



Meeting 1 of 2026	To be held in: Staffroom	Wednesday 11 March 2026 at 5pm	Time
	Correspondence provided to members:	➤ <i>Minutes of Meeting No 4 2026</i> ➤ <i>Principal's report</i> ➤ <i>Annual Report</i> ➤ <i>Parent Meeting Proposal</i> ➤ <i>BP progress -will provide via screen at meeting</i> ➤ <i>2025 HR Spend and planned 2026</i> ➤ <i>2026 Preliminary Budget</i> ➤ <i>Membership Terms</i>	
1.0	Chairman to Welcome and Apologies	Jacquie Thompson	
1.1	Meeting to be opened at 5pm.	Jac gave acknowledgement of country. Jac acknowledged the absence of Deb Smith and informed the board that Matt Paki had resigned for work and family reasons	
1.2	Apologies/Absentees.	Daniel Lanyi, Matt Paki,	
1.3	Attendees.	Alisha Joynes, Jacqui Thompson, Maxine Litwin, Jo Hanson, Melissa Stone (invited guest) and Graeme Watson	
1.4	Confirmation of agenda.	Agenda confirmed.	
2.0	Disclosure of Interest.		
2.1			
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting.	Minutes to be reviewed and confirmed.	
4.0	Business Arising from Previous Meeting.		
		• Graeme to send copy of community survey out with minutes	
5.0	Reports and Operational Matters		
5.1	Principal's Report	Graeme presented his report as tabled. Melissa spoke about her role as instructional quality leader and Jac spoke about STEM club.	
6.0	Financial Reports		

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6.1	Annual budget inc One Line Budget Overview	The annual budget was reviewed and noted by the Board. Graeme spoke about the factors influencing the increase in funding despite the reduction of student numbers. Areas for the increase in salary expenditure (including 7% increase in rates and student services support was discussed)	
7.0	Business Plan		
7.1	Review of progress 2025 - 2027	Graeme shared the new online progress document with the board and acknowledged Jaymi Evans for developing this tool. Comet Bay is on track to embed all our strategies and meet our success indicators. Most areas on track in our curriculum targets.	
8.0	Priority Items		
8.1	Annual Report	Annual report was viewed and discussed. Discussion revolved around some of the attendance and behaviour data, while Jo spoke about the alignment of our English programs across the school. The board endorsed the report, pending any queries from Daniel who was absent. Report will be uploaded onto Departments platform, and once approved will be added to our webpage.	
8.2	Human Resource Spending	A break down of the discretionary salary spending was shared. Graeme highlighted increases in student services and Instructional	
8.3	Membership Terms	It was agreed that we did not need to replace Matt as that was an extra position. We will discuss at next meeting if we want to advertise for a new parent. Graeme is waiting to hear back from the City of Rockingham regarding the community position. Melissa Stone was announced as the new staff rep. The board thank Jac for her 6 years on the board and many of those as board chair. Graeme will organise a letter to be co-signed by the new board chair. Melissa was nominated as the board chair and is expected to accept when she joins the board next term, following no other nominations.	
8.4	Parent Meeting proposal	Alisha shared her feedback regarding how best to engage our parents and what data and feedback we may look to collect. We would look to determine the success of the 'during school hours' meeting in terms of parent engagement. Alisha also raised the opportunity of using this to address feedback from previous surveys regarding board profile and parent engagement in decision making.	
9.0	General Business		
9.1	Community Usage Agreements	Netball Courts: • Cricket Nets & Oval: •	

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10.0	Next Meeting		
10.1	Meeting No. 2 of 2026	Wednesday 10 th June 2026	
11.0	Roundtable Evaluation of the Meeting		
11.1			
12.0	Meeting Close/Adjournment		
12.1	Meeting close.	Graeme thank Jacquie on behalf of the board for her 6 year service	

Name of Chair Signature

Date