

Meeting 3 of 2026	Held in: Staffroom	Wednesday 9 th Sept 2026 at 5pm	Time
	Correspondence provided to members on Connect:	➤ Minutes of Meeting No 2 - of 2026 ➤ Principal's report ➤ NAPLAN ➤ Parent Survey ➤ Parent Interview Feedback ➤ Terms of Reference – DRAFT ➤ Dept of Education Strategic Directions Plan 2026	
1.0	Chairman to Welcome and Apologies	Melissa Stone	
1.1	Meeting to be opened 5pm.		
1.2	Apologies/Absentees.	Daniel Lanyi,	
1.3	Attendees.	Alisha Joynes, Maxine Litwin, Jo Hanson, Melissa Stone left at 5.30pm and Graeme Watson	
1.4	Welcome new members	Nick Ball, Sarah Hill & Kelsey Kiewiet (arrived at 5.30pm) All board members were invited to introduce themselves around the table.	
1.5	Confirmation of agenda.	Confirmed.	
2.0	Disclosure of Interest.		
2.1	To be noted	New member Sarah informed the meeting that she also holds the position of P&C President. Sarah advised that she has a clear understanding of the regulations and requirements relating to holding both positions within the school and is aware of the need to maintain clear boundaries between the two roles. Sarah acknowledged that the responsibilities and interests of each role must remain separate and that any potential or perceived conflict of interest must be appropriately managed.	
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting.	Minutes reviewed and confirmed.	
4.0	Business Arising from Previous Meeting.		
		Reviewed all the actions and the following items were discussed in further detail later in the meeting: • Board Membership • NAPLAN	
5.0	Reports and Operational Matters		

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5.1	Principal's Report	Principal presented as tabled, items of discussion included: Staffing: An overview of 2027 staffing was provided, with particular discussion around Education Assistants (EAs) in mainstream classes and the impact of the Kindy program on staffing requirements over the coming years, while the pilot program is in operation. Play-Based Learning: The Principal highlighted the recent visit from the Premier and Minister for Education, who were very complimentary of Comet Bay's work and approach to Play-Based Learning. Government Funding: The school received additional funding of \$50,000 from the government during the recent election period.	
6.0	Financial Reports		
6.1	One Line Budget Overview	September finance summary from One Line Budget presented and explained.	
7.0	Business Plan		
7.1	Review of progress 2025 - 2027	Jaymi Evans has created a Business Plan (BP) Tracking Tool, which was presented to the Board. Graeme provided an overview of target tracking, including current trends, identified gaps and strategies to address areas requiring improvement. Goals were noted.	
8.0	Priority Items		
8.1	Terms of Reference	Review and Discussion • Membership Changes The Terms of Reference (ToR) were reviewed and updated to reflect the amended Board membership. • Confidentiality and Conflicts of Interest The Board reviewed the confidentiality and conflict-of-interest requirements that apply to Board members. Discussion included what constitutes a conflict of interest and the responsibilities of members in identifying and managing any potential conflicts. • Declaration of Other Roles Sarah declared that she is also the P&C President. It was acknowledged that the P&C President and School Board member are two separate roles, with different responsibilities and limitations. Sarah confirmed her understanding of the distinction between the roles and the associated requirements. • Graeme also provided further clarification regarding how holding other roles may affect Board members and the importance of maintaining appropriate boundaries between roles. • Functions of the School Board The Board discussed the functions and responsibilities of the School Board and what these mean for individual members.	

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		• Advisory Capacity The Board discussed the advisory capacity of the School Board and the role members play in providing advice and contributing to school governance. • Community Member Representation It was noted that an additional community member will continue to be sought. Until a suitable person is identified, the Board will continue with the current membership of one community member. Action: The amended Terms of Reference were accepted and approved by Board members, incorporating the proposed changes to Board membership.	
8.2	Member Training All Board Member PL is available as links on the Connect group.	Members were advised of their obligations as board members to undertake the following mandatory PL: ○ Accountable & Ethical Decision Making ○ Aboriginal & Torres Strait Islander Cultural Awareness Further Department of Education training modules to complete in your own time: • Good Governance: Modules 1 – 5	
8.3	Booklists – Students personal items	Members had a look at individual year group costing proposals. Action: Members reviewed the comparisons and proposed booklists and approved all as tabled.	
8.4	Voluntary Contributions and charges	Reviewed as tabled. • Keeping VC as \$45. As in previous years an Ipad will be provided as an incentive for paying VC's early in the year. • Charges – maximum amounts for each year group viewed. Action: Members approved voluntary contributions and charges for 2027, noting leavers shirts and jackets will be removed from charges as this is P&C managed within the uniform shop.	
8.5	NAPLAN	Board members were provided with a breakdown of NAPLAN results that had not been available during the previous term. The results were analysed to identify cohort performance, areas of strength, and areas requiring targeted intervention. An explanation was provided regarding the tracking graphs, including how student and cohort progress is monitored over time. Attendance rates for the relevant student groups were also reviewed. Discussion focused on strategies and planning to support and improve attendance for these cohorts. NAPLAN results were compared with like schools, with comparative percentages noted to provide context for the school's performance.	
8.6	Community Survey Questions	Members reviewed the proposed community survey questions and provided feedback prior to the survey being released. • School Board: Discussion was held regarding whether a question about the School Board should be included in the survey. It was agreed that a question should be added.	

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		• Containers for Change: Members agreed to retain the existing question. It was suggested that the initiative be promoted more broadly across the school and revisited throughout the year. • Volunteering: The wording of the volunteer section will be revised, including replacing the word “<i>opportunity</i>” with more appropriate wording. • Canteen: It was noted that there may be an opportunity to include a canteen-related question in a future survey. • Choir: A question relating to the school choir will be added. Actions • Graeme to add a question relating to the School Board. • Volunteer section to be reworded, regarding the term “<i>opportunity</i>”. • Choir question to be added. • Survey to be distributed via Compass this week. • Survey participation to be promoted further using iPads at school pick-up and drop-off times.	
8.7	School Development Days 2027	3 Mandated Dates: Thursday 28th Jan, Friday 29th Jan & Friday 17th Dec Term 1: Term 2: Tuesday 27th April (Monday Public holiday) + Tuesday 8th June for Reporting to Parent Interviews (Monday 7th public holiday) Term 3: Monday 19th July + Friday 3rd Sept Term 4: Monday 11th October Discussion was held regarding the allocation of an additional professional learning day. The Department has provided schools with access to quality professional learning in the disability and inclusive education space. It was noted that one of the additional days will be utilised as a Parent Interview Day. The local college and SHPS have aligned their professional learning days with the school’s scheduled dates. Action: Board members approved the proposed professional learning and planning dates.	
8.8	DOE Strategic Directions Plan	Showed members where they can access this document in Connect and encouraged to read through to gain an understanding of the Dept’s strategic plan.	
8.9	Parent Interviews	Members reviewed feedback received from both parents and staff regarding the recent Parent Interviews. Feedback was overwhelmingly positive, with the format and overall approach well received. • Staff were provided with clear expectations and guidance regarding the conduct and format of the parent interviews.	

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		- It was noted that, for next year, the staff team will review the current process and work collaboratively to plan the day, taking into consideration feedback and learnings from this year. - Attendance data was reviewed, including the percentage of parents who participated in the interviews. - Given the positive feedback and level of engagement, the school is committed to continuing the Parent Interview format next year.	
8.10	Full Time Kindy Pilot 2027	Members were provided with information regarding the implementation of the Full-Time Kindy Pilot for 2027 at CB. - The proposed approach to implementation was discussed, including the importance of flexible attendance arrangements that take into consideration the needs and readiness of individual students and families. - It was noted that the school will work with parents to support attendance arrangements that families are comfortable with while participating in the pilot. - The potential impact on Education Assistant (EA) staffing was discussed. Any staffing implications or overstaffing concerns will be reviewed and addressed further following the completion and evaluation of the pilot.	
9.0	General Business		
9.1	Community Usage Agreements	Netball Courts: Elizabeth Taylor – Basketball Friday 3.30pm – 4.30pm T4, 2026 – end of T2, 2027 Cricket Nets & Oval: Action: Approved	
10.0	Next Meeting		
10.1	Meeting No. 4 of 2026	Wednesday 18 th November 2026 - Annual Open Meeting	
11.0	Roundtable Evaluation of the Meeting		
11.1			
12.0	Meeting Close/Adjournment		
12.1	Meeting close.	Meeting closed at 6.55pm	

Chair _____

Signature _____

Date _____