



Cairns School of Distance Education Biannual School Forum Minutes Monday 22 May 2023 9-11am G Block

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	Agenda Item	Led by	Time	Action (Noting, Dialogue, Approval, Endorsing)
1.	Welcome open meeting <ul style="list-style-type: none"> • Acknowledgement of Country • General introductions 	Chris Rigden	5	Collaborate Attendees: NA Attendees: Chris Rigden, Tanya Findlay, Kirk Findlay, Lurelle Hodge, Jeff Harvey, Clare Macpherson, Mel Craig, Marg Russell, Laura Mazzolini, Deb Cobden Linda Tuxford Adams, Dave Adams, Kerri Archer, Kylie Barker, Andre De Caux, Judith Eriksen, Michelle Ford, Desley Jones, Emmalee Jonsson, Jennifer Meehan, Scott Pedron, Barbara Rilatt, Azura van Vliet, Danny Wilson, John Allan Wood, Rhonda Woodfield, Kym Pedron Apologies:
2.	Previous Minutes – Business Arising	Chris Rigden		



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3.	<p>Cairns SDE Tabled Item</p> <ul style="list-style-type: none"> • Equity & Excellence 	Chris Rigden	<ul style="list-style-type: none"> ○ Dissemination of information regarding Equity and Excellence slide show Q: Principal position discussion Q : What about students who do not achieve C level? A: CSDE AIP supports students of all achievement levels Departmental message is that outcomes of all students are important
4.	<p>P&C Tabled Item</p> <ul style="list-style-type: none"> • Policy and communication in relation to monitoring of school attendance and work returns 	P&C	<ul style="list-style-type: none"> ○ Language and tone of attendance/work return letters do not foster care or connection with the student or HT ○ Monitoring of online lesson attendance and engagement suggested ○ Impact of negative language on student and HT ○ Supportive language use would be beneficial ○ Discussion around reasons for non submission of work ○ Reputation, flexibility, involvement of CSDE with students are reasons families choose to enrol with CSDE ○ Explanation by TF of <i>Attendance</i> email sample, ○ Teachers <u>should</u> include the HT when reminders for work returns are sent to students. ○ Explanation by TF of Form 10 parent/carerer legal obligation Q: Who do parents follow up with Action: HT/Parents to always be cc'd in by teachers when emailing student regarding work returns to ensure HT/Parent awareness of work return issues, rather than being made aware through the issuing of a Form 10 ○ Explanation by TF of behaviour incident report and availability for parent/HT to request a copy for their student



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				<ul style="list-style-type: none"> ○ Explanation by TF around the form 10 meeting – which is to offer support and solutions to achieve student success ○ Attendance recording option for CSDE/BSDE raised
5.	Cairns SDE Tabled Item <ul style="list-style-type: none"> • QLearn/Canvas update 	Kirk Findlay		<ul style="list-style-type: none"> ○ The introduction of Canvas has required the rebuilding of CSDE’s classroom ○ 25 parent responses to QLearn survey were received, no attendees at the HT information session ○ Discussion around positive feedback from teachers, students, parents/HT on Canvas ○ Ability to submit and upload work is easier (lighter bandwidth use) ○ Ease of navigation and use of work rate calendars ○ Teachers use of markbook ○ Blackboard is not integrated in QLearn ○ Moving to asynchronous learning ○ Drop outs still occurring (feedback from end user) ○ Q: An instance of work downloaded as a Word document rather than PDF was raised ○ Assessments are locked to students until T&L have occurred for that focus. ○ Tasks can be opened up early for individual students via email to LA HoD/subject teacher given a valid reason ○ Request to have assessment due date changed to Monday morning, rather than Friday 10pm ○ CSDE is a trial school/early adopter of CERAGO artificial intelligence software



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6.	P&C Tabled Item <ul style="list-style-type: none"> • Annual Camp locations 	P&C/Mel Craig		<ul style="list-style-type: none"> ○ Camp locations have been varied ○ Positive response to return to Daradgee in consecutive years ○ Single site venue for all camps being considered
7.	Cairns SDE Tabled Item <ul style="list-style-type: none"> • Facilities Update 	Chris Rigden		<ul style="list-style-type: none"> ○ Use of G and L blocks for accommodation
8.	Cairns SDE Tabled Item <ul style="list-style-type: none"> • Transitions 	Tanya Findlay		<ul style="list-style-type: none"> ○ Junior Education Training plan: years 7-9 ○ SET plan/pathway interviews: T3 year 10 ○ Year 5-6 transition ○ Information flyer will be released to parents/carers by the end of T2 ○ Survey students to obtain their input ○ Pre-prep visit/eKindy interaction opportunity is appreciated ○ Visits by pre-prep children require parent attendance
9.	Any other business <ul style="list-style-type: none"> • 			<ul style="list-style-type: none"> ○
10.	Close of meeting			11.15am