



EATON PRIMARY SCHOOL

Board Meeting MINUTES

<i>Minutes of meeting – OPEN BOARD MEETING</i>		Wednesday 25 th November 2025
Attendees:	Sam Harman, Scott McDougall, Claire Nicol, Daniel Hovey, Natasha Crosby, Andrew Morrison, Jackie Norman	
Guests:	Gemma Calligaro	
Minutes:	Jackie Norman/Gemma Calligaro	
1.0	Welcome and apologies	Actions
1.1	Meeting opened 4:15pm with an Acknowledgement of Country and welcomed those present – Niomi Hurley	
1.2	Apologies: Daniel Hovey, Sharon Wheeler	
2.0	Minutes of previous meeting	
2.1	Presented the Board the minutes of previous meeting for approval. The Board endorsed the minutes of previous meeting.	Minutes endorsed by Claire Nicol and Natasha Crosby.
3.0	Business Arising from Previous Meeting	
	No matters arising from previous minutes.	
4.0	Reports / Operational Matters - C Nicol	
4.1	Basketball Courts: Project now completed, funds received in 2022. Required dry weather for completion. Clarified that any purchase of minor works value: \$20,000 or more must go through Department of Finance under the Project Manager Ben Sexton.	None
4.2	Public School Review (PSR): <ul style="list-style-type: none"> Claire provided an overview of the review outcome. Preparation involved a whole-school approach with strong guidance. Panel feedback indicated the school presented a comprehensive view; some self-assessments were considered overly critical. General consensus: review focused on overall school culture and energy rather than specific targets. 	None

4.3	Projected Student Numbers (2026): <ul style="list-style-type: none"> Claire outlined funding structures and planning documents. Class placements follow a rigorous process; policy prohibits movement within the first four weeks. Enterprise Bargaining Agreement (EBA) compliance noted. 	None
4.4	Board Member Profiles: All profiles submitted, they look amazing. Thankyou They will be uploaded to the school website under "From the Principal's Desk."	Claire to send to SO to be uploaded
5.0	Finance Reports – J Norman	
5.1	<ul style="list-style-type: none"> One-Line Budget Report Voluntary Contributions to date 53%, see attached table <p>Voluntary fees – campaign around where the funds go Claire explained EA allocation – Kindy full-time, Pre-primary at EPS full-time, Years 1-6 based on funding (we try to match up students in classes to maximise EA time)</p>	Noted Claire
6.0	General Business	
6.1	School Board Function Survey: <ul style="list-style-type: none"> Results shared by Claire. Scores: <ul style="list-style-type: none"> Below 3: indicates uncertainty Above 4: strong understanding Overall results positive (all 4.0 or above). Key goals: communication and community engagement. 	One more still to come, Claire will share again once completed.
6.2	2026 Planning: <ul style="list-style-type: none"> Business Plan: <ul style="list-style-type: none"> Six-month timeline; based on PSR recommendations. Board input required. Focus Areas: <ul style="list-style-type: none"> New Mathematics curriculum Coaching Quality Teaching Standards (QTS) Positive Behaviour for Success (PBS) Data-driven improvement Reflects SPR 	Claire to be in contact closer to the time
6.3	2026 Aspiration for ALL (dept Doc for 2026) <ul style="list-style-type: none"> <input type="checkbox"/> Climate and expectations <input type="checkbox"/> Wellbeing <input type="checkbox"/> Cultural awareness <input type="checkbox"/> Teacher workload <input type="checkbox"/> Societal change acknowledgment 	

6.4	Additional Items <ul style="list-style-type: none"> • Fruit Fairy: Principal to raise at Executive Meeting. • Breakfast Club: Volunteers needed; Claire in discussion with Executive team. • Lunch Schedule: Concerns about late eating times; timetable under review at Executive level. • After-School Care: Previous cost \$6,000; now generating \$55,000 annually with Camp Australia for two years. Thank you Andrew Morrison for your panel member role in assessment of companies expression of interest. 	Claire to take to Exec team
7.0	2025 Meetings – commence 4:15pm	
	<p>☐ 2026 Board Meetings:</p> <ul style="list-style-type: none"> • Term 1: Week 1 (29–30 January) • Term 2: Week 6 (25 May) • Term 3: Week 1 (29 July) • Term 4: Week 1 (12 October) <p>☐ AGM: Term 1, Week 7.</p> <p>Chairperson Succession: For 2026, members will rotate as Chairperson.</p>	Jackie, reminder emails one week prior
	Meeting closed: 6:02pm	