



Cairns School of Distance Education Biannual School Forum Minutes Monday 17 June 2024 11am-12.30pm L 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 	Principal	5	Teams Attendees: Desley Jones, Pamela Rose-Holt Attendees: Danny Wilson, Kerri Archer, Emmalee Jonsson, Judith Eriksen, Clare Macpherson, Niamh Mayock, Fiona Candlish, Laura Mazzolini, Peter Linnehan, Lurelle Hodge, Kirk Findlay, Rhianna Fuller, Aysha McCoy, Cheryl McAlonan, Apologies: Future Vision 5-10 yrs: SDEs responsible for full time students Virtual academies responsible for part time students Qld Virtual Academy is anticipated to be an Organisation that coordinates and brokers relationships across schools Question: Will SB students be taken away from CSDE? Response: Not CSDE's intention, but it may become QVA's role. Proportion of student's learning will be face to face in their base school and, where required, online subjects coordinated by QVA. Blended learning options are likely for students.



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				<p>Impact of AI as a tool within education is being developed.</p> <p>Discussion around purpose of Biannual Forum - showcasing of big picture ideas</p>
2.	Previous Minutes – Business Arising	Principal		NA
3.	<p>Cairns SDE Tabled Item</p> <ul style="list-style-type: none"> • Acknowledgement of Country building a shared understanding 	Principal		<ul style="list-style-type: none"> ○ Current instruction ○ Department’s protocols document discussed ○ CSDE is aligned with the protocol document ○ Also aligned with Human Rights ○ First lesson of the day and student assemblies is CSDE guideline ○ In a 40 lesson survey, 3 lessons used Acknowledgement of Country ○ CSDE protocol is to use broad recognition, not only Cairns centric, using generic/Qld referencing ○ PB4L is embedded in the teaching curriculum and aligns with Acknowledgement of Country
4.	<p>Cairns SDE Tabled Item</p> <ul style="list-style-type: none"> • Accommodation, establishing an informed position. 	P&C/Peter L/Fiona C		<ul style="list-style-type: none"> ○ Dept advised that all SDEs with accommodation onsite for school staff/approved parent volunteers/students, had to meet the fire safety building code ○ Parents must be an approved volunteer to participate in the program and have a current blue card
5.	Cairns SDE Tabled Item	Niamh M/Peter L		



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	<ul style="list-style-type: none"> • Digital Resources 			<ul style="list-style-type: none"> ○ <i>Transitioning to Digital Resources</i> handout distributed & discussed ○ Moving away from physical texts to digital licence to access the text ○ Physical resources will remain for P-Yr 5/6 ○ Digital resource focus for Yrs 7-12 ○ Request to email the <i>Transitioning to Digital Resources document to families</i> ○ Next P&C meeting – provide digital textbook examples for parents' viewing ○ The \$300 bond is for physical resources (not for digital resources) – required for P-6 students ○ Potential for further savings via free membership/loans via the Qld State Library to access novels
6.	<p>Cairns SDE Tabled Item</p> <ul style="list-style-type: none"> ○ Virtual Schooling v Timetable what does it mean for attendance? 	Kirk Findlay		<ul style="list-style-type: none"> ○ CSDE is not adopting the Brisbane SDE timetable requiring students in front of the screen 4-5 lessons per day <p>Statement: CSDE is losing its flexibility (flexibility of paper resources to take along in the GI context)</p> <p>Response: Only assessment is locked, resources are designed to be taught in sync by the teacher. Future term's resources are linked to the timetable and cannot be unlocked</p>



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				<p>Tutorial time option for a 3rd lesson if individual teachers feel a 3rd non-compulsory would be beneficial for some/all of the class</p> <ul style="list-style-type: none"> ○ Student participation in lessons (live and recorded) in conjunction with embedded quizzes is a potential future option to gauge attendance ○ Support was shown by onsite parents for combination of summative assessment items and live/recorded lesson attendance ○ Unpacking of resources by HTs to students is being phased out
7.	Cairns SDE Tabled Item <ul style="list-style-type: none"> ○ Infrastructure Update 	Principal		○
8.	Cairns SDE Tabled Item <ul style="list-style-type: none"> ○ Staggerred transition to new assessment due date deadline: Shift from 10.00pm to 2.30pm 	Kirk Findlay		<ul style="list-style-type: none"> ○ Feedback from stakeholders has been that students may need teacher support should they have difficulty uploading their assessment. This earlier lodgement time facilitates support being available.
9.	Any other business <ul style="list-style-type: none"> ○ 			○
10.	Close of meeting			12.57pm