ACTION ITEMS	START DATE	DUE DATE	STATUS	DETAILED DESCRIPTION
Conduct a minimum of 4 CLA Council Meetings annually	June 2022	September 2023	Work-In-Progress	**Council Meeting held on:** - 3rd March 2023 (Melbourne) - Thursday, April 27, 2023 (Virtual) - Friday, July 7, 2023 (AGM) - Friday, September 22, 2023 (See Meeting Papers) **Next CLA Council Meetings planned for:** - December 2023 virtual
Meet with State Association Committees as required a minimum of twice a year	June 2022	September 2023	Work-In-Progress	Met with NT, TAS, QLD and WA via phone in March 2023 Met with CLV in March 2023 Met with ACT in April 2023 Met with SA in April 2023 Met with NSWFCLS in April 2023 Met with SA in May 2023 (National Conference Planning Working Party) Met with QLD and ACT in July 2023 Met with NT in September 2023 (Roundtable Discussion) Met with TAS in August 2023
Support for newly established or developing Associations TAS, NT, QLD, WA, ACT	June 2022	September 2023	Ongoing	**Ongoing support:** - Administrative Support - Membership and Data Collection, Database Management System (DMS) - Installation and training in ACT of the DMS - PD programs planned for NT, QLD, TAS and WA - Developed a communication plan (eNewsletter, Social Media Platforms, Google Classroom)
Deliver a minimum of 4 Professional Development sessions as per Needs Analysis Surveys	August 2022	September 2023	Ongoing	See Meeting Paper of CLA Council Meeting held on 22 September 2023 for full list of offered PDs
Assist in promoting the Community Languages Schools Grants Program (Dept of Home Affairs)	June 2022	September 2023	Ongoing	- Assist states in completing their applications
Review audit of resources currently available and update websites	September 2022	September 2023	Work-In-Progress	**LMERC continues to review resources available for community language teachers:** - research on pre-existing resources available - seek advice from experts regarding appropriate resources/ activities - communication with some language schools to understand the exact language or variant being taught - selection of picture books/texts with appropriate level of language - short sentences, repetitive language, not rhyming - suitable for translation - contacting publishers seeking permission to translate, negotiate costs for permission
Assist in implementation of Strategic Plans for each Association QLD, NT, ACT, TAS	June 2022	September 2023	Completed	Strategic Plans 2023 and Beyond - See Attached Paper Sample attached developed for NT
Assist with organisation of State/Territory Conference/Summit Forum face-to-face: NT, TAS, QLD and WA	June 2022	September 2023	Completed	Working parties formed with VIC and SA for upcoming conferences. Supported NSW conference held on 15 April 2023
Facilitate a professional development session in jurisdictions on: - Quality Assurance Framework - Educational Leadership	June 2022	September 2023	Ongoing	See Meeting Paper of CLA Council Meeting held on 22 September 2023 for summary report on the Quality Assurance Framework (Item 6.2)
Shared Knowledge - Continue to support the Working Group to develop shared classroom resources - Form Mentor School Leaders and link to an emerging community school - Through State and Territory, community language associations continue to undertake community awareness programs and outreach programs to community leaders and associations to become ambassadors for CLS	July 2022	September 2023	Work-In-Progress	-- Completed -- Negotiated with University of Sydney - Sydney Institute for Community Languages Education Shared Professional Development and Training Ongoing formation of language-specific networks

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Encourage communities to raise the profile and positively reinforce students who attend through: - Annual National Community Languages Schools Day Programs held in ACT, WA - Recognition at community events - Scholarships and Awards - Homeland visiting programs	June 2022	September 2023	Completed	Each S&T recognised and celebrated NCLS Day with their own activities We received video submissions and are currently assessing next steps to announce a winner
Continue to promote Educational Leaders' Networks in jurisdictions and initiate where they have not commenced - Deliver Education Leaders Professional Development in QLD, NT and TAS - In cooperation with jurisdictions, continue to enhance CLA Website to provide information and links for parents, teachers and students on languages offered. Include the Leadrship program proposal	June 2022	September 2023	Work-In-Progress	Discussions still underway to launch this. Meeting with Dr Maria Gindidis in October to pick up from last discussions and intiatives outlined and to plan a Leadership Course for 2024 with potential launch of the Principals' Network Group
Continue to review all Commonwealth, State and Territory legislation regarding: - Child Safe Standards (New National Standards) - Equal Opportunity - Cyber Safety	June 2022	September 2023	Ongoing	Conducted training for S&Ts such as NSW, SA and VIC Planning trainings for WA, QLD, TAS and NT Review and implementation of new legislations per each jurisdiction School visits conducted in different jurisdictions
Ongoing monitoring and updating the Student Safety and Staff Welfare Manual for CLS	July 2022	September 2023	Ongoing	Reviewed and updated - See updated Manual attached
Conduct workshops in each Jurisdiction to explain local legislation	June 2022	September 2023	Work-In-Progress	Council Members endorsed the formation of a National Child Safety Officers Working Group
Conduct workshops for New Standards with State Child Safety Compliance Officers (via Zoom) as resolved in June 2022 Council Meeting	June 2022	September 2023	Completed	Training delivered and offered by Child Safe & Compliance Officer in different jurisdictions.
Ensure all information is posted on website	June 2022	September 2023	Ongoing	Ongoing
Conduct a minimum of 3 Academic Forums	Septemebr 2022	May 2023	Work-In-Progress	Academic Forums Held on: - 3rd March 2023 - Friday 7 July, 2023 - Friday 22 September, 2023
Continue to negotiate and support the implementation of national standards for accreditation, professional development, and training to meet the various needs and starting points of S&Ts	September 2022	September 2023	Work-In-Progress	- Discussed at March 2023 Academic Forum. - Matrix created of National Accreditation across the S&Ts. - Discussed on a minimum and maximum standards - Continuing to work with jurisdictions on establishing a national set of standards
Monitor and update the *Community Languages Schools: Contributing to Quality Languages Education in Australia – A Statement by Community Languages Australia - The Way Forward*	October 2022	September 2023	Ongoing	Working with all jurisdictions with ongoing support for community language schools
Continue to identify national and local key stakeholder Associations	September 2022	December 2022	Work-In-Progress	List has been developed of all key stakeholders in each association: **National:** - Department of Education: https://www.education.gov.au/ - Australian Primary Principals Association: https://appa.asn.au/ - Australian Secondary Principals Association: https://www.aspa.asn.au/ - Australian Parent Council: https://austparents.edu.au/ - Australian Modern Language Teachers Association: https://mltav.asn.au/ - Federation of Community Council of Australia: https://fecca.org.au/ **Victoria (EXAMPLE):** - Department of Education and Training Victoria: https://www.education.vic.gov.au/ - Victorian Primary Principals Association: https://www.vpa.org.au/ - Victorian Association of State Secondary Principals: https://www.vassp.org.au/ - Victorian Parent Council: https://vicparentscouncil.vic.edu.au/ - Ethnic Community Council of Victoria: https://ecca.org.au/ - Victorian Multicultural Commission: https://www.multiculturalcommission.vic.gov.au/ - Languages & Multicultural Education Resource Centre: https://www.education.vic.gov.au/s - Modern Language Teachers Association Victoria : https://mltav.asn.au/

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Develop partnerships with key stakeholders	October 2022	December 2022	Ongoing	Ongoing
Facilitate at least two forums in at least 4 jurisdictions annually to promote the community language school sector (to be delivered by S&T Associations)	October 2022	September 2023	Completed	We held forums in NT (September 2023), in WA (in August 2023) and ACT (in June 2023) and VIC (in July 2023)
Conduct 1 National Conference	October 2022	September 2023	Completed	Held on 22 and 23 September 2023 facilitated by CLSSA
Assist and facilitate S&T Conference, Summits, Roundtables annually as required	October 2022	September 2023	Completed	As above
Conduct a minimum of 3 Executive Officer Workshops	September 2022	September 2023	Completed	Held Executive Officer Forums in - March 3rd, 2023 - July 2023 - September 2023
Facilitate a minimum of 3 meetings of the Academic Forum to continue the conversation on coordination of languages education programs nationally	September 2022	September 2023	Completed	As above
Initiate meeting with Federal Minister for Education to report on the status of CLS in Australia	October 2022	September 2023	Work-In-Progress	Correspondence sent to Minister on 3 occasions requesting meeting. Awaiting response
Facilitate meetings with State Ministers of Education to report on the status of CLS in Australia	October 2022	September 2023	Work-In-Progress	Meetings held with ACT, VIC, NSW, NT and QLD
Undertake Research: - Current global trends in languages education policy - Changing Face of CLS delivery	September 2022	September 2023	Work-In-Progress	Academic Forum Working Party formed and headed by Dr Maria Gindidis Terms of reference developed for working party
Continue to investigate requirements for ASQA Registration	October 2022	September 2023	Work-In-Progress	Ongoing discussions with VRQA Re-application for extension has been submitted to VRQA Re-assessing the need for ASQA registration
Continue to develop and maintain a list of trainers qualified to deliver the course nationally	October 2022	September 2023	Ongoing	Our list of presenters continuing to provide Professional Development nationally: ● Dr Teresa De Fazio ● Maree Dellora ● Dr Maria Gindidis ● Maria Dikaiou ● Dr Andrea Truckendbrodt ● Lili Cvetlpvoc ● Lidia Faranda ● Megan McLaughlin ● Elizabeth Karakehagias ● Majida Ali ● Tina Isaakidis ● Marilyn Snider ● Sarah Savy ● Helen Shnider ● Heba El-Hakim ● Denise Katiforis ● Alex Di Prinzio ● Ken Cruikshank ● Dr Jing Qi ● Matoula Douvartzides
Continuing to conduct course entry and develop a Foundation Course for potential RTO participants	October 2022	September 2023	Work-In-Progress	Foundation courses delivered in VIC and in NSW Additional Foundation courses being planned.
Form panel of experts to develop a minimum Standards Accreditation to include the following: - Process Application for Accreditation - Eligibility Criteria for Accreditation - Required Documents for Accreditation - Professional Development	October 2022	September 2023	Work-In-Progress	As above
Conduct roundtables with members of Diplomatic and Consular Corps in a minimum of 2 jurisdictions	February 2023	May 2023	Ongoing	Ongoing

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Continue to deliver promotional and communications campaign	June 2022	September 2023	Work-In-Progress	Continue to deliver reminders via CLA News Developed a National Calendar of Events where Associations can add their planned events for better visibility on what other jurisdictions are doing. Completed national promotional campaign around National Community Languages Schools Day: https://communitylanguagesaustralia.org.au/nationalclsday/ S&T Members planned their National CLS Day events at the local level. ● Provided a plan for events at the local level organised by the S&Ts ● Provided a helicopter view of the promotion campaign ● Provided regular reports from S&Ts at Council Meetings ● Provided a report on the S&T Association position and promotion on the National Teachers Awards program on S&T and National level ● Provided a final report in the acquittal reporting process
Revise the current communications plan and strategy	June 2022	September 2023	Work-In-Progress	Social media Facebook page and website are being used Developing a communications social content plan
In cooperation with State and Territory Associations conduct ethnic media conferences	June 2022	September 2023	Work-In-Progress	
In partnership with SBS, develop criteria of competition and process for delivery including: - Appointing an SBS Competition Coordinator - Promoting competition to State and Territory Associations	October 2022	September 2023	Work-In-Progress	Follow-up meeting held in June 2023 with SBS to discuss the National Community Languages Competition. Awaiting further information from SBS
Ensure Community Languages Australia Website is current	June 2022	September 2023	Ongoing	Ongoing revisions and changes are being made to CLA website
Provide regular information on National and State activities, resources, PD and training and provide links and articles on the international and national discussion on languages education and cultural maintenance debates and discussions	June 2022	September 2023	Ongoing	Negotiated with all S&Ts to share resources and training + a National Calendar of Events (See Latest News: https://communitylanguages.org.au)
Strengthen link to Love of Language Website	June 2022	September 2023	Work-In-Progress	
Introduce a minimum of 3 language ambassadors in each Jurisdiction onto the Website	June 2022	September 2023	Work-In-Progress	
On all websites provide regular information on State and National Forums and Conferences on matters relating to languages education, cultural maintenance, and social cohesion	June 2022	September 2023	Work-In-Progress	Ongoing
Produce survey and negotiate with jurisdictions about required data.	January 2023	September 2023	Ongoing	Ongoing data collection requests
Distribute survey with return date May 2023	January 2023	September 2023	Ongoing	Ongoing data collection requests
Produce and publish Annual Report	January 2023	September 2023	Work-In-Progress	Working on the 2022 Annual Report
Implement the 2022 review of the current Quality Assurance Framework	June 2022	September 2023	Completed	
Produce videos to promote the QAF	October 2022	September 2023	Completed	
Undertake State/Territory workshops – consultations to discuss improving the Framework	October 2022	September 2023	Completed	
Conduct a National Train the Trainer program for delivering professional development on a local level about the QAF	October 2022	September 2023	Completed	
Identify national and local key stakeholder Associations	June 2022	September 2023	Ongoing	We've identified who the Key Stakeholder Associations are
Develop a matrix of key stakeholders, their roles and responsibilities and connectivity to community language schools	October 2022	September 2023	Work-In-Progress	As above
Develop partnerships with key stakeholders	October 2022	September 2023	Work-In-Progress	As above
Assist Associations to conduct State/Territory forums to promote community language school sector to stakeholders	October 2022	September 2023	Work-In-Progress	The Funding Applications that the S&Ts filled out will facilitate this. Awaiting final reports from S&Ts

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Monitor the progress of funding provided to S&Ts to engage with Student Voices Receive interim report Receive final report	June 2022	September 2023	Completed	Monitoring the progress of delivery of the project and reviewing the acquittal reports provided by the S&Ts
Facilitating at least one state/territory Student forum on State and Territory level	June 2022	September 2023	Ongoing	QLD, VIC, SA, WA and NSW have all undertaken some form of Student Voice activity
Undertake an audit of student recognition programs already in place	June 2022	May 2023	Work-In-Progress	In progress
Negotiate access to Year 11 and 12 results with state and territory authorities to provide awards to high achievers	June 2022	September 2023	Work-In-Progress	In progress
Form National Working Party to implement Student Recognition Awards at local, State and territory, and national school levels	June 2022	September 2023	Ongoing	Council discussed and resolved that each S&T would do their own recognition program and any finalists on a state-basis would be recognised at National Conference.
Continue to introduce State and Territory Teachers Awards (WA)	June 2022	September 2023	Ongoing	Council discussed and resolved that each S&T would do their own recognition program and any finalists on a state-basis would be recognised at National Conference.
Implement outcomes of Monash University Research on Student Attitudes	June 2022	September 2023	Ongoing	The Community Languages Australia's Student Voices Research conducted by Monash University is underway. The document is in the editing stage and a progress report will be provided. Discussion with Monash and further planning undertaken following National Conference
Set 2 research projects in partnership with Academic Council	June 2022	September 2023	Ongoing	Newly formed Academic Forum Sub Committee to discuss research projects needs
Produce report and action plan on ongoing research requirements	June 2022	September 2023	Work-In-Progress	As above
Undertake a promotional campaign targeting parents and students	October 2022	September 2023	Work-In-Progress	
Continue to develop templates for use by Community Languages Schools nationally on: - Curriculum - Lesson plans - Assessments and reporting policies - Student reporting	October 2022	September 2023	Ongoing	Continue to develop templates and supporting materials for language schools:
Continue to deliver a professional development program for teachers' / instructors on the use of video conferencing, letter writing and sharing of experiences with schools on local, national, and international levels	October 2022	September 2023	Completed	
Develop discussion paper for community languages schools: *'The benefits of being part of our host schools' activities'*	October 2022	September 2023	Work-In-Progress	
Develop discussion paper in cooperation with Primary, Secondary Principals Associations and Schools Council Organisations: *'The benefits of a hosting a community language school in developing community'*	October 2022	September 2023	Work-In-Progress	
Continue to encourage quarterly meetings between mainstream school and community languages schools, school councils, and management boards.	October 2022	September 2023	Work-In-Progress	
Develop discussion paper 'The benefits of working collaboratively – Language-specific associations'	October 2022	September 2023	Work-In-Progress	
Continue to promote the existing links between language-specific associations and discuss ways of engaging CLS	June 2022	September 2023	Work-In-Progress	Discussions held with the Sydney Institute of Community Language Education
Form a minimum of 4 language-specific associations annually	June 2022	September 2023	Work-In-Progress	
At the National Conference, provide examples of best practices – sharing of resources, expertise, and challenges	June 2022	September 2023	Completed	New Working Party formed for the National Conference in South Australia in September 2023
Continue discussions with State and Territory DET and Multicultural Affairs to discuss opportunities for sharing resources, promotion of hubs and associations in delivering social cohesion	June 2022	September 2023	Work-In-Progress	Discussions held with VMC and Multicultural Affairs ACT and representatives of Multicultural Affairs Queensland and NT and South Australia
Continue to audit the status of curriculum documents available to schools and identify needs	June 2022	September 2023	Ongoing	

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Continue to facilitate a national language-specific circle of curriculum experts to provide professional development on State and Territory levels - What is Curriculum, and how is Curriculum developed? - Australian Curriculum and its importance and relevance to community language schools?	June 2022	September 2023	Ongoing	
Undertake professional development to assist emerging communities and provide mentors to assist	June 2022	September 2023	Ongoing	
Deliver Education and Curriculum Leadership courses as required	June 2022	September 2023	Ongoing	
Continue promoting seminars that speak to *'The elements that create high-achieving schools.'*	June 2022	September 2023	Ongoing	
Prepare Manual "Working with Stakeholders – Best Practices"	September 2022	September 2023	Work-In-Progress	
Continue to deliver Professional Development to CLA Council Members	October 2022	September 2023	Ongoing	Completed the following documents and workshopped with CLA Council Members: - Governance Policy - Conflict of Interest Policy - Code of Conduct Policy - Delegation of Authority Policy Provided Professional Development to Council Members in July 2023 Engaged external experts to review the above governance documents in line with governance best practice
With the assistance of the Languages and Multicultural Education Resource Centre, continue the ongoing national audit of: - Materials - Resources - Professional Development and Training opportunities - Build on 2022 Report	June 2022	September 2023	Ongoing	
Provide a ready reckoner of support for community language schools on the CLA website	October 2022	September 2023	Completed	CLA Website has a Resources page where we add useful resources for Teachers and Students. We will continue to update this page as more resources become available: https://www.communitylanguagesaustralia.org.au/resources/ Find a School on CLA Website: https://www.communitylanguagesaustralia.org.au/findaschool/
Continue to develop Units of Work – Democracy Civics and Citizenship	June 2022	September 2023	Work-In-Progress	Ongoing
Continue developing the Principles of Inclusivity - Develop Units - Develop training package	June 2022	September 2023	Work-In-Progress	Working with Dr Teresa De Fazio
Conduct Student – Parent Forum in 3 jurisdictions *'Being a good Australian citizen and an active global participant.'*	June 2022	September 2023	Work-In-Progress	Ongoing
Continue to promote Three Projects for supporting diversity and harmony - No Names – No Labels Project - Chatterbox - My Town	June 2022	September 2023	Work-In-Progress	
Continue to review CLA- Australian Human Right Commission Program 'Knowing Me, Knowing You' for use in schools	June 2022	September 2023	Work-In-Progress	
Develop strategies for promoting Volunteerism	June 2022	September 2023	Work-In-Progress	
Conduct forums in 4 jurisdictions on the importance of Volunteerism in building civic understanding	June 2022	September 2023	Work-In-Progress	
Continue the work of the working party to provide advice on - Cluster learning via technology – - Delivering professional development online by clusters via Zoom	June 2022	September 2023	Work-In-Progress	Working Party formed in VIC, QLD, NSW
Continue providing professional development on the use of Google classroom – Interaction between groups	October 2022	September 2023	Work-In-Progress	

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Continue working on creating virtual classrooms and working with the national working party of experts to develop models for creating virtual classrooms – e.g., language-specific – on local, national, and international levels	October 2022	September 2023	Work-In-Progress	Ongoing discussions about the new hybrid model of delivery with the intention of negotiating with Departments of Education new forms of blended learning.
As Above	June 2022	September 2023	Work-In-Progress	We are working towards building a page on website of delivered PD sessions as a recording or as a handout. This is a work-in-progress and they would appear on CLA website in the same way as shown here on CLV website: http://www.communitylanguages.org.au/Resources.php For now we have the National Trainings listed here on CLA website: https://communitylanguagesaustralia.org.au/national-training/
Continue to negotiate with State and Territory jurisdictions and associations an annual Professional Development Program	June 2022	September 2023	Work-In-Progress	As above
Undertake the next national audit of professional development needs	June 2022	September 2023	Work-In-Progress	New survey planned and a meta analysis of all past submitted feedback forms
With State and Territory, Associations negotiate the outcome of the Academic Forum concerning minimum standards for professional development	June 2022	September 2023	Work-In-Progress	Discussed at Academic Forum of 3rd March 2023