MINUTES OF MEETING OF JOINT COUNCIL OF TEACHER ASSOCIATIONS HELD AT QUEENSLAND COLLEGE OF TEACHERS AT 4.00 PM 18th 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 20th June 2007

Moved Caroline Brooks Seconded Toni Michaels Carried

4. Business arising -

Action Items

MYSA

Confirm venue for AGM To be completed

Jackie Mergard

Organise JCQTA Banner quotes and production Completed

Doug Cave

Draft letter to Gary Barnes re Association plans for PD presented at end of 2006 for Executive. On Hold

Beryl Exley/Jackie Mergard

Progress Association compendium and produce a template for associations to fill in. To be completed for distribution in February 2008

Ann Manion

Send list of August Forum workshops to associations for response Completed

Janet Cochrane

Send out information on the teaching awards. Nominations to be received by July meeting. Completed

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
5. Education.au newsletter and seminar flyer - flyer emailed

Emails -

<table>
<thead>
<tr>
<th>From</th>
<th>Subject</th>
<th>Received</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ann Manion</td>
<td>Total volunteer hours</td>
<td>18/07/2007</td>
</tr>
</tbody>
</table>
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

Joint Council of Qld Teachers’ Associations Inc
TREASURER’S REPORT TO COMMITTEE MEETING 20 June 2007

Balance at Bank 16/5/07 $16,521.45

INCOME

Deposits of subscriptions since 16/5/07 $231.00

Less cheque 30/5/07 000540 to Cricketers’ Club dep for June 8 event ($500.00)

Balance at Bank 31 May 2007 $16,252.45

Interest paid 1/6/07 $196.27
Deposits June $154.00

EXPENDITURE since last meeting and outstanding

Cheques
18/6/07 - 000541 Qld Cricketers Club – balance for June 8 event 532.20
18/6/07 – 000542 Mt Gravatt SHS – 2 TRS – Caroline 707.62
18/6/07 – 000543 Forest Lake SHS - TRS 360.76
18/6/07 - 000544 AON Risk Services – Public Liability Ins 764.88

Available balance 20/6/07 $14,237.26

Term Deposits 3 month term – mature 5/7/07 - $25,000
6 month term – mature 5/10/07 - $50,000

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 (25th 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 19th September- 4.00 - 6.00pm.
Venue: To be confirmed

Subsequent meeting dates:
17 October
21 November

Ongoing Actions

MYSA  Confirm venue for AGM
Caroline Brooks  Confirm speaker for AGM
Doug Cave  Draft letter to Gary Barnes re Association plans for PD presented at end of 2006 for Executive
Beryl Exley/Jackie Mergard  Progress Association compendium and produce a template for associations to fill in
Ann Manion  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 Symposia (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](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**

<table>
<thead>
<tr>
<th>Deliverables</th>
<th>Dates</th>
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<tbody>
<tr>
<td>Promote, and where requested, distribute to member teacher associations Values Education materials produced for the Values Education programme</td>
<td>From January 2006 and ongoing to June 2008</td>
</tr>
<tr>
<td>Conduct a mapping exercise to establish linkages between the <em>National Framework for Values Education in Australian Schools</em> and the values enunciated in the curricula documents within each learning area</td>
<td>By April 2006 - outstanding from ACT, SA</td>
</tr>
<tr>
<td>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.</td>
<td>By June 2006 and June 2007</td>
</tr>
<tr>
<td>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.</td>
<td>By June 2006 and June 2007</td>
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<tr>
<td>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:</td>
<td>On-going during 2005-2008</td>
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<td>Collate and distribute professional learning strategies that can further engage teachers in the debate about Values Education</td>
<td>On-going during 2005-2008</td>
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<tr>
<td>Gather good practice examples of values education practices and showcase them on the AJCPTA website.</td>
<td>On-going during 2005-2008</td>
</tr>
<tr>
<td>Promote Values Education programme resources, including, where practicable, hosting values education sessions at State and Territory conferences organised by member associations.</td>
<td>By June 2006 and ongoing</td>
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<tr>
<td>Arrange cross sectorial conference to showcase good practice values education</td>
<td>By June 2008</td>
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<td>Progress reports: First Progress Report</td>
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<td>Third Progress Report</td>
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<td>Fourth Progress Report</td>
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<td>Fifth Progress Report</td>
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<td>Final Report that reports against project deliverables to the Department</td>
<td>6 June 2008</td>
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**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

Appendix 2
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

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 = $8598 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 fee (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)