Minutes

clever · skilled · creative

DEPARTMENT OF **EDUCATION AND TRAINING**

Cairns School of Distance Education – Biannual Forum

Time and Date:	29th November, 2016	Chair:	A. Oliver
Venue:	Cairns SDE	Secretariat:	C. Bluett
Attendees:		Apologies:	

Item #	Agenda Item	Time	Actions			Timelines	Who
1.	Welcome and protocols	5 mins	• Acknowledgement of Country • Purpose • Norms				
2.	Review of previous forum	5 mins	Summary of Actions:			Report at May 2017	A. Oliver

Summary of Actions (Item 2):

Item	Status	Next Step
Quadrennial school review 2017-2020	In progress	• Consult with staff • Present at May 2017 Forum
Subject offerings Pilot of E-TEACH the Arts & HPE Reviewed these materials and Digital Technologies	In progress	• Pilot for e-TEACH to extend to other subjects – digital technologies, HPE and Languages/cultures • QCAA Senior School Subjects to be updated to SDE standards. • Innovation grants for teaching teams to develop PBL curriculum upper primary & junior secondary
Induction programs	In progress	• HT Handbook on-line • Induction programs for new HT to be conducted Term 1 2017
GROWTH Program Establishing our fundamental beliefs for PB4L	In progress	• Establish PB4L Committee • Implement student leadership positions

Item #	Agenda Item	Time	Actions			Timelines	Who
					• Refine goal setting for each stage of schooling		
			Excursion policy International study tours – China 2017	In progress	• Planning for Japan tour in 2018		
			Assessment and reporting	In progress	• Review recommendations from School Improvement Unit – School Review		
			2016 Mini-school programs	Completed	• Survey students for camp opportunities		
			Supporting Senior Students VET Award to be presented to students at Presentation Evening	In progress	• Review of Registered Training Organisations		

3.	Quadrennial School Review	5 mins	• Update:
			   o The future of our school is focussed on innovation and cooperation. We are consulting with all of our community by asking the following questions:
			     ▪ How do we give every student a fair go at learning?
			     ▪ What is a robust and relevant curriculum for our students?
			     ▪ How do we identify and meet with community partners?
			     ▪ What skills do our teachers and tutors need?
			     ▪ How do we ensure leadership flourishes at all levels of our school?
			       Adapted from Sharratt & Harild
			   o Consultation has been conducted with home tutors at all mini-schools
						May 2017	A. Oliver

Item #	Agenda Item	Time	Actions	Timelines	Who
			o School Improvement Unit has conducted a school review. The draft report has not been released. The interim feedback is that we need to focus on: ▪ data literacy and refining our data plan ▪ defining our signature pedagogy so it is more suited to SDE ▪ whole of school curriculum plan and adapting the curriculum ▪ instructional leadership o Staff will be consulted over the next 2 weeks of school o The draft Quadrennial School Review will be presented at the Biannual forum		
4.	Same day notification policy (Andrew)		• Context: o Same Day Student Absence Notification policy has been released. The policy is as follows: ▪ *"The safety and wellbeing of students are the highest priorities for the department. Parents need to know if their child hasn't turned up for school, and schools need to know when and why a child is absent … From the beginning of 2017, state schools will be required to notify parents on the same day that any student is absent from school without explanation."* ▪ In the FAQ's it goes on to specifically mention SDE: Students enrolled in a School of Distance Education (SDE) do not physically attend school but participate online from home. Do same day student absence notifications still apply? *Yes. 'Attendance' for a student enrolled in a SDE requires them to participate in scheduled lessons, respond to and submit tasks online and sometimes attend in person (e.g. for field events). If this does not occur for a student when it is expected and there is no explanation provided by the parent/carer, the SDE should notify the parent/carer as soon as practicable on the day of the student's 'absence'.*	Jan 2017	A. Oliver

Item #	Agenda Item	Time	Actions	Timelines	Who
			• Cairns SDE sees this as essentially two systems: Attendance (as per Education General Provisions Act) and Engagement (Same Day Notification) • Purpose of the engagement system is to notify home tutors of their child's participation in scheduled lessons – refer to Attachment 1 • This process will take some time to refine for SDE. Please be patient and feedback ASAP to us so we can rectify any relevant issues.		

5.	Curriculum delivery – timetabling and ICT devices and access for each student	10 mins	• Timetabling beyond 2017
			• Context:
			  o Radio/Telephone
			  o Single line in
			  o Sibling clashes
			• Purpose
			  o Improved flexibility
			• Where to next?
			  o Students to have own devices to avoid sibling clashes
			• Collated feedback to be added CB
			• Report back at next forum with recommendations
				May 2017	C. Rigden

6.	School camps	15 mins	• Context:
			  o Annual school camp for senior students has been raised as a topic for dialogue.
			  o Tinaroo has already been booked for 2017
			  o Tinaroo uses activities aligned with the curriculum
			  o Tinaroo much more cost effective than 4 day trip to Fitzroy
			• Purpose
			  o Update/information for attendees
			• Process for dialogue
			  o Seek feedback from students via a survey to determine venue and activities for 2018
				Term 1 2017	N. Mead

Item #	Agenda Item	Time	Actions	Timelines	Who
			• Written feedback to be collated by CB		

7.	Review teacher placement for clusters (Chris)	5 mins	• The current policy is to have continuity over a 2 year cycle where possible
			• Whilst we endeavour to ensure students have a range of teachers throughout their schooling at Cairns SDE the school sometimes has to operate within certain constraints. CSDE will have to make decisions that are operationally required for the whole school community.
			• Timetabling – principles and issues identified to forum when constructing survey include:
			  o Sibling clashes
			  o Field Programs
			  o Clusters
			  o Continuity in context (knowing students)
			  o 2 year loops for teachers to keep strong relationships
			  o Primary science, Early Years
			  o Teachers' leave
				As required	C. Rigden

8.	Mini-schools	15 mins	• Dialogue re PEDALS program for 2017 Mini-schools.
			• Context:
			  o PEDALS has been succeeded by PBL and Flying Scientist
			  o Other outside specialists desired
			• Purpose
			  o Fine tune PBL for 2017
			• Process for dialogue
			  o Plus, minus, interesting for 2016 PBL and Science program to inform 2017
			
			Written feedback to be collated by CB
				Term 1	(N Mead, David Zhang and Helen Sachlikidis)

9.	Presentation Evening	5 mins	• Prizes for P-3 students books instead of pens o These will be recommended for 2017. • Celebration for completing primary school	Term 1 2017	P&C

Item #	Agenda Item	Time	Actions	Timelines	Who
			○ Certificates of transition have been awarded for 2016 year 6 students. - Student bursaries – P&c to investigate external organisations to donate for a student bursary (Bike Ride to contribute)		
10.	Dress code and uniform for school events and functions (Andrew)		- Context: ○ School uniform has been updated and a new design agreed upon. ○ We are participating in more events at a variety of venues including other schools, community centres, official parades etc. *Motion 1: that the students of Cairns SDE are expected to wear the school uniform to all designated school events.* - Context: ○ School representative may be asked to attend official functions e.g. Anzac Day, Cairns Regional Council Events, senate select committee hearings, parliamentary functions among other things. ○ To engender a sense of belonging and school pride staff feel that having a formal wardrobe for students will be a way of achieving this. *Motion 2: that the Cairns SDE community investigates the purchase of a range of formal wear (e.g. ties, skirts, fitted shirts, trousers, shoes, hats) for official functions (Anzac Day, Council Meetings, VIP visits etc.).* *Families to be advised of date for photos at annual Camp – students can wear uniform for photos* *Investigate School Badges used as Postitive Behaviour Awards for Work returns*		
11.	Cairns to Karumba Bike Ride (Andrew)		- Context: ○ 2017 will be the 20th bike ride conducted as a fundraiser for the P&C. ○ Over $1 000 000 has been raised. ○ In 2012 P&C sought feedback form CSDE staff re what was a priority for the funds. It was decided by the staff at the time to improve accommodation arrangements for students.		

Item #	Agenda Item	Time	Actions	Timelines	Who
			○ Funds were also distributed to establish PEDALS Program. ○ Smart Schools Subsidy Scheme proposal to build a new dormitory was submitted to P&C by a sub-committee and was rejected. ○ P&C resolved to pursue the refurbishment G Block. Consultation has occurred with architect to identify further possibilities. ○ Participation levels of school community has waned in last several years. - Purpose: ○ To identify ways to enlist greater support from students, parents and staff members. - Process: ○ Classic brainstorm ○ Written feedback to be collated by CB		