



EATON PRIMARY SCHOOL

Board Meeting MINUTES

<i>Minutes of meeting</i>		Wednesday 17 th September 2025
Attendees:	Sam Harman, Scott McDougall, Claire Nicol, Daniel Hovey, Natasha Crosby, Andrew Morrison, Jackie Norman	
Guests:	nil	
Minutes:	Jackie Norman	
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: Kate Grime, Gary LeCras, 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.	Moved: S Harman 2 nd : D Hovey
3.0	Business Arising from Previous Meeting	
	none	
4.0	Reports / Operational Matters - C Nicol	
4.1	Infrastructure Update – Basketball Court: Progress has been slow, but communication is ongoing. Significant delays noted between concrete edging and subcontractor engagement for resurfacing. Fence remains in place to maintain consistency in student play areas.	Claire and Jackie to follow up with Ben Sexton (Project Manager) for a timeline
4.2	Curriculum Focus – Intervention Report (Letters and Sounds) Claire outlined how intervention EAs are working with students and presented data showing how the school is addressing areas of concern across phases	None
4.3	NAPLAN overview – Claire explained how to interpret the comparative data from 2023–2025 for Year 3 and Year 5 students	None
4.4	School Review overview - Claire provided an overview of the review process, including key focus areas and domains.	Claire to and domain leaders working to submit

5.0	Finance Reports – J Norman	
5.1	<ul style="list-style-type: none"> – One-Line Budget Report - Noted – Present annual financial budget - Noted 	
6.0	Priority Areas – C Nicol	Actions
6.1	<p>Public School Review – Claire reiterated the review process and its focus areas. She will contact board members regarding interviews scheduled for 18th November.</p> <p>It was noted that the outcomes of the 2024 review will inform the development of the 2026–2028 Business Plan.</p> <p>It was noted that the outcomes of the 2024 review will inform the development of the 2026–2028 Business Plan.</p>	Claire liaise with SB member/s
7.0	General Business	
7.1	Talk For Writing – Sam Harman introduced the T4W concept and its whole-school approach to story writing, highlighting connections between student ideas and personal narratives.	None
7.2	School Review – Claire requested that one or two School Board members attend a casual face-to-face interview with the review pane	Claire to be in contact closer to the time
7.3	School Boad priorities Review – brief discussion	
7.4	Projected school numbers 2026 - Claire explained how projected student numbers impact workforce planning and school funding.	
7.5	Claire explained how projected student numbers impact workforce planning and school funding.	Claire relayed the BBQ is the P & C owned and they are aware
7.6	School Board Profiles- Acknowledgement and thanks for contributions received so far.	Rest are coming in shortly
7.0	2025 Meetings – commence 4:15pm	
	Term 4 - Week 7 - Wednesday 26 November	
	Meeting closed: 5:57pm	