

DRAFT Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Tuesday 23 May 2023 2:30pm-3:30pm

Chair: Melissa Yim, A/Dir DI&SS

Secretariat: Cicely Milne, A/Principal Policy Officer,
DI&SS

Location: Conference Room, Level 12, Education House, 30 Mary Street Brisbane

And by Zoom (details provided in calendar invitation)

Members/Attendees:

Religious Instruction Quality Assurance advisory group members: Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest), Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest), Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest), Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest), Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest), Christian Community Churches of Australia (s47(3)(b) - Contrary to the Public Interest), Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Lutheran Church in Queensland (s47(3)(b) - Contrary to the Public Interest), Presbyterian Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Queensland Baptists (s47(3)(b) - Contrary to the Public Interest), Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest), The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest), Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Apologies: Buddhist Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest), Islamic Council of QLD (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Speaking points
1. Meeting opening	<ul style="list-style-type: none">The Chair gave an acknowledgement of Country, welcomed attendees and noted apologies.The Chair welcomed the new representative for the Lutheran Church in Queensland (s47(3)(b) - Contrary to the Public Interest) and noted the retirement of (s47(3)(b) - Contrary to the Public Interest) the representative for the Buddhist Council of Queensland. <p>D20230523:01 Minutes of the 28 February 2023 meeting were accepted.</p> <ul style="list-style-type: none">Members noted all action items from the previous meeting were complete.
2. The recording of RI consent and school auditors	<ul style="list-style-type: none">The representative for the Buddhist Education Services for Schools spoke to the paper.Members discussed concerns that schools are being advised by the auditor that annual RI consent must be sought.The Chair confirmed that this has been raised with the Auditing team and that the department's position remains that RI consent does not form part of the school auditing process.The Chair confirmed that schools may seek annual consent for RI if they choose to do so, but that if updated written consent is not received from the parent as part of this process, the previous arrangements remain.The Chair further recommended that this matter would be best addressed directly by the department to ensure the correct actions are being undertaken by all parties.Members were again invited to liaise with the RI team to address matters when they cannot be resolved at the school level. <p>A20230523:01 Members to provide the names of schools that have been directed to seek annual consent by auditor for departmental follow up.</p>
3. RI class lists	<ul style="list-style-type: none">The representative for the Fellowship of Independent Evangelical Churches spoke to the paper.

	<ul style="list-style-type: none"> • The Chair confirmed class lists could be provided to RI instructors with the school name, year level and student names, however such lists could not be taken offsite unless it was deidentified (i.e. first names of students only - with no surnames, school name or year level). • Members discussed difficulties in securing any class list from some schools, regardless of whether that list is deidentified or not. • The Chair reiterated that the department would be happy to work with schools that were not providing class lists to RI instructors, if those school names could be provided to the department. • The Chair confirmed that RI informed consent and class lists will continue to be included in the Back to School message to schools. • Members requested clarity on why RI instructors could not access the level of information that teachers (such as classroom music teachers) could access. • The Chair advised that there are differing levels of access to student information depending on the role (i.e. departmental employees in comparison to visitors and volunteers). <p>A20230523:02 Members to provide the names of schools that are not supplying RI class lists to instructors for departmental follow up.</p>
4. Report on Quality Assurance Practices	<ul style="list-style-type: none"> • The representative for the Uniting Church in Australia – Queensland Synod provided an update on quality assurance practices, including that extensive instructor training was taking place. • The representative also advised that reviews of most of the Christian RI programs had now been completed. • The Chair confirmed that principals are aware of their obligations to review RI programs to ensure they do not contravene departmental policies and procedures.
5. RI Sector Update	<ul style="list-style-type: none"> • The representative for the Uniting Church in Australia – Queensland Synod provided an update on the RI sector, noting that the RI footprint is expanding across the state.
6. Other Business	<ul style="list-style-type: none"> • Members discussed that some principals had raised concerns about establishing RI programs in schools (or resuming the delivery of RI). Concerns were also raised that schools were not distributing the Multi-Faiths RI brochures (particularly at enrolment). • The Chair confirmed that, while schools are required to share information about RI with their school community so that parents can make an informed decision, principals have the discretion to choose how that information is communicated (i.e. through the school website, in their newsletter, in a school handbook or by the distribution of brochures). <p>A20230523:03 Communications to be sent to schools regarding providing RI program information on enrolment and through their websites (or other avenues).</p> <p>A20230523:04 Members to advise of schools where establishing/resuming RI has been stopped for departmental follow up.</p>
7. Meeting close	<ul style="list-style-type: none"> • Future meetings of RIQA will be held in person where possible, with an MS Teams option for members. • Next meeting: Tuesday, 8 August 2023

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20230523:01	Minutes of the 28 February 2023 meeting were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20230523:01	The names of schools that have been directed to seek annual consent are to be provided to the department for further investigation.	Rep for the Buddhist Education Services	24 May 2023 [Complete]
A20230523:02	The names of schools that are not supplying RI class lists to instructors to be provided to the department for further investigation.	Rep for the Fellowship of Independent Evangelical Churches	By 10 July 2023
A20230523:03	Communications to be sent to schools regarding providing RI program information on enrolment and through their websites (or other avenues).	Secretariat	By 10 July 2023
A20230523:04	Members to advise of schools where establishing/resuming RI has been stopped for departmental follow up.	RIQA members	By 10 July 2023

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Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 16 March 2022

3:15pm-4:15pm

Chair: Hayley Stevenson, A/ADG SSO

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Location: Zoom

Members/Attendees:

Attendees:

Religious Instruction Quality Assurance advisory group members

Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest) Anglican Province of Queensland and Anglican Schools Commission
(s47(3)(b) - Contrary to the Public Interest) Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest) Baha'i
community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest) Buddhist Council of Queensland
(s47(3)(b) - Contrary to the Public Interest) Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest) Corporation of the Roman
Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest) Fellowship of Independent Evangelical Churches
(s47(3)(b) - Contrary to the Public Interest) Presbyterian Council of Queensland (s47(3)(b) - Contrary to the Public Interest) Queensland Baptists (s47(3)(b) - Contrary to the Public Interest)

Observers/Guests: Director, SSO (Becky Walsh), Principal Policy Officer, SSO (Stephanie Bull), Training and Development Officer, Education System Engagement (Tracy Tindle), Manager Training, Education System Engagement (Damien Reynolds)

Apologies:

Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest) Uniting Church in Australia –
Queensland Synod (s47(3)(b) - Contrary to the Public Interest) Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest) Islamic Council of
QLD (s47(3)(b) - Contrary to the Public Interest) Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest) The Gideons
International Australia (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Speaking points
1. Meeting opening	<p>Welcome</p> <p>The Chair gave an Acknowledgement of Country, welcomed members and noted apologies. The Chair welcomed the new representative of the Presbyterian Church of Queensland, (s47(3)(b) - Contrary to the Public Interest) and acknowledged the contribution of former member (s47(3)(b) - Contrary to the Public Interest)</p> <p>D20220316:01: Minutes of the 24 November 2021 were accepted.</p> <p><i>Business arising from previous meeting</i></p> <p>Members noted that all actions from previous meetings are complete.</p>
2. OneSchool Demonstration	<p>Information & Technology Branch members (Tracy Tindle and Damien Reynolds) demonstrated the recent OneSchool enhancements to allow schools to create RI programs that are available at their school, allocate students to RI programs, and create class lists.</p> <p>A20220316:01: Clarify the allocation process where, on the <i>Application for student enrolment</i> form, parents do not mark the 'yes' or 'no' checkboxes but still nominate a religion.</p> <p>A20220316:02: Examine OneSchool help materials to identify what information is included regarding the process for the allocation of students to RI.</p> <p>A20220316:03: Promote the availability of the new OneSchool functionality for RI class lists to schools.</p>
3. RI commencement advice to principals	<p>The representative for the Fellowship of Independent Evangelical Churches spoke to their paper on communications to principals about the resumption of RI.</p> <p>A20220316:04: Communications to schools confirming the resumption of RI.</p>

	A20220316:05: Update the department's COVID-19 School Operations pages to specifically include information about RI.
4. Terms of Reference	D20220316:02: The RIQA Advisory Group Terms of Reference for 2022 were accepted.
5. RI Sector Update	No updates.
6. Other business	<i>Frequently Asked Questions</i> The Chair advised that the department will undertake consultation with other stakeholders prior to approval and publication of the FAQs, and will advise members of any key developments prior to publication.
7. Meeting close	The Chair thanked members for their contribution, and confirmed the next meeting would be in-person if possible. Meeting closed: 4:15pm Next meeting: 15 June 2022

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20220316:01	Minutes of the 24 November 2022 meeting were accepted.
D20220316:02	The RIQA Advisory Group Terms of Reference for 2022 were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20220316:01	Clarify the allocation process when, on the <i>Application for student enrolment</i> form, parents do not mark the "yes" or "no" checkboxes but still nominate a religion.	Secretariat	Prior to Meeting 3 2022
A20220316:02	Examine OneSchool help materials to confirm the process for the allocation of students to RI	Secretariat	With the Minutes Complete
A20220316:03	Promote the availability of the new OneSchool functionality for RI class lists to schools.	Secretariat	By 1 April 2022
A20220316:04	Communications to schools confirming the resumption of RI.	Secretariat	By 1 April 2022
A20220316:05	Update the department's COVID-19 School Operations pages to specifically include information about RI.	Secretariat	By 29 April 2022

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Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 18 August 2021
2:35pm – 3:25pm

Location: Zoom

Chair: Margaret Gurney, ADG SSO

Secretariat: Cicely Milne, A/Principal Policy Officer,
SSO

Members/Attendees:

Attendees:

Religious Instruction Quality Assurance advisory group members

Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest), Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest), Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest), Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest), Buddhist Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest), Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest), Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Islamic Council of QLD (s47(3)(b) - Contrary to the Public Interest), Presbyterian Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Queensland Baptists (s47(3)(b) - Contrary to the Public Interest), Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest), Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Observers/Guests: A/Director, SSO (Louise Pellow)

Apologies: Becky Walsh (Director, SSO), (s47(3)(b) - Contrary to the Public Interest), Lutheran Church Queensland), Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest), The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Speaking points
1. Meeting opening	<p>Welcome</p> <p>The Chair made an acknowledgement of country, welcomed attendees and noted the apologies. The Chair welcomed new representative of the Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest) and noted the resignations the representatives of the Hillsong (s47(3)(b) - Contrary to the Public Interest) the Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest) and Lutheran Church Queensland (s47(3)(b) - Contrary to the Public Interest)</p> <p>A20210818:01: Advise status of the <i>Information and consent</i> form.</p> <p>A20210818:02: Advise status of the OneSchool enhancements developed for the updated enrolment form.</p> <p>D20210818:01: Minutes of the 26 May 2021 meeting were accepted.</p> <p><i>Business arising from previous meeting</i></p> <p>Members noted that all but one action item (from Meeting 1, 2021) were complete, with the outstanding item being A20210224:08 regarding OneSchool enhancements to enable a school to create class lists or RI delivered at their school. The Chair advised that the enhancements were in progress, with the functionality pending development and testing. The Secretariat provided an update of the functionality which will allow schools to create and allocate students to RI programs, and to create class lists for each RI program.</p>

	<p><u><i>Translations funded by state schools and published on external websites</i></u></p> <p>The Chair advised that the ownership of materials translated by the department then belongs to the department, and the use of that material is subject to copyright. The use of translated materials must be appropriately attributed to the department and this creates potential confusion for users. The department recommended that external websites such as Multi-Faiths RI Network, translate their program content and schools may refer to those translations on their website. This recommendation was supported by the members.</p> <p><u><i>Changes to the presentation and labelling of RI data to members</i></u></p> <p>Members discussed concerns about data presentation and the potential for misrepresentation.</p> <p><u><i>RI data presentation and labelling</i></u></p> <p>A20210818:03 Provide issues and questions from members regarding proposed changes to the presentation and labelling of RI data for the department's consideration.</p> <p><u><i>Members preference for future meetings occurring face-to-face or online</i></u></p> <p>Members discussed their preferences for face-to-face meetings. The Chair affirmed that future meetings would be held in accordance with the department's COVID-19 planning framework.</p> <p><u><i>Proposed answers to Frequently Asked Questions</i></u></p> <p>The Chair advised that feedback would be sought out of session.</p>
2. Website update and informed consent into RI	<p>The Chair informed members that schools had been contacted to make updates to their website content. Members discussed school communications of their RI programs to parents on enrolment.</p> <p>A20210818:04: Remind schools of the availability of religious instruction program information on the Multi-Faiths RI Network website.</p>
3. Student protection reporting requirements	<p>The representative for the Fellowship of Independent Evangelical Churches spoke to the agenda paper relating to changes in laws targeting sexual offenses against students. The Chair affirmed that it is a current requirement that all visitors to state schools complete student protection training and comply with student protection reporting obligations set out in the department's Student protection procedure, and that obligations for Religious Instructors around reporting student protection concerns remains the same.</p>
4. RI Sector Update	<p>The representative for the Uniting Church in Australia – Queensland Synod provided an update on the RI Sector – including curriculum program reviews, engaging with publishers about pre-publication, state-wide training, Code of Conduct for RI instructors, Feedback Complaints Disputes framework, RI Coordinator training and Good practice framework.</p>
5. Other business	<p>The Chair asked members to pass on her thanks to their religious instructors following the restrictions imposed on schools in the recent COVID-19 outbreak.</p> <p>Members discussed correspondence that had been received by the department regarding the provision of food by religious instructors. RIQA members were asked to remind religious instructors of the Smart Choices strategy.</p>

	<p>The Chair updated members on recent meetings between the Multi-Faiths RI Peak Body and the Director-General, and advised that the matter is being considered by the Office of the Director-General.</p> <p>Members discussed when changes may be made regarding school operations in relation to COVID-19 restrictions. The Chair confirmed that members will be advised of any updates to school operations as soon as practicable.</p>
6. Meeting close	<p>The Chair thanked members for their contribution.</p> <p>Meeting closed: 3:25pm</p> <p>Next meeting: 24 November 2021.</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20210818:01	Minutes of the 26 May 2021 meeting were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20210818:01	Advise status of the <i>Information and consent</i> form.	Secretariat	With the Minutes Complete
A20210818:02	Advise status of the OneSchool enhancements developed for the updated enrolment form.	Secretariat	With the Minutes Complete
A20210818:03	Provide issues and questions from members regarding proposed changes to the presentation and labelling of RI data for the department's consideration.	Representative for the Fellowship of Independent Evangelical Churches	By 30 September
A20210818:04	Remind schools of the availability of religious instruction program information on the Multi-Faiths RI Network website.	Secretariat	By 30 September

Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 31 August 2022

2:35pm-3:10pm

Chair: Brett Weeden, A/ED Student Wellbeing,
Family & Community Partnerships

Secretariat: Cicely Milne, A/Principal Policy
Officer, School Administration

Location: Zoom

Members/Attendees:

Religious Instruction Quality Assurance advisory group members: Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest), Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest), Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest), Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest), Buddhist Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest), Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest), Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Presbyterian Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Queensland Baptists (s47(3)(b) - Contrary to the Public Interest), Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest), The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest), Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Observers/Guests: Louise Pellow (Acting Director, School Administration)

Apologies: (s47(3)(b) - Contrary to the Public Interest) (Australian Christian Churches), (s47(3)(b) - Contrary to the Public Interest) (Islamic Council of QLD)

Agenda item	Speaking points
1. Meeting opening	<p>The Chair gave an acknowledgement of Country, welcomed members and noted apologies. Following a departmental restructure, the Chair advised that RIQA meetings will be now chaired by the Executive Director, Student Wellbeing, Family & Community Partnerships.</p> <p>The representative for the Fellowship of Independent Evangelical Churches raised that the term 'audit' should be replaced with 'review' in the previous meeting minutes.</p> <p>D20220831:01 Minutes of the 22 June 2022 meeting were accepted with recommended minor change.</p>
2. School consent recording review	<p>The Chair spoke to the agenda paper <i>Recording and Managing RI Consent and Class Lists review</i>. The Chair confirmed that participation by schools in the review is voluntary. Following discussion, the Chair advised that there were no plans to remove the preamble that accompanies data sets as this provides contextual information about the data source. Members discussed history of the ways in which schools record RI consent information.</p> <p>A20220831:01: Review questions and scenarios to be circulated to members.</p> <p>A20220831:02: Provide background on recording RI consent in OneSchool.</p>
3. RI Sector Update	<p>The representative for Uniting Church in Australian – Queensland Synod provided an update on the RI Sector, confirming that RI participation numbers are largely steady but that there have been reports of schools requiring RI to be delivered in parts of the school year. The Chair invited members to communicate with the RI policy team to resolve issues at specific schools.</p>
4. Other business	<p>The Chair invited members to raise any other business. No further business was identified.</p>
5. Meeting close	<p>The Chair thanked members for their contributions.</p> <p>Meeting closed: 3:10pm</p> <p>Next meeting: 23 November 2022</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20220831:01	Minutes of the 22 June 2022 meeting were accepted with recommended minor change.

Action Item number	Actions	Lead action officer/ branch	Due date
A20220831:01	Review questions and scenarios to be circulated to members.	Secretariat	With minutes
A20220831:02	Provide background on recording RI consent in OneSchool.	Chair	By 23 September 2022

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Released under the RTI Act by DoE

Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Tuesday 28 February 2023

2:30pm-3:20pm

Chair: Becky Walsh, Director, Disability, Inclusion & Student Services (DI&SS)

Secretariat: Cicely Milne, A/Principal Policy Officer, DI&SS

Location: Online (via Zoom)

Members/Attendees:

Religious Instruction Quality Assurance advisory group members: Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest), Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest), Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest), Baha'i Community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest), Christian Community Churches of Australia (s47(3)(b) - Contrary to the Public Interest), Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest), Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Presbyterian Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Queensland Baptists (s47(3)(b) - Contrary to the Public Interest), Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest), The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest), Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Apologies: Buddhist Council of QLD Inc. (s47(3)(b) - Contrary to the Public Interest), Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest), Islamic Council of Qld (s47(3)(b) - Contrary to the Public Interest)

Observers/Guests: Melissa Yim (Manager, DI&SS)

Agenda item	Speaking points
1. Meeting opening	<p>Welcome</p> <p>The Chair gave an acknowledgement of Country and welcomed attendees.</p> <p>D20230228:01 Minutes of the 23 November 2022 meeting were accepted.</p> <p>Members noted that all action items from the previous meeting were complete.</p> <p>Discussion occurred regarding promoting the accurate and consistent recording of parent RI consent and assigning students to (Christian) cooperative classes.</p> <p>RIQA members will continue to be provided with hyperlink-enabled copies of communications provided to schools about RI.</p> <p>Recent media coverage regarding RI was also mentioned. Members noted the critical importance of the contextual information about RI data (that was developed in consultation with the RIQA advisory group) – that the departmental continues to share when responding to queries about RI data.</p> <p>A20230228:01 Prepare draft communications to schools regarding record keeping and RI and seek feedback from RIQA members.</p> <p>A20230228:02 Invite the School Business Managers Association Queensland to share information about record keeping and RI in their communications to members.</p>
2. Terms of Reference 2023	<p>D20230228:02 The RIQA advisory group Terms of Reference for 2023 were accepted.</p>
3. Equity and Excellence Strategy	<p>The Chair shared information about the key elements of the department's new <i>Equity and Excellence</i> education strategy.</p> <p>A20230228:03 Send the URL for the <i>Equity and Excellence</i> strategy webpage to RIQA members.</p>

4. RI Sector Update	<p>The representative for the Corporation of the Roman Catholic Bishops of Queensland provided an RI sector update.</p> <p>Training and recruitment of new volunteers is progressing well and the sector is rebuilding RI delivery in schools following a downturn during the COVID-19 pandemic.</p> <p>Some school-specific issues (such as timetabling) are being managed at a local level. The representative noted that communications to schools would be appreciated.</p>
5. Other business	<p><i>School-specific issues</i></p> <p>If school practices are inconsistent with departmental policy and the matter is not resolving at the local level, the Chair invited members to contact her or the religious instruction team to seek assistance to address the matter.</p>
6. Meeting close	<p>The Chair thanked members for their contributions.</p> <p>Meeting closed: 3:20pm</p> <p>Next meeting: Tuesday 23 May 2023</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20230228:01	Minutes of the 23 November 2022 meeting were accepted.
D20230228:02	The RIQA advisory group Terms of Reference for 2023 were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20230228:01	Prepare draft communications to schools regarding record keeping and RI and seek feedback from RIQA members.	Secretariat and RIQA members	10 March 2023
A20230228:02	Invite the School Business Managers Association Queensland to share information about record keeping and RI in their communications to members.	Secretariat	17 March 2023
A20230228:03	Send the URL for the <i>Equity and Excellence</i> education strategy webpage to RIQA members.	Secretariat	3 March 2023 [Complete]

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Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 23 November 2022

2:30pm-3:55pm

Chair: Brett Weeden, A/ED Disability,
Inclusion & Student Services (DI&SS)

Secretariat: Cicely Milne, A/Principal Policy Officer,
DI&SS

Location: Conference Room, Level 12, Education House, 30 Mary Street Brisbane / Zoom

Members/Attendees:

Religious Instruction Quality Assurance advisory group members: Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest), Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest), Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest), Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest), Buddhist Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Christian Community Churches of Australia (s47(3)(b) - Contrary to the Public Interest), Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest), Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Presbyterian Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Queensland Baptists (proxy – (s47(3)(b) - Contrary to the Public Interest)), The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest)

Apologies: (s47(3)(b) - Contrary to the Public Interest) (Apostolic Church of Australia – Acts Global Churches), (s47(3)(b) - Contrary to the Public Interest) (Buddhist Education Services for Schools), (s47(3)(b) - Contrary to the Public Interest) (Islamic Council of QLD), (s47(3)(b) - Contrary to the Public Interest) (Queensland Baptists), (s47(3)(b) - Contrary to the Public Interest) (Queensland Jewish Board of Deputies), (s47(3)(b) - Contrary to the Public Interest) (Uniting Church in Australia – Queensland Synod)

Observers/Guests: Becky Walsh (Director, Statewide Operations, DI&SS)

Agenda item	Speaking points
1. Meeting opening	<p>Welcome</p> <p>The Chair gave an acknowledgement of Country and noted apologies. The Chair welcomed the new representatives for the Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest) following the resignation of (s47(3)(b) - Contrary to the Public Interest), and Christian Community Churches of Australia (s47(3)(b) - Contrary to the Public Interest).</p> <p>D20221123:01 Minutes of the 31 August 2022 meeting were accepted. Members noted that all action items from the previous meeting were complete.</p>
2. Update on School consent recording review	<p>The Chair and Director DI&SS spoke to the paper relating to the RI consent and class list recording practices of a small number of state schools, and key findings were discussed.</p> <p>The Chair indicated that future communications to schools (during peak enrolment periods) would express the department's expectation that schools use OneSchool's Manage Student Details → Enrolment Details section to record RI consent (both at enrolment and when subsequent written instructions are provided by parents).</p> <p>Some members highlighted the implications for RI class participation when schools can record RI consent in multiple places or when schools seek annual consent for RI.</p> <p>The representative for the Fellowship of Independent Evangelical Churches expressed a strong preference for Queensland to follow the approach of New South Wales where data about RI is held at a local school level, not at a system level. The Chair noted the representative's views but indicated such a change was not being contemplated.</p> <p>Regarding the practice of seeking consent for RI each year, it was agreed that 'no response' from a parent to the school's request should not have the effect of changing the parent's original written instructions to the school.</p>

	<p>Members were encouraged to contact the Chair directly regarding any concerning practices by a school so that the matter/s can be addressed as soon as practicable.</p> <p>Discussion occurred about the ways in which RI coordinators or instructors might help to reiterate the use of the Manage Student Details → Enrolment Details section of OneSchool.</p> <p>A20221123:01 Draft an information sheet about recording RI consent and the creation of class lists that RI coordinators and/or instructors could share with schools, and circulate it to members for feedback.</p> <p>A20221123:02 Review the RI policy statement and supporting documents to identify references to the OneSchool Permissions module and edit as necessary.</p> <p>A20221123:03 Liaise with the department's Internal Audit Branch to identify if the mandatory sections of the <i>Application for student enrolment</i> form are examined as part of the school audit program.</p> <p>A20221123:04 Investigate if a change to an RI program's status in OneSchool's class list functionality affects the consent recorded in Manage Student Details → Enrolment Details.</p>
3. Position of RI in the Department's new structure	<p>The Chair advised that there will be no impact on how RI policy is managed in the new structure.</p> <p>It will remain part of the portfolio of work for the Director, Statewide Operations (SO) who, from now, reports directly to the Assistant Director-General, Disability, Inclusion & Student Services (DI&SS) (Hayley Stevenson).</p> <p>In 2023, RIQA meetings will be chaired by the Director, SO, DI&SS (Becky Walsh).</p>
4. RI consent in OneSchool when students transfer to new schools	<p>The Chair advised that while some information about a student is accessible from the OneSchool system when a student enrolls in new state school, other information is not – including information about RI and other types of consent that were in place at the previous school.</p> <p>Instead, that information is gathered by the new school from the completed <i>Application for student enrolment</i> form.</p>
5. Informed consent in RI in relation to special RI events and assemblies	<p>The Chair advised that:</p> <ul style="list-style-type: none"> if the occasion, event or activity is part of the authorised RI program, there is no requirement for the school to seek further consent for students who ordinarily participate in the RI program, nor to provide broader communications to the school community about it. the decision to observe a religious occasion, event or activity in a school (more broadly than the RI program) is made by the principal. <p>If the event/activity is to proceed, parents are provided with information to allow them to make an informed decision as to whether their child will participate.</p> <p>This advice is captured in the updated Frequently Asked Questions released earlier this year.</p>
6. RI OnePortal 2023 Back-to-School School Bulletin Message and OnePortal News item	<p>Members provided some feedback about the draft messaging sent to them on 21 November 2022, and were invited to email any additional feedback to the Secretariat by 2 December 2022 (to meet departmental approval and publication timeframes). Once published, members will be provided with a copy of the communications in hyperlinked PDF format.</p> <p>A20221123:05 Provide feedback on the 2023 back-to-school messaging about RI for the department's consideration.</p>
7. RI Sector Update	<p>The representative for the Corporation of the Roman Catholic Bishops of Queensland provided an update on the RI Sector.</p>

	Two program reviews have been recently finalised (GodSpace – Purple and Getting to Know Jesus) and are available on the Multi-faiths RI Network website. The sector is on track regarding RI instructors completing (3) training modules.
8. Other business	<u>Meeting dates 2023</u> In 2023, meeting dates are being planned for Tuesdays in weeks 5 or 6 of the term. Dates will be circulated with the draft meeting minutes.
9. Meeting close	The Chair thanks members for their contributions through the year. Meeting closed: 3:55pm Next meeting: Tuesday, 28 February 2023

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20221123:01	Minutes of the 31 August 2022 meeting were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20221123:01	Draft an information sheet about recording RI consent and the creation of class lists that RI coordinators and/or instructors could share with schools, and circulate it to members for feedback.	Secretariat	By 23 December 2022
A20221123:02	Review the RI policy statement and supporting documents to identify references to the OneSchool Permissions module and edit as necessary.	Secretariat	Prior to meeting 1 2023
A20221123:03	Liaise with the department's Internal Audit Branch to identify if the mandatory sections of the <i>Application for student enrolment</i> form are examined as part of the school audit program.	Secretariat	Prior to meeting 1 2023
A20221123:04	Investigate if a change to an RI program's status in OneSchool's class list functionality affects the consent recorded in Manage Student Details → Enrolment Details.	Secretariat	Prior to meeting 1 2023
A20221123:05	Provide feedback on the 2023 back-to-school messaging about RI for the department's consideration.	RIQA members	By 2 December 2022

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Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 24 February 2021
2:30pm – 4:10pm

Location: Online (Zoom)

Chair: Margaret Gurney, ADG SSO

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Attendees:

Religious Instruction Quality Assurance advisory group members

Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest) Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest) Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest) Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest) Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest) Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest) Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest) Hillsong Church (s47(3)(b) - Contrary to the Public Interest) Islamic Council of QLD (s47(3)(b) - Contrary to the Public Interest) Presbyterian Church of Queensland (s47(3)(b) - Contrary to the Public Interest) Queensland Baptists (s47(3)(b) - Contrary to the Public Interest) Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest) The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest) Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Guests/Observers: Director, State Schools – Operations (Becky Walsh), Manager, OneSchool (Matthew McDonald), Senior Support and Engagement Officer, OneSchool (Catherine Larkin)

Apologies: Churches of Christ (s47(3)(b) - Contrary to the Public Interest) Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest) Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest) Lutheran Church Queensland (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Speaking points
1. Meeting opening <ul style="list-style-type: none">• Acknowledgement of Country• Welcome and apologies• Previous minutes• Business arising	<p>The Chair made an acknowledgement of country and welcomed attendees. Apologies were noted. The resignations of (s47(3)(b) - Contrary to the Public Interest) (Churches of Christ) and (s47(3)(b) - Contrary to the Public Interest) (Corporation of the Roman Catholic Bishops of Queensland) were noted. The Chair welcomed the new representative of the Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest).</p> <p>D20210224:01: Minutes of the 30 November 2020 meeting were accepted amendment proposed by the Fellowship of Independent Evangelical Churches representative.</p> <p>A20210224:01: Send the final approved 30 November 2020 meeting Minutes to members.</p> <p><i>Business arising from previous meeting</i></p> <p>Members noted that all but two actions from the previous meeting were complete.</p> <p>Outstanding actions:</p> <p>A20201130:07: Provide the RIQA Chair with a confidential copy of the Statewide Co-operative RI Arrangement.</p> <p>The Hillsong Church representative will provide this.</p> <p>A20201130:02: Arrange a presentation for members on OneSchool enhancements associated with RI.</p> <p>The Chair advised that:</p> <ul style="list-style-type: none">• This action cannot be completed.• The action related to the anticipated release of the enrolment form that contained updates to the RI section.• The revised enrolment form will be released, but not with an updated RI section. This is due to the heightened levels of sensitivity regarding RI in state schools at this time.

	<ul style="list-style-type: none"> • The release of the revised form will occur once associated OneSchool changes are made. • The department will continue to support schools to implement RI as per legislative and policy requirements. • Members can continue to raise issues directly with the Chair to ensure they are resolved quickly. <p>Some members questioned the decision – expressing their shock, disappointment and frustration, and a desire to meet with the Director-General about the matter.</p> <p>The Chair acknowledged members views and the time and effort invested regarding the form and associated supporting documents.</p> <p>A20210224:02: Chair to share the thoughts and feelings of RIQA members with senior executives of the department.</p>
2. 2021 review of RIQA Terms of Reference	<p>The Chair spoke to the agenda paper.</p> <p>Members supported the current requirements that:</p> <ul style="list-style-type: none"> • membership is for faith groups currently delivering RI in Queensland state schools • RIQA representatives should have skills and experience relevant to the purpose of the advisory group, which is to oversee and support the quality provision of RI authorised programs provided by faith groups in Queensland state schools. <p>D20210224:02: RIQA Advisory Group Terms of Reference for 2021 were accepted.</p>
3. Other business	<p><u>Update to DoE RI policy landing page</u></p> <p>Members supported the Hillsong Church representative's recommendation that the RI program review reports produced by DoE be removed from the RI policy statement landing page as they are no longer current.</p> <p>A20210224:03: Remove the RI program review reports from the DoE RI policy statement landing page.</p> <p><u>Action register</u></p> <p>The Hillsong Church representative referred to a summary of the work undertaken by RIQA and the department for the last 18 months.</p> <p>Feedback received by a member from a school indicated that changes to school website architecture may prevent schools from publishing RI information in the location recommended in an RI policy statement supporting document.</p> <p>A20210224:04: Provide a copy of the RI Action Register to members.</p> <p>A20210224:05: Schedule an out-of-session meeting with RIQA and departmental representatives to re-examine items on the RI Action Register that were linked to the updated RI section of the enrolment form.</p> <p>A20210224:06: Clarify current school website architecture in the context of sharing information about RI.</p> <p><u>2021 back to school training</u></p> <p>The Fellowship of Independent Evangelical Churches representative spoke to the agenda paper.</p> <p>Members discussed school practices that some RI instructors were encountering, and the benefit of communicating legislative and policy obligations to all schools.</p> <p>A20210224:07: Circulate draft Frequently Asked Questions, inviting input from members.</p>

	<p><u>Permissions module in OneSchool</u></p> <p>The Fellowship of Independent Evangelical Churches representative spoke to the agenda paper.</p> <p>OneSchool representatives shared information about the Permissions module, and about the process for developing new OneSchool functionality.</p> <p>A20210224:08: Investigate OneSchool enhancements that would enable a school to create class lists for RI delivered at the school.</p> <p>The Chair reiterated the standards to be met if a group approaches a school to establish RI, specifically that the group must be a religious denomination or society and that students of that faith are at the school.</p> <p>Parents (regardless of their faith) may give written permission for their child to participate in RI.</p>
4. Meeting close	<p>The Chair thanked members for their contributions.</p> <p>Meeting closed: 4:15pm</p> <p>Next meeting: 26 May 2021</p> <p>Agenda items and papers due: 5 May 2021</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20210224:01	Minutes of the 30 November 2020 meeting were accepted amendment proposed by the Fellowship of Independent Evangelical Churches representative.
D20210224:02	RIQA Advisory Group Terms of Reference for 2021 were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20210224:01	Send the final approved 30 November 2020 meeting Minutes to members.	Secretariat	With the Minutes Complete
A20201130:07	Provide the RIQA Chair with a confidential copy of the Statewide Co-operative RI Arrangement.	Representative for Hillsong Church	Complete
A20201130:02	Arrange a presentation for members OneSchool enhancements associated with RI.	Secretariat	Closed
A20210224:02	Chair to share the thoughts and feelings of RIQA members with senior executives of the department.	Chair	Complete
A20210224:03	Remove the RI program review reports from the DoE RI policy statement landing page.	Secretariat	Prior to Term 2 2021 RIQA Meeting
A20210224:04	Provide a copy of the RI Action Register to members.	Secretariat	With the Minutes Complete
A20210224:05	Schedule an out-of-session meeting with RIQA and departmental representatives to re-examine items on the RI Action Register that were linked to the updated RI section of the enrolment form.	Secretariat	Complete
A20210224:06	Clarify current school website architecture in the context of sharing information about RI.	Secretariat	Prior to Term 2 2021 RIQA Meeting

A20210224:07	Circulate draft Frequently Asked Questions, inviting input from members.	Secretariat	Prior to Term 2 2021 RIQA Meeting
A20210224:08	Investigate OneSchool enhancements that would enable a school to create class lists for RI delivered at the school.	Secretariat	Prior to Term 2 2021 RIQA Meeting

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Released under the RTI Act by DoE

Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 24 November 2021 2:30pm – 3:35pm

Chair: Margaret Gurney, ADG SSO

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Location: In person: Conference Room, Level 12, Education House, 30 Mary Street, Brisbane

By teleconference: **Dial** 1800 931 210

Participant Code 63 6058 9591

Moderator (Education House) 8395

Members/Attendees:

Attendees:

Religious Instruction Quality Assurance advisory group members

Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest), Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest), Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest), Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Presbyterian Council of Queensland (s47(3)(b) - Contrary to the Public Interest), Queensland Baptists (s47(3)(b) - Contrary to the Public Interest), Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest), The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest), Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Observers/Guests: Director, SSO (Becky Walsh), Principal Policy Officer, SSO (Stephanie Bull)

Apologies:

(s47(3)(b) - Contrary to the Public Interest) (Apostolic Church of Australia – Acts Global Churches), (s47(3)(b) - Contrary to the Public Interest) (Buddhist Council of Queensland), (s47(3)(b) - Contrary to the Public Interest) (Buddhist Education Services for Schools), (s47(3)(b) - Contrary to the Public Interest) (Churches of Christ Queensland), (s47(3)(b) - Contrary to the Public Interest) (Corporation of the Roman Catholic Bishops of Queensland), (s47(3)(b) - Contrary to the Public Interest) (Islamic Council of QLD)

Agenda item	Speaking points
1. Meeting opening	<p>The Chair made an acknowledgement of country, welcomed members and noted apologies.</p> <p>D20211124:01: Minutes of the 18 August 2021 were accepted.</p> <p><i>Business arising from previous meeting</i></p> <p>Members noted that all action items from previous meetings were complete.</p> <p><i>RI data presentation</i></p> <p>The approach the department will take in response to future requests for RI data was discussed.</p> <p>A20211124:01: The department will provide a written response to questions posed in the email dated 5 November 2021 from the Fellowship of Independent Evangelical Churches' representative regarding the presentation of RI data.</p>
2. Proposed FAQs Responses	<p>The representative for the Fellowship of Independent Evangelical Churches spoke to the collated feedback from members about the draft FAQs.</p> <p>The Chair confirmed that as with any consultation process, it may be that not all feedback will be adopted in full.</p> <p>The Chair advised that further consultation will be undertaken with members as necessary and with other stakeholders.</p> <p>A20211124:02: Provide members with a written response to their feedback on the draft FAQs.</p>
3. RI Sector Update	<p>The representative for the Uniting Church in Australia – Queensland Synod provided a brief update on the RI sector.</p>

4. Other business	<p><i>Back to School communications</i></p> <p>Members were provided with a copy of proposed wording for Back to School communications regarding RI, scheduled for publication in January 2022.</p> <p>The Chair confirmed the content was based on 2021 communications.</p> <p>Any feedback would be required by 1 December 2021 to ensure publication timeframes are met.</p> <p>A20211124:03: Members to provide feedback on the proposed wording of the Back to School bulletin by 1 December 2021.</p> <p><i>RIQA meeting schedule 2022</i></p> <p>The Secretariat shared the proposed dates for 2022 RIQA meetings:</p> <ul style="list-style-type: none"> ○ Wednesday, 16 March 2022, 2:30pm-4pm ○ Wednesday, 15 June 2022, 2:30pm-4pm ○ Wednesday, 31 August 2022, 2:30pm-4pm ○ Wednesday, 23 November 2022, 2:30pm-4pm. <p>Members were reminded that proxies can attend if required. The Chair advised that face-to-face meetings would be planned, with an option for members to join by teleconference.</p> <p>The Chair is planning to take leave in Term 1, 2022. Members will be advised of the Chair's replacement once they've been appointed.</p> <p><i>Forward agenda items</i></p> <p>The representative of the Baha'i community – Queensland Training Institute Board offered to deliver a presentation about their RI program in state schools for the Term 1, 2022 meeting.</p>
5. Meeting close	<p>The Chair thanked members for their contribution during the year.</p> <p>Meeting closed: 3:30pm</p> <p>Next meeting: 16 March 2022</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20211124:01	Minutes of the 18 August 2021 meeting were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20211124:01	Provide a written response to questions posed in the email dated 5 November 2021 from the Fellowship of Independent Evangelical Churches' representative regarding the presentation of RI data.	Chair	By 30 January 2022
A20211124:02	Provide members with a written response to their feedback on the draft FAQs.	Secretariat	Prior to meeting 1 2022
A20211124:03	Provide feedback on the proposed wording of the Back to School bulletin.	RIQA members	By 1 December

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Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 30 November 2020

Location: Zoom

9:00am – 10:30am

Chair: Margaret Gurney, Assistant Director-General, State Schools – Operations

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Attendees:

Religious Instruction Quality Assurance (RIQA) advisory group members

Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest) Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest)
 Australian Christian Churches (proxy) (s47(3)(b) - Contrary to the Public Interest) Baha'i Community – Queensland Training Institute Board
 Buddhist Council of QLD Inc. (s47(3)(b) - Contrary to the Public Interest) Buddhist Education Services for Schools
 Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest)
 Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest) Hillsong Church (s47(3)(b) - Contrary to the Public Interest)
 Islamic Council of Qld (s47(3)(b) - Contrary to the Public Interest) Presbyterian Church of Queensland (s47(3)(b) - Contrary to the Public Interest) Queensland
 Baptists (s47(3)(b) - Contrary to the Public Interest) Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest)

Observers/Guests: Director, State Schools – Operations (Becky Walsh)

Apologies: Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest) Australian
 Christian Churches (s47(3)(b) - Contrary to the Public Interest) Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest) Lutheran Church
 Queensland (s47(3)(b) - Contrary to the Public Interest) The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest) Uniting Church in Australia –
 Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Speaking points
1. Meeting opening <ul style="list-style-type: none"> Welcome and apologies Previous minutes Business arising 	<p>The Chair made an acknowledgement of country and welcomed attendees. Apologies were noted.</p> <p>The Chair thanked members for being available after the original meeting was rescheduled.</p> <p><u>D20201130:01</u>: Minutes of the 19 August 2020 meeting were accepted.</p> <p>All action items from the previous meeting were noted as complete:</p> <p><u>Revised application for student enrolment form</u></p> <p>The Chair indicated that it is anticipated the revised <i>Application for student enrolment form</i> will be released in mid-March 2021. Corresponding OneSchool enhancements will be released at the same time.</p> <p>A presentation about the OneSchool enhancements can be made to members prior to their release. Timing will be informed by the availability of OneSchool staff.</p> <p><u>A20201130:01</u>: Publish a OneSchool homepage message reminding schools about removing end dates if using the Permissions area of OneSchool.</p> <p><u>A20201130:02</u>: Arrange a presentation for members in early 2021 about OneSchool enhancements associated with RI.</p>
2. RI website review update	<p>The Chair confirmed the review of RI content on state school websites has been finalised.</p> <p>Findings will be shared with schools who will be asked to address identified issues as soon as they can. Regions will be asked to record when the updates are made by schools – providing a feedback loop.</p> <p>Most schools will need to make some change to their website, but many are minor in nature. The review of school websites conducted by the Queensland Christian RI Network (QCRIN) found that for schools currently offering Christian RI:</p> <ul style="list-style-type: none"> 55% had no information about RI on their website Only 11% of schools complied with the RI policy statement's requirements in relation to the content of information about RI on their website. <p>The Chair recognised the significant amount of work invested in the review and thanked everyone involved, in particular, Cicely Milne, Stephanie Bull and Megan Sully.</p>

	<p>The Queensland Christian RI Network (QCRIN) have also undertaken a review of school websites and offered to share the criteria used and findings with the department.</p> <p><u>A20201130:03</u>: Share with members the criteria used by the department to examine RI content on state school websites.</p> <p><u>A20201130:04</u>: Christian RI Network member to share with the department the criteria used to examine RI content on state school websites.</p>
3. Publication of RI data	<p>The Chair spoke to the agenda paper, including confirmation that the preamble previously agreed by RIQA would be published with the data.</p> <p>By publishing the data, the department can manage what's published and can respond to questions from the public/stakeholders about it.</p> <p>The Chair confirmed that, as per standard departmental practice, only data that could not identify individual students would be published.</p> <p>Some members expressed concerns about the validity of the dataset proposed for publication (OneSchool → <i>Enrolment Details</i> → <i>Manage Student Details</i>), and that the current preamble was insufficient to address the potential interpretation that the data was the result of a 'census'.</p> <p><u>A20201130:05</u>: Expand the proposed contextual information (preamble) to mitigate the risk of people interpreting the data as being the result of a census.</p>
4. Group member presentation	<p>Representative of the Buddhist Council of Queensland Inc. delivered a presentation.</p> <p><u>A20201130:06</u>: Share with members the speaking notes for the presentation on Western Buddhism.</p>
5. Other business	<p><u>Summary of collaborative work</u></p> <p>The representative for Hillsong Church presented a summary of the collaborative work undertaken by RIQA and the department for the last 18 months.</p> <p><u>A20201130:07</u>: Representative for Hillsong Church to provide the Chair with a confidential copy of the Statewide Co-operative RI Arrangement.</p> <p><u>Back to school 2021 – messaging for RI</u></p> <p>Members considered the draft messaging for the start of Term 1 2021 and proposed additional information for the bulletin board message.</p> <p><u>A20201130:08</u>: Provide advice to schools that information about several RI programs is available on the Queensland Multi-Faiths RI Peak Body Network website.</p> <p><u>A20201130:09</u>: Advise Regional Directors of the back to school RI information, inviting them to (also) share it with schools.</p> <p><u>Access to class lists</u></p> <p>A member raised a concern that some schools are not providing class lists (that include student names) to RI instructors. This could be due to an interpretation of an RI policy statement supporting document, namely the <i>Considerations for principals establishing and implementing religious instruction</i> (extract below):</p> <p>“Placement process</p> <ul style="list-style-type: none"> • ... • Religious instruction coordinators are provided with the necessary data (i.e. relevant numbers of students at each year level) to plan and schedule delivery of the authorised program.” <p><u>A20201130:10</u>: Include advice to schools about providing class lists to RI instructors in the 2021 back to school messaging.</p> <p><u>Meeting schedule for 2021</u></p> <ul style="list-style-type: none"> • Extraordinary meeting of interested members re: OneSchool enhancements: Date and time TBC • Term 1: 24 February 2021 • Term 2: 26 May 2021 • Term 3: 18 August 2021 • Term 4: 24 November 2021. <p>Face-to-face meetings will be convened when it becomes safe to do so.</p>

6. Meeting Close	The Chair thanked members for their contributions throughout 2020. Meeting closed: 10:30am
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A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions		
D20201130:01	Minutes of the 19 August 2020 meeting were accepted.		
Action Item number	Actions	Lead action officer/ branch	Due date
A20201130:01	Publish a OneSchool homepage message reminding schools about removing end dates if using the Permissions area of OneSchool.	Secretariat	Before the end of the 2020 school year Complete
A20201130:02	Arrange a presentation for members OneSchool enhancements associated with RI.	Secretariat	Early in 2021 (pending availability of OneSchool staff)
A20201130:03	Share with members the criteria used by the department to examine RI content on state school websites.	Secretariat	With the Minutes Complete
A20201130:04	Share with the department the criteria used to examine RI content on state school websites.	RIQA members who are part of the Queensland Christian RI Network (QCRIN)	At their convenience
A20201130:05	Expand the proposed contextual information (preamble) to mitigate the risk of people interpreting RI data from OneSchool as being the result of a census.	Secretariat	Prior to Term 1 2021 RIQA meeting
A20201130:06	Share with members the speaking notes for the presentation on Western Buddhism.	Secretariat	With the Minutes Complete
A20201130:07	Provide the RIQA Chair with a confidential copy of the Statewide Co-operative RI Arrangement.	Representative for Hillsong Church	At their convenience
A20201130:08	Provide advice to schools that information about several RI programs is available on the Queensland Multi-Faiths RI Peak Body Network website.	Secretariat	With back to school RI messaging (January 2021)
A20201130:09	Advise Regional Directors of the back to school RI information, inviting them to (also) share it with schools.	Chair	After back to school RI messaging is published (February 2021)
A20201130:10	Provide advice to schools about providing class lists to RI instructors in the 2021 back to school messaging.	Secretariat	With back to school RI messaging (January 2021)

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Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 26 May 2021
2:30pm – 3:30pm

Location: Zoom

Chair: Margaret Gurney, ADG SSO

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Attendees:

Religious Instruction Quality Assurance advisory group members

Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest) Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest) Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest) Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest) Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest) Buddhist Council of Queensland (s47(3)(b) - Contrary to the Public Interest) Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest) Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest) Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest) Hillsong Church (s47(3)(b) - Contrary to the Public Interest) Islamic Council of QLD (s47(3)(b) - Contrary to the Public Interest) Queensland Baptists (s47(3)(b) - Contrary to the Public Interest) Queensland Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest) The Gideons International Australia (s47(3)(b) - Contrary to the Public Interest) Uniting Church in Australia – Queensland Synod (s47(3)(b) - Contrary to the Public Interest)

Guests/Observers: Director, SSO (Becky Walsh), Principal Policy Officer, SSO (Stephanie Bull)

Apologies: Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest) Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest) Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest) Lutheran Church Queensland (s47(3)(b) - Contrary to the Public Interest) Presbyterian Church of Queensland (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Speaking points
1. Meeting opening <ul style="list-style-type: none">• Acknowledgement of Country• Welcome and apologies• Previous minutes• Business arising	<p>The Chair made an acknowledgement of country, welcomed attendees and apologies were noted. The Chair welcomed the new representative of the Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest)</p> <p>D20210526:01: Minutes of the 24 February 2021 meeting were accepted with the amendment proposed by the Fellowship of Independent Evangelical Churches representative.</p> <p>A20210526:01: Send the final approved 24 February 2021 meeting Minutes to members.</p> <p><i>Business arising from previous meeting</i></p> <p>Members noted that all but one action from the previous meeting were complete, with the outstanding action being A20210224:08: regarding OneSchool enhancements to enable a school to create class lists for RI delivered at their school.</p> <p><i>RI policy statement supporting documents</i></p> <p>The Chair thanked representatives for their out-of-session work on two documents – the <i>Information and consent form</i> and the <i>Religious instruction (RI) and other instruction recording and allocation process (including flowchart)</i>. Further consultation regarding the forms will not be undertaken at this time.</p> <p>Members will be advised if the documents are to be revisited.</p> <p><i>Frequently Asked Questions</i></p> <p>A20210526:02: Proposed answers to the list of Frequently Asked Questions [circulated after the last RIQA meeting] will be drafted and circulated to members.</p>

2. Update on the RI website review	<p>Following a meeting with Regional Directors (RDs), emails to schools seeking action in response to the website review findings are yet to be sent while consideration is given to addressing workload impacts for schools.</p> <p>Members will be informed of any key developments.</p>
3. RI Sector Update	<p>The Hillsong Church representative provided an update on the RI Sector Action Register, and advised that representatives of the Multi-Faiths Group had recently met with the Department of Education's Director-General.</p> <p>A20210526:03: Circulate the Hillsong Church representative's RI Sector Action Register to members.</p>
4. Translation of RI information	<p>The Fellowship of Independent Evangelical Churches representative spoke to the agenda paper about translation of information about RI.</p> <p>Members were advised that the department does not translate the resources of other organisations. Schools determine the information that is to be provided to their community and are responsible for translation as principals deem necessary. Before using or publishing translated materials, the principal or external party would need to be satisfied of their accuracy.</p> <p>Members discussed the potential use of volunteers to translate content, and the publication of translations funded by schools on external websites.</p> <p>A20210526:04: Seek clarification regarding whether translations funded by state schools can be published on external websites.</p>
5. Other business	<p><i>RI data release</i></p> <p>Out-of-session, some members had expressed concern about the release of school level data that indicates a religion nominated by parents. The Chair indicated that she had written to those members – supporting a suggestion to amend the presentation of data.</p> <p>Discussion occurred regarding the nature of the data release (i.e. administrative release as opposed to Right to Information), the labelling of worksheets, and the potential for media interest.</p> <p>Should members receive queries about data released by the department, they are welcome to refer these to the department for consideration and response.</p> <p>A20210526:05: Circulate proposed changes to the presentation and labelling of RI data to members.</p> <p><i>Future meeting format</i></p> <p>The Chair confirmed that face-to-face meetings can be recommenced with physical distancing measures in place.</p> <p>A20210526:06: Seek members preference for future meetings to occur face-to-face or online.</p> <p><i>New inbox</i></p> <p>A new inbox (Religious.Instruction@qed.qld.gov.au) has replaced RIQA.Secretariat@qed.qld.gov.au, and members should update their records accordingly.</p>
6. Meeting close	<p>The Chair thanked members for their contributions.</p> <p>Meeting closed: 3:30pm</p> <p>Next meeting: 18 August 2021.</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20210526:01	Minutes of the 24 February 2021 meeting were accepted with the amendment proposed by the Fellowship of Independent Evangelical Churches representative.
D20210526:02	The Frequently Asked Questions were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20210224:08	Investigate OneSchool enhancements that would enable a school to create class lists for RI delivered at the school.	Secretariat	Ongoing
A20210526:01	Send the final approved 24 February 2021 meeting Minutes to members.	Secretariat	With the Minutes Complete
A20210526:02	Proposed answers to the list of Frequently Asked Questions will be drafted and circulated to members.	Secretariat	Prior to Term 3 2021 RIQA Meeting
A20210526:03	Circulate the Hillsong Church representative's RI Sector Action Register to members.	Secretariat	With the Minutes Complete
A20210526:04	Seek clarification regarding whether translations funded by state schools can be published on external websites.	Secretariat	Prior to Term 3 2021 RIQA Meeting
A20210526:05	Circulate proposed changes to the presentation and labelling of RI data to members.	Secretariat	Prior to Term 3 2021 RIQA Meeting
A20210526:06	Seek members' preference for future meetings to occur face-to-face or online.	Secretariat	With the Minutes

Minutes

Religious Instruction Quality Assurance - Advisory Group

Date/time: Wednesday 22 June 2022

2:30pm-3:35pm

Chair: Brett Weeden, A/Executive Director, State Schools – Operations (SSO) (proxy for Hayley Stevenson, A/Assistant Director-General (ADG SSO))

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Location: Boardroom, Level 12, Education House, 30 Mary Street, Brisbane QLD 4001

Members/Attendees:

Religious Instruction Quality Assurance advisory group members: Acts 2 Alliance (b47(3)(b) - Contrary to the Public Interest), Anglican Province of Queensland and Anglican Schools Commission (b47(3)(b) - Contrary to the Public Interest), Apostolic Church of Australia – Acts Global Churches (b47(3)(b) - Contrary to the Public Interest), Australian Christian Churches (b47(3)(b) - Contrary to the Public Interest), Baha'i community – Queensland Training Institute Board (b47(3)(b) - Contrary to the Public Interest), Buddhist Council of Queensland (Milton Queensland) (b47(3)(b) - Contrary to the Public Interest), Churches of Christ Queensland (b47(3)(b) - Contrary to the Public Interest), Corporation of the Roman Catholic Bishops of Queensland (b47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (b47(3)(b) - Contrary to the Public Interest), Presbyterian Council of Queensland (b47(3)(b) - Contrary to the Public Interest), Queensland Baptists (b47(3)(b) - Contrary to the Public Interest) (proxy)), Queensland Jewish Board of Deputies (b47(3)(b) - Contrary to the Public Interest), The Gideons International Australia (b47(3)(b) - Contrary to the Public Interest)

Observers/Guests: Director, SSO (Becky Walsh)

Apologies: Hayley Stevenson (ADG SSO), (b47(3)(b) - Contrary to the Public Interest) (Buddhist Education Services for Schools), (b47(3)(b) - Contrary to the Public Interest) (Uniting Church in Australia – Queensland Synod), (b47(3)(b) - Contrary to the Public Interest) (Islamic Council of QLD), (b47(3)(b) - Contrary to the Public Interest) (Queensland Baptists)

Agenda item	Speaking points
1. Meeting opening	<p>Welcome</p> <p>The Chair gave an acknowledgement of Country, welcomed members and noted apologies.</p> <p>D20220622:01: Minutes of the 16 March 2022 meeting were accepted.</p> <p><i>Business arising from previous meeting</i></p> <p>Members noted that all actions from the previous meetings are complete.</p> <p>Members were advised that the RI Frequently Asked Questions had been published.</p>
2. Blue Card Update	<p>The Chair spoke to the agenda paper on Blue Card requirements.</p> <p>Members noted that schools are now required to link a religious instructor's blue card to the school, and no changes were requested to the proposed communications to schools/regions.</p>
3. Recording RI Data in OneSchool	<p>The representative for the Fellowship of Independent Evangelical Churches spoke to their agenda paper on recording RI data in OneSchool.</p> <p>Members discussed data discrepancies in schools recording RI consent.</p> <p>The representative for Churches of Christ Queensland tabled the results of a review of one school's RI data recording.</p> <p>The Chair reiterated that while use of the Manage Student Details area of OneSchool was not mandated, the new school-based RI class list capability is only functional if consent is recorded there. As most members were aware, statewide reports are also generated from this area and caveats/explanatory notes are used when that data is shared.</p> <p>The Chair confirmed that a review would be undertaken at a sample of 6 to 10 schools to determine their processes for recording RI consent, and members suggested some schools for possible inclusion in the review.</p> <p>A20220622:01: Provide an outline/scope of the proposed recording RI consent review to members.</p>

4. Revised RI section in <i>Application for student enrolment</i> form and associated documents	<p>The representative for the Fellowship of Independent Evangelical Churches spoke to their agenda paper on the revised RI section of the enrolment form. The Chair advised that the RI section could be revisited as part of the next scheduled review of the enrolment form (in 2023-24).</p> <p>The Chair offered to raise the possibility of an earlier review with the ADG SSO, however the representative for the Fellowship of Independent Evangelical Churches indicated that the ADG SSO had previously advised such a review was not planned.</p> <p>Some members indicated they were seeking to meet with the Director-General, and the Chair advised that they should contact the Director-General's office (in writing) to arrange that.</p>
5. School communications for recording RI consent	<p>Members were invited to comment on proposed communications emailed to them on 16 June 2022.</p> <p>Members indicated a preference to not proceed with communications relating to recording consent for RI at this time, so they can be informed by findings from the review (referred to in Item 3).</p> <p>As part of enrolment-related communications (to be distributed at the start of Term 3), schools will be reminded of the mandatory nature of the RI section and advised to follow up with parents if that section is incomplete.</p>
6. RI Sector update	The representative for the Fellowship of Independent Evangelical Churches confirmed that there were no further updates from the RI Sector.
7. Other business	<p><u>Updated Newsletter, website and parent handbook supporting document</u></p> <p>Members proposed some changes to the updated draft document that was emailed to members on 14 June 2022.</p> <p>The department extended the timeframe for feedback until 1 July.</p> <p>A20220622:02: Provide any further written feedback on the updated draft <i>Newsletter, website and parent handbook</i> document.</p>
8. Meeting close	<p>The Chair thanked members for their contributions.</p> <p>Meeting closed: 3:35pm</p> <p>Next meeting: 31 August 2022</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions
D20220622:01	Minutes of the 16 March 2022 meeting were accepted.

Action Item number	Actions	Lead action officer/ branch	Due date
A20220622:01	Provide an outline/scope of the proposed recording RI consent review to members.	Secretariat	Prior to Meeting 3 2022
A20220622:02	Provide any further written feedback on the updated draft <i>Newsletter, website and parent handbook</i> document.	Members	By 1 July 2022

These minutes are a public record. However, the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Minutes

Religious Instruction Quality Assurance advisory group – Term 3 2020

Date/time: 19 August 2020
2:30 – 3:50PM

Location: Online – via Zoom

Chair: Margaret Gurney, Assistant Director – General, State Schools - Operations (SSO)

Secretariat: Cicely Milne, A/Principal Policy Officer (SSO)

Attendees:

Religious Instruction Quality Assurance (RIQA) advisory group members

Acts 2 Alliance [REDACTED] Anglican Province of Queensland and Anglican Schools Commission [REDACTED] Apostolic Church of Australia – Acts Global Churches [REDACTED] Australian Christian Churches (proxy [REDACTED]) Baha'i Community – Queensland Training Institute Board [REDACTED] Buddhist Council of QLD Inc. [REDACTED] Buddhist Education Services for Schools [REDACTED] Churches of Christ Queensland (proxy [REDACTED]) Corporation of the Roman Catholic Bishops of Queensland [REDACTED] Fellowship of Independent Evangelical Churches [REDACTED] Hillsong Church [REDACTED] Islamic Council of Qld [REDACTED] Presbyterian Church of Queensland [REDACTED] Queensland Baptists [REDACTED] Queensland Jewish Board of Deputies [REDACTED] The Gideons International Australia [REDACTED] Uniting Church in Australia – Queensland Synod [REDACTED]

Observers/Guests: A/Director, SSO (Katrina Clarry), Principal Policy Officer, SSO (Stephanie Bull), Blue Card Services (Sarah Jane Robertson), Blue Card Services (Sharon Herron), Blue Card Services (Ruth McCabe)

Apologies: Churches of Christ Queensland [REDACTED], Australian Christian Churches [REDACTED] Lutheran Church Queensland [REDACTED]

Agenda item	Speaking points
1. Meeting opening <ul style="list-style-type: none"> Welcome and apologies Previous minutes Business arising 	<p>The Chair welcomed attendees. Apologies were noted.</p> <p>The Chair thanked members for making themselves available for the meeting through Zoom.</p> <p>D2020819:01: Minutes of the 20 May 2020 meeting were accepted.</p> <p>Action items from the previous meeting were noted as complete:</p> <ul style="list-style-type: none"> A20200520:01 (<i>Explore revised timing for the new enrolment form's release</i>) <p>RIQA members were advised via email on 15 July 2020 that the release of the enrolment form will be revisited in late 2020.</p> <p>The Chair again acknowledged the work and dedication of members in making amendments to the enrolment form.</p> <ul style="list-style-type: none"> A20200520:02 (<i>Share information about the resumption of religious instruction with regional officers</i>) <p>Communications to regions and schools regarding resumption of religious instruction were circulated by the department on 1 June 2020.</p> <ul style="list-style-type: none"> A20200520:03 (<i>Deliver a presentation about a faith group's religious instruction program/s</i>) <p>The Islamic Council of Queensland representative provided a presentation as part of item 9.</p>

	<ul style="list-style-type: none"> A20200520:04 (<i>Chair to consider hosting an out of session meeting with a representative group of RIQA members</i>) <p>The Chair noted that, due to the COVID-19 restrictions and increased workload, no out of session meetings with a representative group of RIQA members had occurred. However, it was confirmed that other communications with members had taken place as required, and that future opportunities to meet with the Chair will arise.</p>
2. Blue card “No Card, No Start” update	Representatives from Blue Card Services presented to the group on upcoming changes to blue card requirements, which were implemented on 31 August 2020.
3. Revised Application for student enrolment form	<p>The Buddhist Education Services for Schools representative tabled a paper regarding the delayed release of the Application for student enrolment form (version 8).</p> <p>The Chair confirmed the department's commitment to the release of the revised enrolment form. However, a date for its publication, as well as the release of the associated supporting RI documents that were developed in consultation with RIQA, is not yet available due to emergent issues taking precedence as a result of COVID-19. The Chair provided assurance to members that these items will proceed for publication when possible and that members will be advised of progress as it occurs.</p> <p>The extensive work of RIQA members in their review of the enrolment form, including the development of associated supporting RI documents, was acknowledged and commended by the Chair.</p>
4. RI website review update	The department's RI school website review is currently underway. Schools continue to access the School Website / Newsletter / Parent Handbook document for recommended text, however they may choose to provide RI information in other formats if it complies with the RI policy statement requirements.
5. School websites	<p>The Fellowship of Independent Evangelical Churches representative tabled a paper regarding RI content on state school websites. It was noted that the Queensland Christian RI Network (QCRIN) is finalising its own review of RI content on state school websites to ensure policy compliance. Results of the audit will be shared with the group.</p> <p>Members were advised that the department's review of the RI section on all state school websites will be finalised in time for the next RIQA meeting, scheduled for 18 November 2020. Upon finalisation of the website review, work will commence with each regional office to update identified school sites to ensure policy compliance.</p> <p>It was confirmed that the department's School Website/Newsletter/Parent Handbook document has been provided to the regions and schools, and that it is also accessible via the department's website.</p> <p>A20200819:01 Shared with members communications sent to Regional Directors regarding the RI website review.</p>
6. COVID-safe resumption of RI	<p>The Fellowship of Independent Evangelical Churches representative tabled a paper regarding the resumption of RI at schools following the COVID-19 pandemic.</p> <p>Discussion took place around whether any updates to the COVID-19 Operating Guidelines for Queensland State Schools could be sent to RIQA members.</p> <p>The Chair confirmed that no recent changes had been made to the Guidelines that would be of any impact to the delivery of RI in schools. Members will be advised of any changes that could impact RI delivery as required.</p>

	A20200819:02 Share any changes to the COVID-19 operating guidelines for Queensland state schools that may impact upon RI delivery in schools with RIQA members.
7. RI statistics	<p>The Fellowship of Independent Evangelical Churches representative tabled a paper regarding RI statistics provided through RTI or administrative release.</p> <p>A view was voiced that information provided by the department under a recent administrative release to an external stakeholder regarding RI statistics, was incomplete due to schools storing RI data in different locations. The text that had previously been agreed to by RIQA members was provided to the stakeholder with the data and addresses this issue. Members discussed the possible scenario of data being incorrectly taken out of context by the recipient if preamble wording, provided by the department to give contextual information, was removed from data or lost.</p> <p>s47(3)(a) - Legal Professional Privilege</p>
8. Recording of RI consent in OneSchool	<p>The Fellowship of Independent Evangelical Churches representative tabled a paper regarding the recording of RI consent in OneSchool.</p> <p>Discussion took place around how schools currently utilise OneSchool and how RI consent is entered into OneSchool. There is concern amongst members that some schools that choose to record RI consent in the 'Permissions' area of OneSchool may be entering an 'end date' in this section, which consequently removes RI consent for the child after that inputted end date.</p> <p>A20200819:04 Send a communication to schools advising of how to remove end dates in the Permissions area of OneSchool.</p>
9. Other business	<p>Representative of the Islamic Council of Queensland delivered a presentation on the teachings of Islam and the way in which Muslim values and beliefs relate to everyday life and the broader community.</p> <p>The Buddhist Council of Qld Inc. will present at the next meeting.</p>
10. Meeting finalisation	<p>Forward agenda items:</p> <ul style="list-style-type: none"> Group member presentation – Buddhist Council of Qld Inc. Proposed 2021 meeting dates <p>The Chair thanked members for their contributions.</p> <p>Meeting closed: 3:50pm</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions		
D20200819:01	Minutes of the 20 May 2020 meeting were accepted.		
Action Item number	Actions	Lead action officer/ branch	Due date
A20200819:01	Share with members communications sent to Regional Directors regarding the RI website review.	Chair	28 August 2020 (completed)
A20200819:02	Share any changes to the COVID-19 operating guidelines for Queensland state schools that	Chair	Ongoing

	may impact RI delivery in schools with members		
s47(3)(a) - Legal Professional Privilege			
<u>A20200819:04</u>	Send a communication to schools advising of how to remove end dates in the Permissions area of OneSchool.	Chair	30 September 2020

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Released under the RTI Act by DoE

Minutes

Religious Instruction Quality Assurance advisory group – Term 2 2020

Date/time: Wednesday 20 May 2020
2:30 – 3.50PM

Location: Online – via Skype for Business

Chair: Margaret Gurney, A/ADG SSO

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Attendees:

Religious Instruction Quality Assurance (RIQA) advisory group members

Acts 2 Alliance [REDACTED] Anglican Province of Queensland and Anglican Schools Commission [REDACTED] Apostolic Church of Australia – Acts Global Churches [REDACTED] Australian Christian Churches (proxy [REDACTED]) Baha'i community – Queensland Training Institute Board [REDACTED] Buddhist Council of Qld Inc. [REDACTED] Buddhist Education Services for Schools [REDACTED] Corporation of the Roman Catholic Bishops of Queensland [REDACTED] Fellowship of Independent Evangelical Churches [REDACTED] Hillsong Church [REDACTED] Presbyterian Church of Queensland [REDACTED] Queensland Baptists [REDACTED] Uniting Church in Australia – Queensland Synod [REDACTED]

Observers/Guests: Director, SSO (Becky Walsh)

Apologies: Australian Christian Churches [REDACTED] The Gideons International Australia [REDACTED] Churches of Christ Queensland [REDACTED] Islamic Council of Qld [REDACTED] Lutheran Church Queensland [REDACTED] Queensland Jewish Board of Deputies [REDACTED]

Agenda item	Speaking points
1. Meeting opening <ul style="list-style-type: none"> Welcome, intros and apologies Previous minutes Business arising 	<p>The Chair welcomed attendees. Apologies were noted.</p> <p>The Chair thanked members for making themselves available for the meeting through Skype, and confirmed the meeting will be used as a meet-and-greet. Forward agenda items from the previous meeting will be held over until the Term 3 meeting.</p> <p>D20200520:01: Minutes of the 26 February 2020 meeting were accepted.</p> <p>Action items from the previous meeting were noted as complete:</p> <ul style="list-style-type: none"> A20200226:01 <i>Circulate the 2020 Back to School communications about RI to members</i> Circulated with the previous meeting minutes on 17 April 2020. A20200226:02 <i>Advise RIQA members about the release of the new enrolment form, and share communications to be sent to schools</i> Communications to schools were circulated with the previous meeting minutes on 17 April 2020. Members were aware of the subsequent delayed release of the new enrolment form, linked to the impact of COVID-19. <p>A20200520:01 Explore revised timing for the new enrolment form's release.</p> <ul style="list-style-type: none"> A20200226:03 <i>Provide an electronic copy of the Best Practice Framework presentation to members</i> Circulated with the previous meeting minutes on 17 April 2020. <p><u>Resumption of RI</u></p> <p>The Chair noted that earlier this year, due to COVID-19, Queensland faith groups decided to temporarily cease the delivery of RI in state schools.</p>

	<p>With students from all year levels returning to school from 25 May, schools have received guidance about the health and safety measures that should be observed to limit the transmission of COVID-19.</p> <p>RI coordinators/instructors should contact their school/s to discuss the resumption of RI delivery and to receive information about the health and safety measures in place at the school that they will need to follow.</p> <p>Religious instructors who are ill should not enter school sites.</p> <p>It is recognised that some religious instructors may be people who are vulnerable to COVID-19 and that they may make a personal decision not to resume delivering RI at this time.</p> <p>A20200520:02: Share information about the resumption of Religious Instruction with regional offices.</p>
2. Introduction of members	<p>The Chair shared information about her personal and professional background.</p> <p>Members spoke about their background, role/s and faith group.</p>
3. Best Practice Framework for RI and quality assurance for RI sector	<p>The Hillsong Church representative provided information about the history of the Best Practice Framework for RI, including about the reviews of RI program materials being led by the Queensland University of Technology and published on the Multi-Faiths group's website.</p>
4. Meeting finalisation	<p>Forward agenda items:</p> <ul style="list-style-type: none"> Group member presentation (presenter for Term 3 to be determined prior to the meeting) OneSchool enhancements presentation <p>With respect to OneSchool enhancements, there was some discussion about their scope and if this item could be brought forward. It was confirmed that the enhancements have been completed, and that their release was linked to that of the new enrolment form.</p> <p>The Hillsong Church and Presbyterian Church of Queensland representatives suggested that the Chair meet a representative group of RIQA members prior to the Term 3 meeting.</p> <p>A20200520:03 At the Term 4 meeting, Buddhist Council of Qld Inc representative to deliver a presentation about the faith group's religious instruction program/s.</p> <p>A20200520:04 Consider hosting an out of session meeting with a representative group of RIQA members.</p> <p>Next meeting: 19 August 2020</p> <p>The Chair thanked members for their contributions.</p> <p>Meeting closed: 3:50 PM</p>

A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions		
<u>D20200520:01</u>	Minutes of the 26 February 2020 meeting were accepted.		
Action Item number	Actions	Lead action officer/ branch	Due date
<u>A20200520:01</u>	Explore revised timing for the new enrolment form's release.	Chair	ASAP
<u>A20200520:02</u>	Share information about the resumption of Religious Instruction with regional offices.	Chair	ASAP

<u>A20200520:03</u>	Deliver a presentation about the faith group's religious instruction program/s.	Buddhist Council of Qld Inc. representative	Term 4 2020 meeting
<u>A20200520:04</u>	Chair to consider hosting an out of session meeting with a representative group of RIQA members.	Chair	June-July 2020

These minutes are a public record. However the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Released under the RTI Act by DoE

Minutes

Religious Instruction Quality Assurance advisory group – Term 1 2020

Date/time: Wednesday 26 February 2020
2:35 – 4:10 PM

Location: Floor 12 Boardroom, Education House, 30 Mary Street, Brisbane

Chair: Danielle McAllister, A/ADG SSO

Secretariat: Cicely Milne, A/Principal Policy Officer, SSO

Attendees:

Religious Instruction Quality Assurance (RIQA) advisory group members

Acts 2 Alliance (s47(3)(b) - Contrary to the Public Interest) Anglican Province of Queensland and Anglican Schools Commission (s47(3)(b) - Contrary to the Public Interest) Apostolic Church of Australia – Acts Global Churches (s47(3)(b) - Contrary to the Public Interest) Australian Christian Churches (proxy (s47(3)(b) - Contrary to the Public Interest) Baha'i community – Queensland Training Institute Board (s47(3)(b) - Contrary to the Public Interest) Buddhist Council of Qld Inc. (s47(3)(b) - Contrary to the Public Interest) Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest) Corporation of the Roman Catholic Bishops of Queensland (s47(3)(b) - Contrary to the Public Interest) Hillsong Church (s47(3)(b) - Contrary to the Public Interest) Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest) Queensland Baptist Union (s47(3)(b) - Contrary to the Public Interest) International Australia (s47(3)(b) - Contrary to the Public Interest) in Australia – Queensland (s47(3)(b) - Contrary to the Public Interest)

Observers/Guests: Director, State Schools (s47(3)(b) - Contrary to the Public Interest)

Apologies: Australian Christian Churches (s47(3)(b) - Contrary to the Public Interest) Churches of Christ Queensland (s47(3)(b) - Contrary to the Public Interest) Islamic Council of Qld (s47(3)(b) - Contrary to the Public Interest) Meran Church Queensland (s47(3)(b) - Contrary to the Public Interest) Jewish Board of Deputies (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Speaking points
1. Meeting opening <ul style="list-style-type: none"> Welcome, intros and apologies Previous minutes Business arising 	<p>The Chair welcomed attendees. Apologies were noted.</p> <p>The Chair thanked members for their messages of condolence following the passing of the former Chair and Assistant Director-General for State Schools – Operations, Mr Bevan Brennan. The Chair spoke of Bevan's contribution to the department and schools across the state, and his belief that every child needs a champion. A state schools Showcase Award will be named in his honour. Members remembered Bevan fondly and consider him to be an example of a true 'public servant'.</p> <p>D20200226:01: Minutes of the 20 November 2019 meeting were accepted.</p> <p>Action items from the previous meeting were noted as complete:</p> <ul style="list-style-type: none"> A20191120:01 <i>RIQA members to be informed about how the department might respond if asked about the state-wide cooperative arrangement between RI providers.</i> <p>Becky Walsh had been liaising with (s47(3)(b) - Contrary to the Public Interest) regarding the arrangement. The faith groups may give consideration to the inclusion of an addendum that lists the RI programs approved for delivery.</p> <p>The Chair indicated that the department does not generally comment on documents produced by third parties. The department sees this document as providing guidance to faith group members about the commitment of the signatories to work together to deliver RI in Queensland state schools.</p>

	<ul style="list-style-type: none"> A20191120:02 <i>RIQA members to be advised about the timing of the release of the enrolment form to allow sufficient time for the RI community to be informed.</i> <p>Members were advised that the release of the enrolment form is expected to occur in the 2nd week of March 2020.</p> <p>This item is also addressed in item 2.</p> <ul style="list-style-type: none"> A20191120:03 <i>Circulate updated communications about RI to members.</i> <p>The communications were circulated in December 2019.</p> <p><u>A20200226:01</u>: Circulate the 2020 Back to School communications about RI to members.</p>
2. Application for Student Enrolment form & RI supporting documents - Update	<p>Also addressed in item 1.</p> <p>OneSchool enhancements are on track to coincide with the release of the new form in mid-March 2020.</p> <p>A range of communications have been developed to inform schools and stakeholders about the release of the new form and associated RI supporting documents.</p> <p><u>A20200226:02</u> Advise RIQA members about the release of the new enrolment form, and share communications to be sent to schools.</p>
3. Annual review of Terms of Reference	<p>Members considered the proposed updates to the Terms of Reference, including references to the department's current Strategic Plan, and minor changes to the role of the Chair and Secretariat.</p> <p><u>D20200226:02</u>: RIQA Advisory Group Terms of Reference for 2020 were accepted.</p>
4. Group member presentation – Baha'i Community	<p>The Baha'i Community – Queensland Training Institute Board representative delivered a presentation providing an overview of Baha'i, including beliefs, teaching materials and programs.</p> <p>If they have yet to do so, members were invited to consider making a presentation about the RI programs offered by their faith group at the next meeting.</p>
5. Best Practice Framework for RI and quality assurance for RI sector	<p>The Hillsong Church representative delivered a presentation about RI delivery standards, instructor training, program material reviews and a complaints management process.</p> <p>Some discussion occurred regarding complaint management timeframes and feedback loops.</p> <p>The Chair suggested that the department's Customer complaints management framework, policy and/or procedure may be useful in further developing the complaints management framework.</p> <p><u>A20200226:03</u> Provide an electronic copy of the Best Practice Framework presentation to members.</p>
6. Other business	<p>No items of other business were presented.</p>
7. Meeting finalisation	<p>Next meeting: 20 May 2020.</p> <p>Forward agenda items:</p> <ul style="list-style-type: none"> Group member presentation (presenter to be determined prior to the meeting) OneSchool enhancements presentation

	<p>The Chair thanked all members for their contributions.</p> <p>Meeting closed: 4:10PM</p>
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A summary of decisions and actions from this meeting is provided below:

Decision Item number	Decisions		
<u>D20200226:01</u>	Minutes of the 20 November 2019 meeting were accepted.		
<u>D20200226:02</u>	RIQA Advisory Group Terms of Reference for 2020 were accepted.		
Action Item number	Actions	Lead action officer/ branch	Due date
<u>A20200226:01</u>	Circulate the 2020 Back to School communications about RI to members.	Secretariat	With Minutes
<u>A20200226:02</u>	Advise RIQA members about the release of the new enrolment form, and share communications to be sent to schools.	Secretariat	When release occurs
<u>A20200226:03</u>	Provide an electronic copy of the Best Practice Framework presentation to members.	Secretariat	With Minutes

These minutes are a public record. However the Department of Education (DoE) may redact information from the publicly released version of these minutes if DoE intends to claim an exemption from disclosure under the *Right to Information Act 2009*. If such a claim is made by DoE, it will be noted at the relevant part of these minutes.

Record of Meeting with Religious Instruction Quality Assurance Advisory Group representatives

Date/time: Thursday 17 December 2020; 9:30am – 10:50am

Location: Education House

Attendees: Religious Instruction Quality Assurance (RIQA) advisory group representatives: Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Hillsong Church (s47(3)(b) - Contrary to the Public Interest), Islamic Council of Qld (s47(3)(b) - Contrary to the Public Interest), Presbyterian Church of Queensland (s47(3)(b) - Contrary to the Public Interest)

Department of Education (DoE): A/Executive Director, State Schools – Operations (SSO) (Becky Walsh); A/Principal Policy Officer SSO (Megan Sully)

Agenda item	Discussion/Actions
2021 Bulletin Board message	<p>A/ED SSO shared the updated Bulletin Board message discussed at the 30 November 2020 RIQA meeting that addressed the following action items:</p> <ul style="list-style-type: none"> A20201130:08: Provide advice to schools that information about several RI programs is available on the Queensland Multi-Faiths RI Peak Body Network website. A20201130:10: Include advice to schools about providing class lists to RI instructors in the 2021 back to school messaging. <p>The message will be published in mid-January 2021 prior to the Deputy Director-General, State Schools Back to School communication being sent to all state schools.</p> <p>A20201217:01: Send updated Bulletin Board message to RIQA members for sharing with RI coordinators / instructors as appropriate.</p> <p>A20201217:02: Send copy of Bulletin Board message (and its URL) to RIQA members when published.</p>
RI website review	<p>Discussion occurred about the criteria used in the DoE review of school websites and process for following up with schools, via regions, that will be undertaken in the next phase.</p> <p>RIQA representatives expressed their satisfaction with all aspects of the DoE website review.</p> <p>Christian RI Network members shared the criteria used in their review of school websites – addressing the following action item from the 30 November 2020 RIQA meeting:</p> <ul style="list-style-type: none"> A20201130:04: Christian RI Network member to share with the department the criteria used to examine RI content on state school websites. <p>A20201217:03: Send Christian RI Network website review criteria to RIQA members.</p>
Publication of RI data	<p>Discussion occurred about the content of the contextual information (preamble) proposed for inclusion with the release of RI data.</p> <p>The members redrafted and agreed on the revised wording – addressing the following action item from the 30 November 2020 RIQA meeting:</p> <ul style="list-style-type: none"> A20201130:05: Expand the proposed contextual information (preamble) to mitigate the risk of people interpreting the data as being the result of a census. <p>A20201217:04: Send reworded preamble to RIQA members.</p>

A summary of actions is provided below:

Action Item	Actions	Due date
A20201217:01	Send updated Bulletin Board message to RIQA members for sharing with RI coordinators / instructors as appropriate.	With the Record of Meeting Complete
A20201217:02	Send copy of Bulletin Board message (and its URL) to RIQA members when published.	With the Record of Meeting Complete
A20201217:03	Send Christian RI Network website review criteria to RIQA members.	With the Record of Meeting Complete
A20201217:04	Send reworded preamble to RIQA members.	With the Record of Meeting Complete

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Record of Meeting with Religious Instruction Quality Assurance (RIQA) Advisory Group representatives

Date/time: Thursday 15 April 2021; 9:30am – 10:30pm

Location: Education House

Attendees: Religious Instruction Quality Assurance (RIQA) advisory group representatives: Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest) Hillsong Church (s47(3)(b) - Contrary to the Public Interest) Islamic Council of Qld (s47(3)(b) - Contrary to the Public Interest)

Department of Education (DoE): Director, State Schools – Operations (SSO) (Becky Walsh); Manager SSO (Melissa Borzellega)

Apologies: Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest) Presbyterian Church of Queensland (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Discussion/Actions
Welcome	<ul style="list-style-type: none"> Welcome to Country Acknowledge apologies
Information and consent form – religious instruction and other instruction template	<ul style="list-style-type: none"> Representatives reviewed the changes to the document and were all in support of the changes made to combining the now redundant <i>Seeking additional information from parents about religious instruction and other instruction participation</i> template with the <i>Information and consent form – religious instruction and other instruction</i> template. Representatives agreed that this template was ready to be discussed with the broader RIQA group members for feedback.
Religious instruction and other instruction allocation process (including flowchart)	<ul style="list-style-type: none"> Representatives suggested the changes below to the flowchart and narrative. <ul style="list-style-type: none"> Add the word 'RI program' i.e. religion nominated/RI program Move the last sentence in the flowchart 'The original allocation remains in effect...' into the Allocation box of the flowchart and make this in bold font. Add reference to other places where parent consent may be recorded (e.g. Permissions) in the Allocation box. Separate the process and sentence - 'If parent consent information is incomplete or if a parent's preferred RI program is not available'. Add schools are to contact the parent if the consent information in the Enrolment form is incomplete. If a parent's preferred RI program is not available, schools may choose to contact the parent. <p>A20210415:01: (s47(3)(b) - Contrary to the Public Interest) to email SSO the tracked changes to the Information consent form and flowchart.</p> <p>A20210415:02: SSO to make changes to the flowchart and circulate to representatives.</p>
Close	No further out-of-session meetings required. The updated templates will be tabled at the next RIQA meeting for feedback.

A summary of actions is provided below:

Action Item	Actions	Due date
A20210415:01	(s47(3)(b) - Contrary to the Public Interest) to email SSO the two new dot points for the flowchart.	15 April 2021
A20210415:02	SSO to make changes to the flowchart and circulate to representatives.	30 April 2021

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Record of Meeting with Religious Instruction Quality Assurance Advisory (RIQA) Group representatives

Date/time: Thursday 11 March 2021; 11am – 12pm

Location: Education House

Attendees: Religious Instruction Quality Assurance (RIQA) advisory group representatives: Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest) Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest) Islamic Council of Qld (s47(3)(b) - Contrary to the Public Interest) Presbyterian Church of Queensland (s47(3)(b) - Contrary to the Public Interest)

Department of Education (DoE): Director, State Schools – Operations (SSO) (Becky Walsh); Manager SSO (Melissa Borzellega)

Apologies: Hillson Church (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Discussion/Actions
Welcome	<ul style="list-style-type: none"> Welcome to Country Given the RI changes to the enrolment v8 form and the 3 supporting documents previously supported by RIQA in 2019 will no longer be published as part of the enrolment v8 release, SSO reviewed the 3 supporting documents to determine how they could still be of use. SSO provided the revised supporting documents to representatives for discussion.
Religious instruction and other instruction allocation process (including flowchart)	<ul style="list-style-type: none"> Representatives reviewed the changes to the RI and other instruction allocation process flowchart. Support was provided for the changes. A hyperlink will be added in the flowchart to the <i>Seeking additional information from parents about RI and other instruction participation</i> template. It was emphasised that it will not be mandated for schools to contact parents for further information. The template form is available if schools wish to use it. <p>A20210311:01 Insert the hyperlink to the <i>Seeking additional information from parents about RI and other instruction participation</i> template in the flowchart and circulate to representatives.</p>
Seeking additional information from parents about religious instruction and other instruction participation template	<ul style="list-style-type: none"> Representatives reviewed the changes to the document and noted that the word 'Optional' was deleted from the beginning of the template name as per RIQA members request. Following discussion, members supported the modification of the sign and return slip to reflect the list of RI programs available at the school for schools to delete/add to as appropriate. <p>A20210311:02 Update <i>Seeking additional information from parents about religious instruction and other instruction participation</i> template and circulate to representatives.</p>
Information and consent form – religious instruction and other instruction template	<ul style="list-style-type: none"> Support was provided to modify the sign and return slip layout to reflect the list of RI programs available at the school. It was noted the word 'Optional' and reference to Access Ministries would be deleted as per RIQA members request. <p>A20210311:03 Update <i>Information and consent form – religious instruction and other instruction</i> template and provide to RIQA representatives for feedback.</p>
2021 Back to School Bulletin Board	<ul style="list-style-type: none"> Representatives discussed the Back to School Bulletin Board (published 18 January) that has been shared by some RI coordinators with schools. <p>A20210311:04 Activate hyperlinks in the PDF copy of the Back to School Bulletin Board message and send to (all) RIQA members.</p>

A summary of actions is provided below:

Action Item	Actions	Due date
A20210311:01	Insert the hyperlink to the <i>Seeking additional information from parents about RI and other instruction participation</i> template in the flowchart and circulate to representatives.	Complete

A20210311:02	Update <i>Seeking additional information from parents about religious instruction and other instruction participation</i> template and circulate to representatives.	Complete
A20210311:03	Update <i>Information and consent form – religious instruction and other instruction</i> template and provide to RIQA representatives for feedback.	Complete
A20210311:04	Activate hyperlinks in the PDF copy of the Back to School Bulletin Board message and send to (all) RIQA members.	Complete

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Released under the RTI Act by DoE

Record of Meeting with Religious Instruction Quality Assurance (RIQA) Advisory Group representatives

Date/time: Thursday 25 March 2021; 9:30am – 10:30pm

Location: Education House

Attendees: Religious Instruction Quality Assurance (RIQA) advisory group representatives: Buddhist Education Services for Schools (s47(3)(b) - Contrary to the Public Interest), Fellowship of Independent Evangelical Churches (s47(3)(b) - Contrary to the Public Interest), Islamic Council of Qld (s47(3)(b) - Contrary to the Public Interest), Presbyterian Church of Queensland (s47(3)(b) - Contrary to the Public Interest)

Department of Education (DoE): Director, State Schools – Operations (SSO) (Becky Walsh); Manager SSO (Melissa Borzellega)

Apologies: Hillson Church (s47(3)(b) - Contrary to the Public Interest)

Agenda item	Discussion/Actions
Welcome	<ul style="list-style-type: none"> Welcome to Country
Seeking additional information from parents about religious instruction and other instruction participation template	<ul style="list-style-type: none"> Representatives reviewed the changes to the document and were all in support of the changes made. In particular they were supportive of: <ul style="list-style-type: none"> the new sign and return slip at the bottom of the page to reflect the list of RI programs available at the school the option for schools to delete/add programs inclusion of the school website link to the current RI program info.
Information and consent form – religious instruction and other instruction template	<ul style="list-style-type: none"> Representatives recommended the table on the 1st page outlining the arrangements for the programs, name of the RI program and delivery details be deleted. This information would be available on the school's website, and this will help reduce school staff workload. They supported the new sign and return slip. Given the RI changes to the enrolment form v8 are not proceeding at this time, the original <i>Seeking additional information</i> form is now redundant. To avoid unnecessary duplication and possible confusion for school staff, it was suggested that the <i>Information and consent form</i> and the <i>Seeking additional information</i> forms be combined. <p>A20210325:01: SSO to combine the <i>Information and consent form</i> and the <i>Seeking additional information form</i> into one document and circulate to representatives.</p>
Religious instruction and other instruction allocation process (including flowchart)	<ul style="list-style-type: none"> The representatives suggested that the flowchart be expanded to include the process to record RI information according to the enrolment form, <i>Information and consent form</i>, or other written instructions, and to allocate students to RI. <ul style="list-style-type: none"> The word 'program' is to be added e.g. religion/program nominated The word record / recoding to be added to the title of the document & flowchart. The box 'other written instruction' to be moved to appear between the 'blank' and 'no selected' box Consideration to be given to the additional (3) flowchart boxes suggested by the representatives at the top of the flowchart's page. Consideration to given to deleting the last dot point at the end of the flowchart page and incorporating the representatives suggested two new dot points. <p>A20210325:02: (s47(3)(b) - Contrary to the Public Interest) to email SSO the two new dot points for the flowchart.</p> <p>A20210325:03: SSO to make changes to the flowchart and circulate to representatives.</p>
Close	Next meeting: Thursday 15 April 2021 9:30am to 10:30am

A summary of actions is provided below:

Action Item	Actions	Due date
A20210325:01	SSO to combine the Information and consent form and the seeking additional information form into one document and circulate to representatives.	9 April 2021
A20210325:02	(s47(3)(b) - Contrary to the Public Interest) to email SSO the two new dot points for the flowchart.	29 March 2021

A20210325:03	SSO to make changes to the flowchart and circulate to representatives.	9 April 2021
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Released under the RTI Act by DoE