



Meeting 2 of 2026	Held in: Staffroom	Wednesday 10 th June 2026 at 5pm	Time
	Correspondence provided to members on Connect:	➤ Minutes of Meeting No 1 - of 2026 ➤ Principal's report ➤ 2026 Funding Agreement for Schools ➤ 2025 Board Effectiveness Survey ➤ NAPLAN Data ➤ School Financial Summary	
1.0	Chairman to Welcome and Apologies	Graeme introduced Melissa Stone as the new Chair and handed over the proceedings for Melissa to commence this meeting.	
1.1	Meeting opened at 5.01pm.		
1.2	Apologies/Absentees.	Alisha Joynes unable to attend. Daniel will be late.	
1.3	Attendees.	Daniel Lanyi, Maxine Litwin, Jo Hanson, Melissa Stone and Graeme Watson	
1.4	Confirmation of agenda.	Agenda reviewed and confirmed.	
2.0	Disclosure of Interest.		
2.1		None	
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting.	Minutes for Meeting 1 of 2026 reviewed and confirmed.	
4.0	Business Arising from Previous Meeting.		
		• Annual report – this has not been uploaded to the website yet due to technical difficulties. • Letter to thank Jacquie has been given. • Advertise for parent – to be addressed within this agenda • Parent interviews - will be discussed in the agenda. Minutes accepted.	
5.0	Reports and Operational Matters		
5.1	Principal's Report	Principal presented as tabled. Highlighted staffing changes, Visitors to school – Standards and Integrity during SDD. Student reports explained in a little more detail, currently being finalised. Tomorrow being National Day of Play – Jo will present an overview later in the meeting.	
6.0	Financial Reports		

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6.1	One Line Budget Overview School Financial Summary	Graeme gave overview of budget allocations and spend summary as at 8 th June 2026. Graeme updated the Board on the planned air-conditioning and playground projects for the current year. The Board discussed the minimum expenditure requirements and the allocation of per-student funding.	
7.0	Business Plan		
7.1	Review of progress 2025 - 2027	Graeme presented data from the Business Plan (BP) tracking tool, developed by Jaymi, which is being used to monitor progress against key targets and priorities. The Board reviewed the information displayed and noted the value of the tool in tracking ongoing performance and outcomes.	
8.0	Priority Items		
8.1	Confirmation of Board Chair	Board members noted that Melissa has commenced the role of Board Chair. The Board formally accepted and endorsed her appointment to the position.	
8.2	Membership	Parent Representative Vacancy The Board discussed the need to appoint a new parent representative following Matt Paki's departure from the Board. Members noted that his resignation will leave the Board's composition unbalanced. It was agreed that the vacancy will be advertised within the parent community to seek expressions of interest for the position. Action: Graeme and Deb will commence the advertising process for a parent representative vacancy at the beginning of Term 3. Community Member Position The Board discussed the ongoing vacancy for a Community Member. Members agreed to continue seeking a suitable candidate and identified potential avenues, including local community policing representatives and contacts within educational facilities at Murdoch University. Alisha had also provided several suggestions via email which was read out to members for the Board's consideration. Action: The Board will continue to actively seek and approach suitable candidates to fill the Community Member position.	
8.3	2026 Funding Agreement for Schools	Graeme provided an overview of the 2026 Funding Agreement for Schools, highlighting the sections most relevant to the Board and outlining the purpose and requirements of the document. The Board reviewed information relating to census-based funding, including an explanation of how funding is calculated and allocated. Graeme also provided a detailed overview of disability funding, explaining how these funds are distributed across staffing, resourcing, chaplaincy, and other support services. Action: The Principal formally endorsed the 2026 Funding Agreement for Schools at the meeting. The Board Chairperson noted the document on behalf of the Board.	

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		The signed Funding Agreement for Schools will be retained in the school's records alongside the Statement of Expectation.	
8.4	Parent Interviews	Graeme presented initial data regarding the recent parent interviews and facilitated discussion around the development of a parent feedback survey to evaluate the experience. Attendance statistics were provided, showing strong parent engagement across all classes, with more than two-thirds of families meeting with teachers during the interview period. Graeme acknowledged the support of families in keeping students at home on the interview day, noting that only 23 students attended school due to parents being unable to make alternative arrangements. This number was highly manageable for staff. The Board discussed future arrangements and noted that, in line with Department advice, a full school closure would occur should parent interviews be conducted in this format again. Graeme reiterated that parents are welcome to make appointments with teachers at any time throughout the year to discuss their child's progress and wellbeing. The Board considered potential questions for the parent survey, including: • Whether parents found the interview experience valuable. • Reasons for non-attendance and whether alternative formats, such as Teams meetings or phone interviews, would be preferred. • Whether the 12-minute interview format provided sufficient time. • How effectively the process worked for families with multiple children attending the school. Graeme tabled a draft set of survey questions for consideration. Additional suggestions provided by Alisha via email were also tabled and discussed. Graeme agreed to consult with staff when finalising the survey. The Board also reviewed draft survey questions intended for teachers. Action: Graeme to liaise with staff regarding the development and implementation of the parent and teacher surveys.	
8.5	NAPLAN	Graeme presented a summary of NAPLAN proficiency data for both the Year 3 and Year 5 cohorts. Using visual graphs, he explained student achievement trends, cohort growth, and areas identified for further improvement. The Board discussed the data and noted the importance of ongoing monitoring to support student outcomes. Action: Graeme to provide a more detailed breakdown of the NAPLAN results at the next meeting, including further analysis of cohort performance and areas requiring targeted intervention.	
8.6	2025 Board Effectiveness Survey	Board members reviewed the results of the 2025 Board Effectiveness Survey. The survey findings were discussed, with members reflecting on areas of strength and opportunities for further development to support effective governance and Board operations. Action: The next Board Effectiveness Survey will be conducted in Term 4.	
9.0	General Business		

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9.1	Community Usage Agreements	Netball Courts: - Joanne Hawes Comet Bay Netball Tue 3.30pm x 2 courts - Michelle Holland Comet Bay Basketball Wed 4.30pm - Kelsey Fitzpatrick Comet Bay Netball Wed 4.30pm Cricket Nets & Oval: - None Action: Board members noted the proposed Community Usage Agreements	
	International Day of Play - 11/06/2026	Jo Hanson addressed the board to discuss how tomorrow will run with a focus on children having the 'right to play, rest and leisure' as outlined in Article 31 and noted that this is recognised as a fundamental right. Jo was acknowledged as an integral leader of staff in supporting and promoting play-based learning across the school as outlined in "Play the CB Way" and play in Early Childhood. It was also noted that initiatives such as those supported by LEGO and other international organisations continue to promote awareness of play as essential to learning and wellbeing. The concept of "31 minutes of play a day" linked to Article 31 was highlighted as part of the broader discussion on the importance of structured and unstructured play opportunities. Communication regarding the event has been shared with families via Compass, and classroom teachers have received promotional materials. Deputy Principals will also participate in classroom play activities throughout the day to support and model engagement. The Board noted that learning through play must be intentional, and in line with the educational outcomes embedded within play-based experiences.	
10.0	Next Meeting		
10.1	Meeting No. 3 of 2026	Wednesday 9 th Sept at 5pm	
11.0	Roundtable Evaluation of the Meeting		
11.1		Nothing to note.	
12.0	Meeting Close/Adjournment		
12.1	Meeting close at 6.20pm		

Name of Chair

Signature

Date