

Minutes

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Cairns School of Distance Education

Date/Time:	23 May 2016	Meeting Type:	Bi annual Forum May 2016
Venue:	L Block	Secretariat:	Christine Bluett
Attendees:	Register	Apologies:	

Item #	Agenda Item	Tabled By	Decisions/Actions	Responsible Officer	Timeframe	Status
1.	Quadrennial school review 2017-2020	Andrew	<ul style="list-style-type: none"> Collect feedback from 2013-2016 School Plan based on feedback and SS strategy Develop draft QSR T3 Mini schools – question what is it that people want to develop the new vision statement and school values. School Structure – Review feedback/adjust/add to website 	QSR Sessions to be conducted at mini schools by Andrew Oliver	T3	
2.	Subject offerings	Chris	<ul style="list-style-type: none"> Collect feedback from 3 step interview Map out plan to develop new program and adjust program to meet 21st century learning E-Teach – S2 2016 send out Arts Units Reviewing current work programs- Year 7/8 Electives 	Exec Leadership	Sem 2	
3.	Induction programs	Chris & Jody	<ul style="list-style-type: none"> Review and update HT handbook to meet new C2C guidelines and processes Mid-term updates for new HT to be conducted on-line Investigate development of vignettes for FAQs 		T4	
4.	GROWTH Program	Jody & Maree	<ul style="list-style-type: none"> Continue with implementation plan Focus on Yr 7-9 aspects of the Growth program Link subjects and course developments Yr 10 to complete Short Course Career Development 	Andrew and Maree DP Care ASSIST	T3 & 4	

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			<ul style="list-style-type: none"> • School captains/year level representatives –investigate cluster based student reps/Academies (dancers, GI students) • Students to nominate/question time/vote • P&C/teachers input for final selection process • Role of captain/ reps – 1. Attend Bi Annual forum or have input on-line 2. P&C Meetings (when necessary) 3. Eisteddfod 4. School assemblies – special events • Uniforms – update student uniforms>Propose to P&C at next meeting 			
5.	Excursion policy	Jody, Helen & David	<ul style="list-style-type: none"> • In principally support of proposal • Feedback welcome on proposals – P&C to provide this • Refer to documents for excursion policy 	P & C	T3	
6.	Assessment and reporting	Jody & Chris	<ul style="list-style-type: none"> • Proposal to be developed based on feedback provided at forum Attachment D • Present Proposal to teaching staff • Present to P&C offering teacher feedback 	Deputy Principal	T2	
7.	2016 Mini-school programs	Leigh & Nadia	<ul style="list-style-type: none"> • Summary of 3 step interview process recorded • HT Development plan to be drafted for each cluster 	Nadia & Leigh	T2	
8.	Supporting Senior Students		<ul style="list-style-type: none"> • VET – school to ensure student has been enrolled in course promptly 			

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			<ul style="list-style-type: none"> • Certificates for completion of courses • Senior students – regular feedback between teachers/students and Home tutors (Contact teacher>HoD>Deputy Principal) 			
9.	December Bi annual Forum		<ul style="list-style-type: none"> • Morning meeting preferable 			