



EATON PRIMARY SCHOOL

Board Meeting MINUTES

Minutes of meeting – OPEN BOARD and AGM MEETING		Tuesday 8th September 2026
Attendees: Claire Nicol (Principal), Naomi Hurley (Chair), Gary LeCras, Sharon Wheeler, Andrew Morrison, Natasha Crosby, Gemma Calligaro Secretary (minutes): Jackie Norman		
1.0	Chairman to Welcome and Apologies	
1.1	Acknowledgement of Country was read by Naomi Hurley, Chair.	
1.2	Apologies/Absentees: Daniel Hovey, Sam Harman and Kate Grime.	
1.3	Nominate Board Chair for meeting	
	Naomi Hurley chaired the meeting and advised that, after 17 years of service, she was resigning from the School Board and stepping down as Chair. Jackie Norman contacted absent member Daniel Hovey, who agreed to nominate for Chair. The Board unanimously endorsed Daniel Hovey as Chair for the next meeting and into 2027.	Unanimously endorsed.
2.0	Minutes of Previous Meeting	
2.1	The minutes of the previous meeting held on 3rd June 2026 were reviewed and confirmed as correct.	
3.0	Business Arising from Previous Meeting - NIL	
4.0	Reports and Operational Matters – Claire Nicol	
4.1	NAPLAN Data	
	Claire presented the 2026 NAPLAN data, explaining results from whole-school Year 3 and Year 5 levels through to individual assessment areas the school follow. School-based proficiency data was also reviewed, with a focus on student progress over 12 months and the impact of intervention.	

4.2	Business Plan Status		
	The Business Plan remains in draft form while further data is being received. Claire will provide a more detailed update at the next meeting.	Update next meeting.	
4.3	Effectiveness of Board – Parent QR Code Feedback and star on circle improvements from Open Evening 25.08.2026		
	Claire showed the School Board station from the 25th August Open Evening and the QR code question asking families what was important to them. Responses were received and discussed. The Board agreed the feedback aligned with its current goals and direction.		
4.4	Annual Report 2025		
	Claire presented the 2025 Annual Report and explained the source of the data. Members agreed the report was clear and easy for parents to understand. Gary LeCras suggested adding the school website address before publication, which Claire agreed to do. The School Board endorsed the 2025 Annual Report.	Moved: Naomi Hurley Seconded: Sharon Wheeler	
5.0	Financial Reports – Jackie Norman		
5.1	One-Line Budget – Preliminary SCF Statement		
	Jackie presented the One-Line Budget Preliminary SCF Statement and highlighted relevant areas.		
5.2	Compass Phase 2		
	Jackie advised that Compass Phase 2 will go live on 17th November 2026. Jackie and School Officers will attend training from 9 th to 13th November. The new finance system will link with Compass and provide more immediate financial information.	Training: 9 to 13 Nov 2026 Go live: 17 Nov 2026	
6.0	Priority Items		
6.1	Nil.		
7.0	General Business		
7.1	Parent/Teacher Interview Day – Term 4		
	Claire proposed a Term 4 school-hours parent/teacher interview day, with students not attending. Following the strong response to the previous day held in term 1, the Board unanimously supported using the second Department-approved day in Week 8 or 9. The Executive Team will confirm the date with staff before 25th September 2026.	Date to be confirmed before 25.09.2026.	

7.2	Board Membership and Community Engagement		
	With Naomi stepping down, nominations will open for a parent representative. Jackie noted that three parents expressed interest at the 25th August Open Evening. Sharon Wheeler suggested a School Board information table at the Eaton Foreshore Festival in March, possibly with a jellybean-count activity or something similar. Naomi requested that the Board's positive feedback on the 2026 NAPLAN results be shared with teachers and Education Assistants.	Open parent nominations. Share NAPLAN feedback with staff.	
8.0	Meetings		
8.1	Future Meetings for 2026		
	The next School Board meeting will be held on Tuesday 24th November 2026, followed by a meal. Niomi invited to meeting to celebrate her service to Eaton PS school board over numerous years. All members agreed.	Next meeting: 24.11.2026	
9.0	Meeting Close/Adjournment		
	Meeting close time: 5.56pm		

Claire Nicol (Principal) _____

Jackie Norman (Manager Corporate Services) _____

Niomi Hurley (Chairperson) _____

8th September 2026