

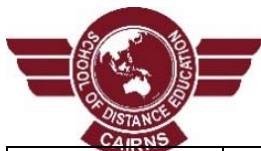


## Cairns School of Distance Education Biannual School Forum Minutes December 2018

### 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. 13:00	<b>Welcome open meeting</b>	<ul style="list-style-type: none"> <li>• Andrew Oliver</li> </ul>	
2. 13:05	<b>Previous Minutes – Business Arising</b> <ul style="list-style-type: none"> <li>• Work Rate Calendar</li> <li>• Assembly</li> </ul>	<ul style="list-style-type: none"> <li>• Chris Rigden</li> </ul>	<ul style="list-style-type: none"> <li>• Template produced in new excel format which will be locked (field activities will be included) Yr 11/12 work rate calendars to be adjusted to meet unit requirements for QCE system.</li> <li>• Assemblies have commenced for all year levels</li> </ul>
3. 13:15	<b>Sustainability Project</b> <i>Purpose: to provide an update of the sustainability projects that are planned for 2019</i>	<ul style="list-style-type: none"> <li>• Ken Callaghan</li> <li>• Andrea Watters</li> <li>• Mandy Canfield</li> <li>• Renata Machado</li> <li>• Medeiros</li> </ul>	<i>Aim of our sustainability team is to reduce waste in our school.</i> Cairns SDE has registered for <b>Containers for Change</b> . Staff and families can take recyclable containers to collection points and use Cairns SDE account number C10025862. This donation will go to the P&C account. <b>Add link and Cairns SDE ID to website.</b> <b>Endorsed</b>
4. 13:25	<b>Community Engagement (formerly Field Program)</b> <i>Purpose: to provide an overview of the community engagement program for 2019</i>	<ul style="list-style-type: none"> <li>• Nadia Mead</li> <li>• Christian Stewart</li> <li>• Helen Sachlikidis</li> </ul>	Proposal: 2019 Outreach Programs to engage more of school community <ul style="list-style-type: none"> <li>▪ Inreach and outreach programs for intra region</li> <li>▪ Outreach programs for out of region eg Brisbane</li> <li>▪ Innovation Week – STEAM activities</li> <li>▪ Increase of events – Orientation Week 9recorded, will assist students/Home tutors in the set-up of Cairns SDE</li> <li>▪ Assemblies – guest speakers</li> <li>▪ QCE/SATE – students</li> <li>▪ Live streaming will occur for students who cannot attend</li> <li>▪ Home Visit policy adopted. Policy to be place on website – feedback to A Oliver directly</li> <li>▪ Orientation for new enrolments with CARE teacher</li> <li>▪ Home Tutor sessions to connect</li> </ul> Endorsed



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5. 13:45	<b>Community Engagement (formerly Field Program)</b> <i>Purpose: to identify the best medium for the conducting of P&amp;C meetings. Proposal for meetings to be done via Bb Collaborate</i>	<ul style="list-style-type: none"> <li>Mel Cowe</li> </ul>	Decision: <b>Create a Blackboard course for P&amp;C meetings commencing 2019.</b> Endorsed
6. 13:50	<b>Finance</b> <i>Purpose: to collect a series of options for projects that the RREAP funds can be used to support. This is for both CSDE funds and QSDE Cluster funds</i>	<ul style="list-style-type: none"> <li>Fiona Candlish</li> <li>Andrew Oliver</li> </ul>	Dialogue: School to outline that Home Tutors may be able to access RREAP and Connellan funds <ul style="list-style-type: none"> <li>Include RREAP in permission forms for GI families.</li> <li>School Options to be collated and reported to P&amp;C in Term 1 2019. P&amp;C endorse criteria for projects</li> <li>CSDE staff to organise events that fit into agreed upon criteria.</li> </ul> Endorsed
7. 14:00	<b>Curriculum</b> <i>Purpose: to provide</i> <ul style="list-style-type: none"> <li>QCE/SATE updates – external examination process</li> <li>Updates re Australian Curriculum version 8.0 of ACARA</li> </ul>	<ul style="list-style-type: none"> <li>Chris Rigden</li> <li>Nadia Mead</li> </ul>	QCE/SATE Continue to provide updates to P&C re programs developments and policy updates Make adjustments to pedagogy to ensure students can be asynchronous with their learning Develop programs to support student via study groups. A focus on study skills, research etc Cairns SDE to report any impacts new QCE process has on our school. ACARA Writing version 8.0 English and Maths complete. Other KLAs being written to version 8.0 by 2020. Cairns SDE to edit ILMs for 2019/2020 implementation Noted
8. 14:15	<b>Facilities</b> <i>Purpose: to provide an update of the building plans, including the student design playground/outdoor learning centre</i>	<ul style="list-style-type: none"> <li>Fiona Candlish</li> <li>Andrew Oliver</li> </ul>	Attachment A Cairns SDE seek clarity from Facilities Branch re site plan Cairns SDE facilities working party to implement Zone 2 SDE Principals and SODEA to meet with Facility Branch in 2019 re SDE Infrastructure Plan LED sign to be erected at Hoare Street entrance MITEL phone upgrade 2019. Investigate impact of new system on Blackboard Fire Safety Audit – electrical engineer to be engaged to conduct audit. (It is noted that identifying appropriate electrical engineer is difficult) Noted
9. 14:30	<b>Student engagement</b> <i>Purpose: to provide an overview of expectations (Standards of Practice) regarding:</i> <ul style="list-style-type: none"> <li>Feedback – formative and summative</li> <li>Care (Contact) teacher role</li> <li>Update re Positive Behaviour For Learning – matrix of expectations</li> </ul>	<ul style="list-style-type: none"> <li>Nadia Mead</li> <li>Chris Rigden</li> <li>Theresa Denzin</li> </ul>	Noting <ul style="list-style-type: none"> <li>Student feedback – include in Standard of Practice (timelines of formative and summative feedback)</li> <li>Change from Contact teacher to CARE teacher - CARE teachers will make contact outside of class times and systems put in place to ensure contact is made.</li> <li>PB4L shared beliefs are adopted - matrix of expectations attached</li> <li>Home tutors to share practice across/at community engagement events</li> <li>Home tutors to provide ideas and current practices via a survey conducted in 2019</li> </ul>



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			Endorsed
10. 14:45	Close of meeting		

## Term 4, 2018 Facilities Update

**Outdoor educational learning space (Student designed)** 3 Zones identified by students: Zone 1: nature play, Zone 2: art mural, benches and games, Zone 3: climbing car and sandpit. Siting approval is required via DoE prior to commencing works – so committee has decided to start works with Zone 2 – Art mural, chill out benching and game outlines under B block covered area

In addition to the items identified by the students it was also decided to consider:

- An activity pathway located near G block
- Gym equipment installed for senior students in undercover area of J Block

### Renovations

Current spaces being refitted to be used for new purposes:

1. H01 – SATE writing HUB
2. H02 - Staffing workstations

### New school sign:

- LED sign to be installed at Hoare Street entrance by start of school 2019

### New hire buildings available for use in Term 1, 2018:

1. Café
2. Meeting Room
3. General Learning Area
4. General Learning Area
5. General Learning Area
6. Recording Studio / Emergent Teaching Studio

### Telephone system upgrade

Existing system was audited last week. Central office are working through the assessment documents to design a specification for the supplier to quote.

### G Block Accommodation

P&C requested an electrical engineer be engaged to design the detection system. We have yet to source an engineer for this work.

