

**MINUTES OF MEETING OF JOINT COUNCIL OF TEACHER ASSOCIATIONS HELD AT QUEENSLAND COLLEGE OF TEACHERS AT 4.00 PM 18<sup>th</sup> July 2007**

**Present:** Janet Cochrane (President (QSITE) via phone; Caroline Brooks (Vice-President (ACHPER); Ann Manion (STAQ); Toni Michael (ECTA); Beryl Exley (ALEA); Gerard Healey (RSTAQ); Jackie Mergard (Secretary (GTAQ;QAMT;STAQ); Jim Buckley (ETAQ); Joy Schultz (SOSEAQ); Jason Zagami (QSITE

**Apologies:);** Susan Kennedy Smith (STAQ); Kaye Schwede (GTAQ); Dianne Hubbard (BEAQ); Lyn Allsop (Treasurer (QAGTC); Susan Hearfield (MYSA); Doug Cave (QETA); Peter Roberts (BETA)

**1. Welcome and apologies**

**2. Association Presentation: English Teachers Association**

40 years old and managed by a 17 member committee

Active branches in Rockhampton, Townsville, Darling Downs but Cairns and Gold Coast currently inactive

4 types of membership - life; corporate; individual and student. Currently 500 members.

Events include as Association conference; 2 seminars and author's breakfast

Publications: journal 4 times per year; national journal 3 times per year; English matters newsletter 6 times per year

**3. Confirmation of minutes of last meeting held on Wednesday 20<sup>th</sup> June 2007-**

**Moved** Caroline Brooks **Seconded** Toni Michaels **Carried**

**4. Business arising -**

**Action Items**

<b>MYSA</b>	Confirm venue for AGM <b>To be completed</b>
<b>Jackie Mergard</b>	Organise JCQTA Banner quotes and production <b>Completed</b>
<b>Doug Cave</b>	Draft letter to Gary Barnes re Association plans for PD presented at end of 2006 for Executive. <b>On Hold</b>
<b>Beryl Exley/Jackie Mergard</b>	Progress Association compendium and produce a template for associations to fill in. To be completed for distribution in February 2008
<b>Ann Manion</b>	Send list of August Forum workshops to associations for response <b>Completed</b>
<b>Janet Cochrane</b>	Send out information on the teaching awards. Nominations to be received by July meeting. <b>Completed</b>

**5. Correspondence Inward -**

**Incoming Mail:**

1. Values Education Newsletter - to be handed out at meeting
2. HEIA Conference information and invitation to opening
3. Letter from Minister Rod Welford - scan copy emailed to list
4. Letter from Minister Rod Welford regarding federal moves on Literacy and Numeracy. For Qld plans visit:  
[www.premiers.qld.gov.au/policy/intergovt/coagmincncl/Communiques/COAG/13\\_April\\_2007/](http://www.premiers.qld.gov.au/policy/intergovt/coagmincncl/Communiques/COAG/13_April_2007/)
5. Education.au newsletter and seminar flyer - flyer emailed
6. QSA Quarterly newsletter: <http://www.qsa.qld.edu.au/qsa/news/quarterly.html>

**Emails -**

From	Subject	Received
Ann Manion	[Fwd: [jcqta_board] Excellent opportunity: National Awards for Quality Schooling]	18/07/2007
Ann Manion	Total volunteer hours	18/07/2007
Sandra Kenman	Fw: [jcqta] Meeting reminder and agenda 18th July 2007	18/07/2007
Jackie Mergard	[jcqta] FW: ELSA July 2007 PD Newsletter for Jackie Mergard	18/07/2007
COCHRANE, Janet	RE: ELSA July 2007 PD Newsletter for Jackie Mergard	18/07/2007

MYSA	RE: [jcqta] Meeting reminder and agenda 18th July 2007	18/07/2007
Lyn	Re: [jcqta] Meeting reminder and agenda 18th July 2007	18/07/2007
Lyn	Re: [jcqta] Meeting reminder and agenda 18th July 2007	18/07/2007
Beryl Exley	RE: we need to get together to progress the JCQTA pro booklet??	18/07/2007
Scott Ashton	ELSA July 2007 PD Newsletter for Jackie Mergard	18/07/2007
Jackie Mergard	[jcqta] National Science Week activity for Schools	18/07/2007
Jackie Mergard	[jcqta] Meeting reminder and agenda 18th July 2007	17/07/2007
Peter Roberts	Re: [jcqta] Meeting reminder and agenda 18th July 2007	17/07/2007
D Cave	RE: [jcqta] Meeting reminder and agenda 18th July 2007	17/07/2007
Dianne Hubbard	RE: [jcqta] Meeting reminder and agenda 18th July 2007	17/07/2007
Andrew Reid	Out of Office AutoReply: [jcqta] Meeting reminder and agenda 18th July 2007	17/07/2007
Janet	JCQTA Incoming Mail	16/07/2007
COCHRANE, Janet	RE: a big one and a question	16/07/2007
COCHRANE, Janet	forgot values ed	16/07/2007
COCHRANE, Janet	RE:	16/07/2007
COCHRANE, Janet	RE: a big one and a question	16/07/2007
Bob and Joy Schultz	FW: a big one and a question	16/07/2007
Beryl Exley	Re: [jcqta_board] Letter from Rod Welford - for consideration	16/07/2007
Beryl Exley	RE: we need to get together to progress the JCQTA pro booklet??	16/07/2007
Beryl Exley	RE: we need to get together to progress the JCQTA pro booklet??	16/07/2007
Beryl Exley	RE: we need to get together to progress the JCQTA pro booklet??	16/07/2007
Beryl Exley	we need to get together to progress the JCQTA pro booklet??	16/07/2007
Lyriss ListManager	jcqta subscription report	16/07/2007
COCHRANE, Janet	[jcqta_board] FW: Teaching Australia - national awards and master class series	13/07/2007
COCHRANE, Janet	FW: [jcqta_board] Excellent opportunity: National Awards for Quality Schooling	13/07/2007
COCHRANE, Janet	[jcqta_board] FW: Languages Education in Australia Vol 1 No 9 12 July 2007	13/07/2007
Sandra Kenman	Re: VETnetwork site	13/07/2007
Cheryl Sim	Cheryl Sim/Staff/Griffith is out of the office.	12/07/2007
Robyn Henderson	Out of Office AutoReply: [jcqta] FW: Teaching Australia Master Class	12/07/2007
Sandra Kenman	VETnetwork site	12/07/2007
Janet Bannah	Re: RE:	12/07/2007
Janelle Hanns	Teaching Australia Master Class	12/07/2007
Janet Bannah		11/07/2007
Jan Cavanagh	[Fwd: FW: National Numeracy Review - Classification: IN-CONFIDENCE]	10/07/2007
D Cave	RE: [jcqta_board] Letter from Rod Welford - for consideration	9/07/2007
COCHRANE, Janet	[jcqta_board] FW: DEST Summer School Information	9/07/2007
Lyriss ListManager	jcqta subscription report	9/07/2007
Lyn	Thankyou	3/07/2007
Lyn	Fax Number	3/07/2007
Lyn	Re: 8407454	3/07/2007
Lyn	Re: 8407454	3/07/2007
<a href="mailto:kbonanno@bigpond.net.au">kbonanno@bigpond.net.au</a>	Re: 8407454	3/07/2007
Lyn	Re: 8407454	3/07/2007
Job System -	Attention Customer Job: 8407454	2/07/2007
Amanda Rablin	FW: MLQ016058 QLD Assoc Astro Stand	1/07/2007
Amanda Rablin	JCQTA banner	30/06/2007
COCHRANE, Janet	RE: Link to NIA Website	29/06/2007
Lyn	Re: JCQTA Astro Stand	29/06/2007
Philip Hargrave-Smith	RE: JCQTA Banner	29/06/2007
Lyn	Re: JCQTA Astro Stand	28/06/2007
Lyn	Re: Finances	28/06/2007
Lyn	Re: JCQTA Astro Stand	28/06/2007
Lyn	Finances	28/06/2007
Philip Hargrave-Smith	RE: JCQTA Astro Stand	28/06/2007
Philip Hargrave-Smith	MLQ016058 QLD Assoc Astro Stand	27/06/2007
Caroline Brooks	RE:Re: FW: Link to NIA Website	27/06/2007
Karen Fitzgibbons	Link to NIA Website	27/06/2007
Amanda Rablin	Re: Minutes	25/06/2007
COCHRANE, Janet	RE: Minutes	25/06/2007
<a href="mailto:kbonanno@bigpond.net.au">kbonanno@bigpond.net.au</a>	RE: FW: JCQTA Database question from HEIAQ	25/06/2007
<a href="mailto:kbonanno@bigpond.net.au">kbonanno@bigpond.net.au</a>	RE: FW: JCQTA Database question from HEIAQ	25/06/2007
Graham Nash	Re: [jcqta] Innovative Teachers' Awards are now open!	25/06/2007

COCHRANE, Janet	RE: Minutes	25/06/2007
Lyn	Fw: Treasurer's Report	24/06/2007
<a href="mailto:kbonanno@bigpond.net.au">kbonanno@bigpond.net.au</a>	Re: FW: JCQTA Database question from HEIAQ	24/06/2007
Jo Andrews	JCQTA Database question from HEIAQ	23/06/2007
KENNY, Martin	RE: [jcqta] FW: values education report	21/06/2007
Beryl Exley	Re: [jcqta_board] Amended Treasurer's report - same balance	21/06/2007
Lyn	[jcqta_board] Amended Treasurer's report - same balance	21/06/2007
Jackie Mergard	[jcqta] FW: values education report	21/06/2007

**6. Correspondence Outwards - Nil**

Moved that inward correspondence be accepted and outward correspondence endorsed.  
**Moved** Janet Cochrane **Seconded** Caroline Brooks **Carried**

**7. Treasurer's Report**

<b><i>Joint Council of Qld Teachers' Associations Inc</i></b>		
<b><i>TREASURER'S REPORT TO COMMITTEE MEETING 20 June 2007</i></b>		
	<b>Balance at Bank 16/5/07</b>	<b>\$16 521.45</b>
<b>INCOME</b>		
	<b>Deposits of subscriptions since 16/5/07</b>	<b>\$ 231.00</b>
		<hr/>
	<b>Less cheque 30/5/07 000540 to Cricketers' Club dep for June 8 event</b>	<b>\$16 752.45 (500.00)</b>
	<b>Balance at Bank 31 May 2007</b>	<b>\$16 252.45</b>
	<b>Interest paid 1/6/07</b>	<b>\$196.27</b>
	<b>Deposits June</b>	<b>\$154.00</b>
		<hr/>
	<b>\$16 602.72</b>	
<b>EXPENDITURE since last meeting and outstanding</b>		
<b>Cheques</b>		
18/6/07 - 000541	Qld Cricketers Club – balance for June 8 event	532.20
18/6/07 – 000542	Mt Gravatt SHS – 2 TRS – Caroline Brooks – June 8 and AJCPTA meeting attendance in May	707.62
18/6/07 – 000543	Forest Lake SHS - TRS	360.76
18/6/07 - 000544	AON Risk Services – Public Liability Ins	764.88
		<hr/>
	<b>Available balance 20/6/07</b>	<b>\$14 237.26</b>
<b>Term Deposits</b>	<b>3 month term – mature 5/7/07 - \$25 000</b>	
	<b>6 month term – mature 5/10/07 - \$50 000</b>	
Request ratification of the above payments.		
Outstanding JCQTA membership renewals for 2007 are:		
ATOMQ		
Ausdance Qld		
Australian Society for Music		
Beginning and Establishing Teachers		
Qld Art Teachers Association		
Qld Guidance and Counselling Assn		
Move that this Treasurer's report be accepted.		
Lyn Allsop JCQTA Treasurer		

## The revised balance sheet was presented

It was moved that the Treasurer's report be accepted  
Moved Lyn Allsop Seconded Caroline Brooks Carried

### 8. Reports from Representations

#### 8.1 AJCPTA -

Overview from Curriculum Corporation with summary of units of work.  
ACEL conference coincides with 13-14 October meeting in Sydney. AJCPTA will pay for one registration (no travel or accommodation).  
It was moved that JCQTA fund the airfare and 2 nights accommodation for Jason Zagami to attend the AJCPTA meeting.  
Moved Janet Cochrane Seconded Caroline Brooks Carried

Thanks to Jan Cavanagh (QAMT) for compiling a comprehensive response to the national numeracy review and one QAMT representative will attend the national forum.

A response has also been sent on the survey of volunteer hours from JCQTA associations and Ann Manion will summarise responses and distribute the result.

#### 8.2 AGQTP -

DEST have indicated a willingness to involve professional associations for next year. It may worthwhile to report to Teaching Australia on issues with Education Queensland re this funding round. Education Queensland does have money which it will make available but Associations should be aware that sometimes the agreements cost more than the ultimate outcome is worth.

#### 8.3 Other - Teaching Australia

Funding for future collaboration in October.

#### 8.4 National Teaching Awards

4 nominations were received - ALEA;ACHPER;SLAQ and ECTA. Janet Cochrane and Beryl Exley are to be on the selection panel.  
Any further nominations are to be received by mid next week (25<sup>th</sup> July)  
These nominations were approved for progression and Janet is to contact the nominees with a congratulatory letter and also advise Angela the application writer.

### 9. Values Project

Report from Joy Schultz to AJCPTA - See Appendix One  
Joy is sending good practice examples through. Responses from English, Home Economics, Agriculture, BEAQ and Arts. Still some technology responses outstanding (QSITE to chase these. There is enough money to release teachers from school to complete these.

A cross sectoral conference needs to be held by next June and there is \$3500 in funding available. It is proposed to hold a day in March 2008 and to invite pre service teachers to showcase good practices in Values Education. SOSEAQ is to organise this.  
A vote of thanks was given to Joy for her hard work with the project.

### 10. General Business

#### August Forum

Venue is the Father Bernard O'Shea Centre  
Ann Manion has compiled a list of possible workshops and a program for the day.  
8:15 am Breakfast  
8:45 am Welcome

Australian Institute of Management Presentation

9.25-10.35 Concurrent sessions Making the most of your website  
AIM : Marketing

10.35-11.00 Morning Tea

11.00-12.00 Concurrent sessions Making the most of your website  
AIM: Team Effectiveness

12.05-13.00 Sharing Forum - potential topics include : Writing a position paper; mentoring vs coaching; Update from Leigh Hobart on project

Ann Manion will confirm the final workshop program and circulate. The AIM will cost \$2819 which will accommodate profiles for 20 people at the workshop with additional profiles at \$16 each.

**Motion:** That the base cost for the AIM be flexibly extended from \$2819 to include additional people if they want the profiling tools at an additional cost of \$16.95 per profile with an upper limit to be negotiated with AIM.

**Moved: Caroline Brooks Seconded : Gerard Healy Carried**

#### **AGM**

Guest speaker for AGM Caroline Brooks will ask Suzanne Falls.

#### **Education Queensland Professional Development Reference Group**

A Professional Development and Leadership Institute is being proposed with a suite of activities and a calendar. It is to be virtual and could be a link from the JCQTA website. It will offer a Masters in Professional Education professional pathway. It was felt that people would prefer face to face professional development.

#### **Summer Schools**

A tender to provide these services is available.

#### **University pre service teaching events**

Universities are to be asked to provide a list of their pre service teaching events to allow associations to engage in them if practical to do so.

**Meeting closed at 6.00pm**

**Next Meeting -AGM Wednesday 19<sup>th</sup> September- 4.00 - 6.00pm.**

**Venue: To be confirmed**

Subsequent meeting dates:

17 October

21 November

### **Ongoing Actions**

<b>MYSA</b>	Confirm venue for AGM
<b>Caroline Brooks</b>	Confirm speaker for AGM
<b>Doug Cave</b>	Draft letter to Gary Barnes re Association plans for PD presented at end of 2006 for Executive
<b>Beryl Exley/Jackie Mergard</b>	Progress Association compendium and produce a template for associations to fill in
<b>Ann Manion</b>	Negotiate Forum fee with AIM

## Appendix 1 Values Education Report

### AJCPTA National Values Education Report & Program for 2007 - 2008

Funds for 2006-2007 provided to achieve the following deliverables

- Promotion of Values Education materials to teacher associations
- Attendance at Symposiums (2006, 2007) all states & territories' attended
- Mapping exercise 2 outstanding at September 2006
- Conduct of at least 2 forums or focus groups p.a., these groups to involve teachers, leaders, teacher educators and other major stakeholders in conversations about Values Education and how it appears within their curriculum frameworks. Promote activities through the AJCPTA website
- Timely reports & newsletter articles

Each council was responsible to:

- 1.1 Decide on a person responsible in their association to act as liaison person for the Project
- 1.2 Write up the process and activities to be carried out
- 1.3 Organise insurance - Public Liability Insurance essential, and each Council is responsible to provide Project Officers with copies of certificates of currency. If anyone is being paid to do work, Workers' Compensation needed to be organised. The AJCPTA's Professional Indemnity indemnifies each AJCPTA member council.
- 1.4 Articulate the state/ territory project information on the association's website.
- 1.5 Report to AJCPTA re progress at dates determined, to allow AJCPTA to report back to DEST, as per the contract with DEST.
- 1.6 Financial discretion is with the state or territory member association to allocate the funds as required within the constraints of the programs developed, including the decision to have a paid person responsible for the organisation of same.

Each council needs to ensure that:

- All documents/ flyers/ certificates etc are badged for both the AJCPTA and the DEST Project (electronic headers & footers + data collection instruments supplied separately)
- Subject associations are contacted and advised of the ability to conduct workshops at their conferences on the Curriculum Corporation resources developed to support Values Education in Australian Schools
- Information is provided to the Project Officers of dates of activities - dates needed as per proforma for the online AJCPTA Calendar (copies supplied separately)
- Articles on Values Education state/ territory council activities are provided for the hard copy newsletters (2 per annum) and the AJCPTA website.
- The AJCPTA Values Education Project is promoted at all council events
- Conduct a cross sectorial conference on Values Education that includes the opportunity to showcase examples of good practice in values education in 2008
- Data is generated and collected for statistical analysis from all participants at all event - essential, inconsistent at this time
- Teachers, are engaged through teleconferences and face-to-face meetings, at both the national and State and Territory association level, in the planning, development and implementation of the Project

The AJCPTA also has to:

- Develop and host the AJCPTA website. The website is required to include:
  - a link to the Values Education website at <http://www.valueseducation.edu.au/values>
  - information about the Project on the front page;

- links to values education resources, including *The National Framework for Values Education in Australian Schools*, the *Values for Australian Schooling* poster, the *Values Education Study*, the *Values in Education Action Case Studies*, and other relevant resources.
- reports relating to the annual AJCPAC (Australian Joint Council Project Advisory Committee) symposiums, including outcomes and future directions of the Project;
- information from the State and Territory cross sector conferences;
- values education resources as they become available;
- examples of good practice in values education; and
- professional learning and teaching strategies.

Have all publications approved by DEST prior to publication.

### Schedule

Deliverables	Dates
Promote, and where requested, distribute to member teacher associations Values Education materials produced for the Values Education programme	From January 2006 and ongoing to June 2008
Conduct a mapping exercise to establish linkages between the <i>National Framework for Values Education in Australian Schools</i> and the values enunciated in the curricula documents within each learning area	By April 2006 -outstanding from ACT, SA
Conduct at least two forums and/or focus groups to engage teachers and other stakeholders in conversations about values education and identify values education within their curriculum framework and school management practices.	By June 2006 and June 2007
Conduct a national symposium for the AJCPAC to work through and plan the values education outcomes for the following year and coordinate activities being carried out by State and Territory associations.	By June 2006 and June 2007
Develop and maintain the AJCPTA website as described in Item C.3.12 Keep the Department informed about new values education content on the website:	On-going during 2005-2008
Collate and distribute professional learning strategies that can further engage teachers in the debate about Values Education	On-going during 2005-2008
Gather good practice examples of values education practices and showcase them on the AJCPTA website.	On-going during 2005-2008
Promote Values Education programme resources, including, where practicable, hosting values education sessions at State and Territory conferences organised by member associations.	By June 2006 and ongoing
Arrange cross sectorial conference to showcase good practice values education	By June 2008
Progress reports: First Progress Report  Second Progress Report (to Project Officers by November 17 <sup>th</sup> to meet ->) Third Progress Report Fourth Progress Report Fifth Progress Report	25 February 2006 9 June 2006 8 December 2006 8 June 2007 7 December 2007
Final Report that reports against project deliverables to the Department	6 June 2008

### Program and Finances for 2007 - 2008

#### Stage 2, Year 2: 2007

1. Attendance at National Symposium to review the progress and discuss the success or other of the strategies completed. \$1,500.00
2. Continuing with the promotion of the range of resources developed by the Curriculum Corporation for the National Values in Education Framework Project during Stage 1 (2005), including where possible, sessions to be held at state or territory conferences run by member associations \$500.00 per session (Up to 4 events)

3. Gathering examples of best practice throughout the teaching community, either at school or professional association level \$1,500.00
4. Reporting back (with newsletter articles) to the Project Officers to allow for the acquittal of the money from DEST. \$500 per report (Twice per annum)

**Upwards to a total of: \$6,000.00**

**Stage 2, Year 3: 2008**

1. National Symposium to review the progress and discuss the success or other of the strategies completed. \$1,500.00
2. Underwrite a state or territory conference to include the opportunity for showcasing the examples of best practice of the National Values for Education Framework within a variety of school settings. \$3,500.00
3. Reporting back (with newsletter articles) to the Project Officers to allow for the acquittal of the money from DEST. \$500 per report (Twice per annum)

**Upwards to a total of: \$6,000.00**



## JCQTA Promo 2007

Preliminary Suggestions (all prices are approximate – firm quotes needed)

1. A 'yellow pages guide' to QLD TPAs
  - a. Half A5 page introduction, directs potential members to TPA website or further contacts
  - b. Extended lifespan
  - c. Promotes JCQTA as a 'joint council'
  - d. Distributed to all schools (or if funds permit – all teachers)
  - e. 2 000 copies full colour, 16 pp, A5 150gsm gloss & saddle stitched = \$1560 plus typeset fee (allow \$500)
  - f. 25 000 copies full colour, 16 pp, A5 150gsm gloss & saddle stitched = \$85980 plus typeset fee (allow \$500)
  
2. Range of promo merchandise
  - a. Purpose – promote the JCQTA logo, website (which acts as portal to TPA websites) and 'yellow pages guide' (see 1 above)
  - b. A3 full colour flyer, printed single side on premium 310gsm coated paper (suitable for staff room notice board) 2 000 copies = \$879 plus typeset fee (allow \$300); 4 000 copies = \$1226 plus typeset fee (allow \$300)
  - c. A2 (420 x 595mm) full colour posters, printed single sided on premium 150gsm coated paper (suitable for staff room notice board) 2 000 copies = \$1099 plus typeset fee (allow \$300); 4 000 copies = \$1494 plus typeset fee (allow \$300).
  - d. Stickers (50 x 64mm) full colour adhesive vinyl UV colourfast stickers, oval, printed on opaque white vinyl. 25 000 = \$2 138 plus typeset fee (allow \$200)
  - e. Stickers (183 x 113mm) full colour adhesive stickers with gloss AQ coating, printed on gloss crack back paper. 25 000 = \$6 762 plus typeset (allow \$350)
  - f. Fridge magnets small (86 x 54 mm) full colour Hi-glass magnet paper, rounded corners and gloss UV coating 25 000 = \$5 760 plus typeset fee (allow \$200)
  - g. Fridge magnets large ( 76 x 164 mm) gloss celloglazed in full colour 25 000 = \$9 060 plus typeset fee (allow \$250)

**Additional prices:**

1Af - 90,000	\$18351
2.d - 90,000	\$13085
2.e - 90,000	\$26312
2.f - 90,000	\$10854
2.g - 90,000	\$20377