



EATON PRIMARY SCHOOL

Board Meeting MINUTES

Minutes of meeting		29 May 2025
Attendees:	Kate Grime, Sam Harman, Scott McDougall, Sharon Wheeler, Daniel Hovey, Natasha Crosby, Andrew Morrison	
Guests:	nil	
Minutes:	Kate Grime	
1.0	Welcome and apologies	Actions
1.1	Meeting opened 4:15pm with an Acknowledgement of Country and welcomed those present - Kate	
1.2	Apologies: Niomi Hurley, Felicity Metcher, Gary Le Cras, Claire Nicol	
2.0	Minutes of previous meeting	
2.1	Kate presented the Board the minutes of previous meeting for approval. The Board endorsed the minutes of previous meeting.	Moved: S Harman 2 nd : K Grime
3.0	Business Arising	
	Nominations and Voting for School Board Chair Nominations: Niomi Hurley (nominated by Claire) Accepted: Niomi No other nominations received	First: S Harman 2 nd : S Wheeler
4.0	Reports / Operational Matters - KGrime	
4.1	Current Infrastructure: Basketball Court update presented by KGrime Outside wall done, fence removed. Pavers taken up. Start on surface tomorrow Full safety fencing in place Anticipate complete/ weather committing early next term PNC donated extra \$5000	
5.0	Finance Reports - KGrime	
5.1	<ul style="list-style-type: none"> One-Line Budget Report - Noted Present annual financial budget - Noted 	
6.0	Priority Areas – KGrime	Actions

6.1	<p>Public School Review</p> <p>K.Grime provided an overview of the upcoming Public School Review, outlining the process involved and key timelines. She advised that the school's Electronic School Assessment Tool (ESAT) is due to be submitted to the Department by 11th November. The school has been allocated an Interview Date of 19th November as part of the review process.</p> <p>S.McDougall shared his insights and experiences from previous School Reviews in his capacity as a School Board member, particularly focusing on the interview component and Board involvement.</p> <p>It was noted that the outcomes of the 2024 review will inform the development of the 2026–2028 Business Plan.</p>	Further discussion to be scheduled next meeting to prepare Board members for their role.
6.2	<p>Board Tenures</p> <p>KGrime outlined the importance of staggering Board member tenures to ensure continuity and stability in governance. Board members may serve terms of 1, 2, or 3 years, with the option to re-nominate at the conclusion of their term.</p> <p>It was agreed that the following tenures would be assigned to current members:</p> <ul style="list-style-type: none"> • A. Morrison – 3-year term • N. Crosby – 3-year term • D. Hovey – 1-year term 	Tenures to be recorded formally and communicated to all Board members.
6.3	<p>K. Grime led a review of the updated Terms of Reference, reading through the document and highlighting the proposed amendments for the Board's consideration.</p> <p>All present Board members reviewed and agreed to the proposed changes (highlighted areas)</p>	Updated Terms of Reference to be finalised and filed.
7.0	General Business	
7.1	<p>Outgoing and New Members</p> <p>K. Grime formally acknowledged the contributions of outgoing Board members, expressing appreciation for their time and service. An email from Niomi was read aloud, personally thanking Scott for his impactful service on the Board. A similar message of thanks was sent to Felicity, who was unable to attend the meeting, acknowledging her contributions and dedication.</p> <p>The Board extended a warm welcome to new members: Andrew, Natasha, and Daniel.</p>	
7.2	<p>Member Profiles</p> <p>The development of School Board member profiles was discussed as a way to improve community engagement and visibility. Each profile will consist of a photograph and a brief statement outlining who the member is and their reasons for nominating to join the School Board.</p>	<p>KGrime to email members with some examples.</p> <p>Board members to submit a face photograph and a short written introduction by Monday, 30th June.</p>

7.3	<p>Board Training</p> <p>Kate extended thanks to the Board members who attended the recent Board Training session held at ECE on Friday, 16th May. The session was acknowledged as a valuable opportunity for professional learning and governance development.</p>	Future training opportunities to be shared with all Board members as they arise.
7.4	<p>Annual Report Draft</p> <p>The draft Annual Report was presented to the School Board for review. Members noted and appreciated the improved, more accessible layout, as well as the inclusion of clear information and key highlights.</p> <p>All members present endorsed the Annual Report Draft.</p>	Final version of the Annual Report to be prepared for submission and publication.
7.5	<p>Business Plan Review</p> <p>K. Grime provided an overview of the Big 6 key documents/initiatives that are currently guiding the strategic development of Eaton Primary School. These documents serve as foundational references for decision-making, planning, and school improvement initiatives.</p>	
7.6	<p>Code of Conduct</p> <p>The Code of Conduct was presented to all Board members. The document was reviewed and discussed to ensure clarity and shared understanding of the expectations and responsibilities of Board membership.</p> <p>New members dated and signed a copy of the Code of Conduct.</p>	Signed copies to be filed for recordkeeping.
7.7	<p>School Review Compliance Report</p> <p>K. Grime presented the recent School Compliance Review Report, highlighting the outstanding result achieved by Eaton Primary School. Particular attention was given to a commendation within the report which stated:</p> <p><i>"Compliance acknowledges the Principal and Manager of Corporate Services' significant impact on work practices since starting at the school."</i></p> <p>Kate acknowledged the critical role played by Jackie, the Manager of Corporate Services, in establishing and embedding effective systems and processes that have directly contributed to the school's success in the review. Jackie's thoroughness, dedication, and leadership were praised, and her hard work was recognised as a key factor in the positive outcome.</p>	
7.8	<p>Curriculum Focus</p> <p>Bond Blocks – Presented</p> <p>Interventions (tier 2) and Whole school program as a (tier)1 program</p> <p>Showed the blocks</p> <p>Positively received</p>	Sam
7.0	2025 Meetings – commence 4:15pm	
	<p>Term 3 - Week 7 – Thursday 4 September</p> <p>Term 4 - Week 7 - Thursday 27 November</p>	
	Meeting closed: 5:57pm	