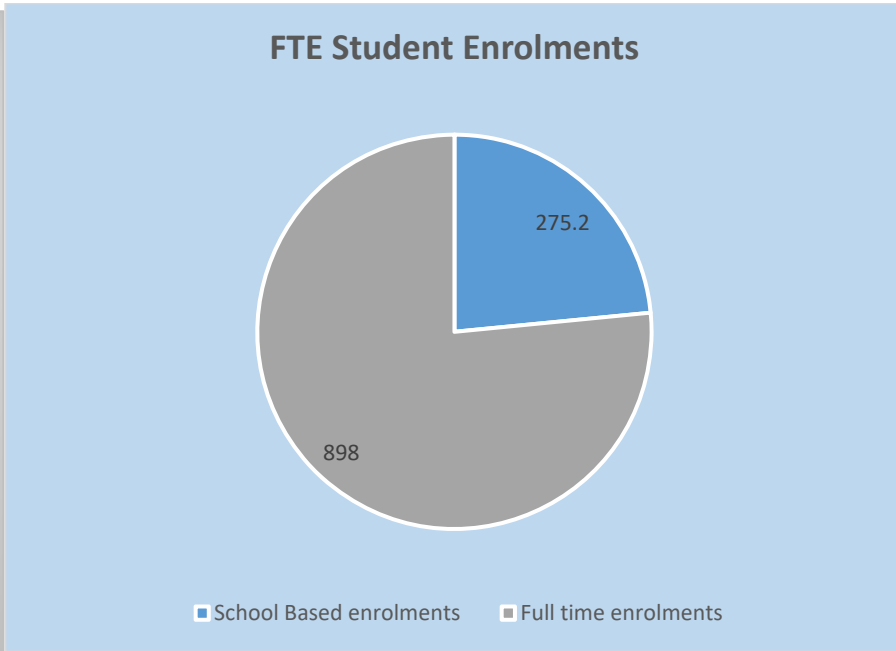
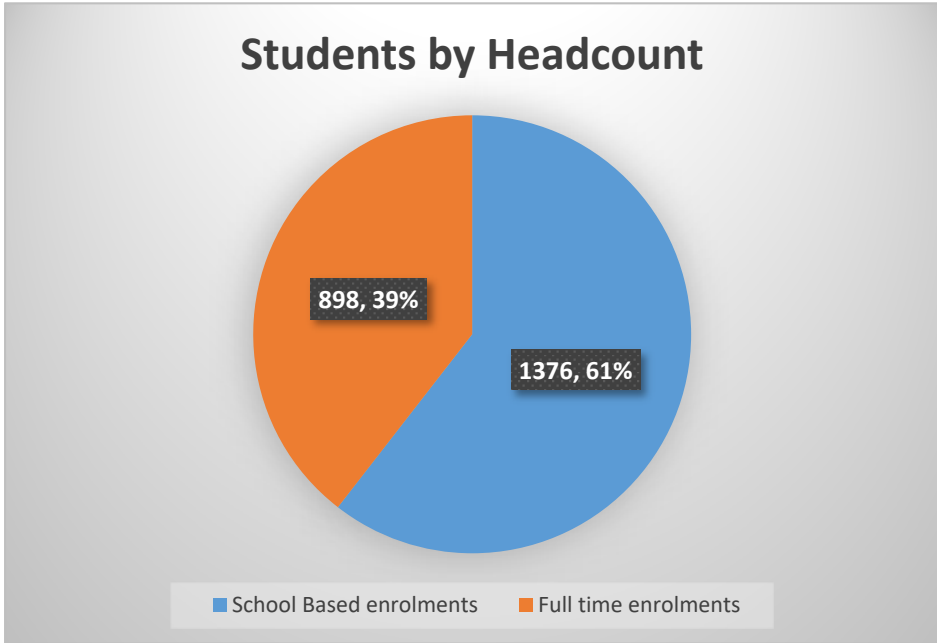
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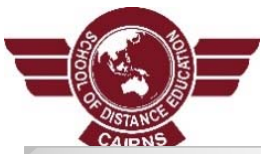
4. 60 min	Community Engagement (formerly Field program)	Andrew Oliver Christian Stewart	<p>New QCE system and ACARA V8 means that we need to continue teaching and cannot release teachers. 33 active QCE writers and 18 support writers. Writing for digital and paper</p> <p>Clusters want older students to be involved in field activities. Students could continue with lessons while at field events.</p> <p>Students need connection with teachers and other students</p> <p>Events need to be set out at beginning of each year so we can plan.</p> <p>Attendees were asked what our Community Engagement could look like for each term.</p> <ul style="list-style-type: none"> • Name of activity • Purpose • Costs (time for teachers to travel included) <p>Our commitment is to review these and report to P&C at our next meeting 17/6/19</p> <p>Innovation week – P-12 Week 2 Term 3 – Expressions of Interest will be sent out W7-W9 of Term 2</p>
5. 2 min	Canberra Trip Proposal	Andrew Oliver	<ul style="list-style-type: none"> • Resolved at P&C meeting 28.05.19
6. 5 min	<p>Student Engagement</p> <ul style="list-style-type: none"> • Teacher feedback • Disconnect • Timetables • Class sizes too big/ uneven for Preps 	Chris Rigden	<p>Teacher feedback – teachers should acknowledge work received from students. If feedback is not given by teachers, email Andrew Oliver or Chris Rigden</p> <p>Papers not aligned with Blackboard Collaborate lessons – Advise subject teachers if this occurs.</p> <p>Prep teachers are across 2 year levels. Class numbers change due to exit/new enrolments</p> <p>Teachers/students in prep use the videocam for 1 on 1 tutorials</p>
7. 3 min	<p>General Business</p> <ul style="list-style-type: none"> • Blackboard collaborate • Update website 	Andrew Oliver	<p>Andrew Oliver will discuss Blackboard Collaborate issues at the next SDE Principal's conference in June 2019</p> <p>Staff absences – initial problems with our new Sharepoint(staff portal) which have been rectified and information should now be correct on website</p>



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8.	Close of meeting		11.10
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Full Time Enrolments only in Categories

