



Cairns School of Distance Education Biannual School Forum May 2018 Minutes

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, Discussion, Approval)
1. 5 mins	Welcome open meeting 1.15 pm	<ul style="list-style-type: none"> • Andrew Oliver 	
2. 5 mins	Previous Minutes <ul style="list-style-type: none"> • Items listed for action to be reviewed 	<ul style="list-style-type: none"> • Chris Rigden 	
3. 10 mins	Whole school data snapshot <ul style="list-style-type: none"> • Enrolments • Year 12 Exit outcomes – final 2017 	<ul style="list-style-type: none"> • Andrew Oliver • Jody Johnstone & Theresa Denzin 	See presentation
4. 5 mins	Positive Behaviour for Learning <ul style="list-style-type: none"> • Cyber Safety updates to Responsible Behaviour Plan • Assemblies 	<ul style="list-style-type: none"> • Jim Buzacott • Christian Stewart 	i) P&C to review policy and provide feedback. ii) PB4L Team to update RBP4S to align with underlying principles iii) Assemblies to be conducted across the school P-3, 4-5, 6-9, 10-12. Christian Stewart to be Team leader of this activity
5. 25 mins	Curriculum <ul style="list-style-type: none"> • QCE/SATE updates <ul style="list-style-type: none"> ○ Possibilities for community engagement 	<ul style="list-style-type: none"> • Chris Rigden • Nadia Mead • Dee Firmstone 	i) QCE/SATE updates to be provided to P&C each month C.Rigden ii) Progress report to be presented to P&C each month re QCE/SATE writing



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	<ul style="list-style-type: none"> • Maker-space on the road & Entrepreneurs' program 		<ul style="list-style-type: none"> iii) Work Rate Calendars – Standard of Practice to be reviewed to ensure consistency of application across the school. Curriculum team
6. 5 mins	Pedagogy <ul style="list-style-type: none"> • Pedagogical Framework – surveys to home tutors 	<ul style="list-style-type: none"> • Pedagogy team 	<ul style="list-style-type: none"> i) Survey distributed ii) Adjustments to be made and further feedback sought from teaching staff iii) Data collated and analysed
7. 5 mins	Facilities <ul style="list-style-type: none"> • Building plan 	<ul style="list-style-type: none"> • Fiona Candlish & Andrew Oliver 	<ul style="list-style-type: none"> i) SDE report to be released to P&C ASAP (Currently not available for reference) ii) Continue to manage projects
8. 45 mins	Community Engagement Field program <ul style="list-style-type: none"> • What is possible 	<ul style="list-style-type: none"> • Andrew Oliver 	<ul style="list-style-type: none"> i) Collate ideas from P&C ii) CSDE staff to complete activity iii) Seek broader feedback from school, students and Home Tutors iv) Present findings to P&C Term 3
3.00 pm	Close of meeting		