



Meeting 2 of 2025	To be held in: Staffroom	Wednesday 11 th June 2025 at 5pm	Time
	Correspondence to familiarize yourselves with. These documents are available on Connect, please log in and view prior to the meeting.	<ul style="list-style-type: none"> ➤ Minutes of Meeting No 1 - of 2025 ➤ Principal's report ➤ Financial Report ➤ 2025 Funding Agreement ➤ NAPLAN Sheets ➤ Updated Board Composition 	
1.0	Chairman to Welcome and Apologies	Jacquie Thompson	
1.1	Meeting opened at 5.03pm.		
1.2	Apologies/Absentees.	Rob Schmidt & Daniel Lanyi	
1.3	Attendees.	Alisha Joynes, Jacqui Thompson, Maxine Litwin, Jo Hanson and Graeme Watson	
1.4	Confirmation of agenda.	Agenda to be confirmed.	
2.0	Disclosure of Interest.		
2.1		None	
3.0	Minutes of Previous Meeting		
3.1	Review Minutes of previous meeting.	Minutes reviewed and confirmed by all present. Resiliency Survey Update Community Survey – will discuss in Priority Items	
4.0	Business Arising from Previous Meeting.		
		<ul style="list-style-type: none"> • Resiliency survey – Graeme has made contact and working through the content of the program. Looking at releasing at the start of next term. 	
5.0	Reports and Operational Matters		
5.1	Principal's report	Graeme touched on some items from his report: Currently finishing a process for School Officer to replace Leanne Blacker who left at the start of the year. Will announce outcome next week. SNEA process is also running as an immediate appointment is required. A pool will be formed for future vacancies. Currently 641 students – growth of 10 students in the first half of the year.	

		Protective behaviour sessions are being planned and will be sponsored by Camp Australia. Graeme shared his experience with a school review he had the opportunity to be involved in last week in a school from the northern suburbs.	
6.0	Financial Reports		
6.1	School financial report	June Financial report noted. School is tracking as expected for this time of the year. Graeme gave an overview of how to read this report, including anticipated spends, reserves, Cool our school collections (no longer actively collected) will roll into air con funding when these are purchased and installed. 2025 Funding Agreement – Generic to all schools apart from the actual figures. Requirement of Board to note. Action: Board noted 2025 Funding Agreement. Action: Jacquie – Board Chair to sign.	
7.0	Business Plan		
7.1	Review of progress 2025 - 2027	Members given a copy at the meeting. New photos, glossy publication with eye appeal. Staff have been advised they need to know Priority Areas and will be doing some work at the next staff meeting to map out how we are progressing. Action: Deb to put BP on school website.	
8.0	Priority Items		
8.1	Board composition	Claire was farewelled last meeting. School campaigned for a new parent rep. Matt Paki's nomination for the board was accepted. Matt was a previous Board member with a strong skillset which could add value to the board. Action: All members agreed Matt should be added as a parent member. Action: Graeme or Deb to contact Matt and invite to the next meeting. Community Member Rob Schmidt term end in Nov 2025. Members were requested to have a think about who could fill this role in 2026. Previously we have targeted Navy personal, council members, and people who can add a specific skill set to our composition. Action: Board to have a think about potential candidates and send any thoughts to Graeme or Deb	
8.2	Compass	Compass is the Department of Education's new tool for all information management. Over 60% schools currently using with the remaining to jump on board by the end of this year. We are currently rolling out the first modules – (attendance, notifications to parents via communications, shows where kids are at any given time of the day – sick bay, specialist, classroom etc), as allocated by the department. Parents can see data on their kids – including attendance, behaviours, certificates and achievements. Staff will record behaviour directly into compass, including positive and certificates, etc. Email went out to parents yesterday to load up the app. School will be developing a communication plan document for staff to have a guideline for the use of Compass.	

8.3	NAPLAN	<p>Preliminary data has been provided to board members to have an overview of current information received from NAPLAN testing.</p> <p>Data will be professionally analysed with graphs and trend evidence available for staff to identify areas of need and where to focus learning sessions.</p> <p>Members had a look at the current data in comparison to previous years.</p>	
8.4	Camp Australia Contract	<p>Graeme met with Camp Australia and have signed with them to continue their contract on another 2 years. They have voluntarily increased their annual payment for the use of the school facilities to run the CA program. They have also committed to continue to provide additional funds for community engagement opportunities. They also have allocated funds for maintenance of the premises. Camp Australia staff have a strong profile within the school attending special days – sports carnivals, disco's assemblies etc. School will go to tender for the next contract following the end of the life of the current contract.</p>	
8.5	Community Survey	<p>The 2023 community survey results indicated a number of respondents were unsure of what the board did or how it worked.</p> <p>Members reviewed what questions need to uplift our profile</p> <p>Suggestions were made on how to increase the Board's profile amongst the school community including:</p> <p>Website – Add an area to include members photos and a little information regards members and their roles.</p> <p>Badges for members - for when they are out and about within the school on official duties – representing at assemblies, graduation etc.</p> <p>Blurb to go out to parents via compass – can direct to minutes on website.</p> <p>Newsletter – add a section for a write up for board from previous meeting.</p> <p>Comet – Add a section with recent board discussions</p> <p>Utilise board members to assist with various items like surveys at assemblies, providing advice to parents at opportunities when they are within the school before / after, sports carnivals – present shields, other opportunities. P/1 Christmas concert, Board slideshow to be shown at GTD,</p> <p>All of these suggestions were with a view to increasing awareness around the roles of the board.</p> <p>Action: discuss at next meeting and map out how/when this will occur.</p>	
8.6	Comet Bay Connections	<p>Jo addressed the board with a presentation on applying play based learning. Jo has been sharing Play the Comet Bay Way with other schools around the state and gave the board information on how she has been communicating this information to enhance other schools curriculum rich play based learning and sharing our current best practice.</p>	
9.0	General Business		
9.1	Community Usage Agreements	<p>OSHC:</p> <ul style="list-style-type: none"> • Camp Australia 2026 – 2027 <p>Netball / Basketball Courts:</p> <ul style="list-style-type: none"> • Michael Bullbrook – Basketball Team • Amber Parker – Netball Team 	

		<ul style="list-style-type: none"> • Joanne Hawes – Netball Team • Emily Lippiat – Netball Team Cricket Nets & Oval: All noted.	
10.0	Next Meeting		
10.1	Meeting No. 3 of 2025	Wednesday 3 rd September at 5pm (back up date 10 th Sept.) Next meeting will be Open General Meeting Board evaluation survey to be done at the end on this meeting.	
11.0	Roundtable Evaluation of the Meeting		
11.1		Jacque gave appreciations to Maxine and Alisha.	
12.0	Meeting Close/Adjournment		
12.1	Meeting closed.	6.30pm	

 Name of Chair

 Signature

 Date