



**Minutes of General Meeting of
Davallia Primary School P&C Association Inc.
Tuesday, 21 February 2023
DPS Library**

Present in the room

Committee members: Neroli Ridgewell (President), Leigh Walker (Vice President), James Milne (Secretary), Erin Gaunt (Treasurer), Mel Bluntish (Class Rep Coordinator), Michelle Zoontjens (in-coming Assistant Treasurer - voted in at meeting), Susan Hosking-Boswell (Canteen Coordinator)
Staff: John O'Neill (Principal), Candi Nelson (Manager Corporate Services), Mark Leaning (Associate Principal)

DPS community members:

Lauren O'Shea, Suzy Rogers, Cherraine Connell, Alysha Simmons, Tent Capleton, Abby Nygren, Corina Lancaster

Present on Zoom

Rebecca Imri

1. Welcome and introductions

Neroli welcomed everyone and opened the meeting at 7.31pm

2. Apologies

Committee members:

Staff:

DPS community members: Sunny Kendrick

3. Previous minutes and actions from 25 October 2022

ACTIONS

- Zoom meetings - James to follow-up IT hardware options with Mark Leaning
- FFN - Tam to follow-up on a few things including Gym Bus attendance
- AGM - James to contact Bernie to arrange for new membership year from 29 November and send out notice 21 Days in advance

All outstanding actions complete.

Motion: to accept previous minutes

Moved by Leigh Walker; Seconded by Erin Gaunt

4. Vacant positions to be filled

- a. Fundraising Coordinator - after some discussion, for the purpose of banking, Neroli Ridgewell will be 'stand in' Fundraising Coordinator.

Action: Mel Bluntish to send a message to all class reps to promote the vacant FC role

- b. End-of-Term Lunch Coordinator (Sushi) - Cherraine Winch nominated. Moved by Abby Nygren; Seconded by Mel Bluntish

5. **Other positions pending confirmation/voting in following 2022 AGM:**

- a. Assistant Treasurer - Michelle Zoontjens
- b. Disco Coordinator - Nicki Merrideth
- c. Uniform shop Coordinator – Anita McKay and Mel May
- d. Book Club Coordinator – Eline Osborne (self nomination)
- e. Cake Stall Coordinator – Mel Bluntish
- f. Entertainment Book Coordinator – Cheraine Connell
- g. Kiss n Ride Coordinator – Candi Nelson

All nominees accepted by the group. Moved by Erin Gaunt; Seconded by John O'Neill

NOTE: As part of voting in Michelle Zoontjens as Assistant Treasurer, the Committee has confirmed her as the second signatory for the purposes of P&C banking.

Action: banking handover appointment to be done 3 March 2023 with all incoming and outgoing signatories present

6. **Correspondence**

- WACSSO call for Council Members - nominations close 7 April
- WACSSO call to:
 - update contacts for committee members following AGM -
 - **Action: forward to Leigh Walker to action**
 - ask if events planned for P&C day on 19 May - to be considered later date
 - electorate get together - looking for venue (a school) - thanks, but no -
 - **Action: James to respond to WACSSO on both matters**
- Invitation from Scarborough Rotary Club for Australia Day breakfast
 - Invitation declined last year.

7. **Principals report**

(see attached)

Moved - Leigh Walker; Seconded by Mel Bluntish

Correction in report: 76 Staff at the school (not 72)

Reference to 2018 should be 2023.

Questions:

Has there been any follow-up from Police or the City regarding the Juniper Park incident? No, however there is an increase in reports from the community various matters.

8. **Treasurer's report**

(see also attached)

Cash balance - \$38, 132 current balance

Last year - P&C paid for:

- Ipads - already proved useful for NAPLAN testing
- Kindy speech and hearing assessments
- Grammar books
- IT Hardware lease costs

Motion to move Treasurer's report.

moved John O'Neill, seconded Susan HB

9. Fundraising report - proposed event schedule

Event	Coordinator	Date	Notes
Hot cross bun and Juice/water	Cherraine Winch and Michelle Zoontjens	5 or 6 April	Replaces sushi
Icepoles	Margot	20 March (while its hot!)	No pre-buy - cash only
1 st school disco	Niki Meredith	Late term 1 / Start term 2	<p>Would actually be good to kick this off week 8 or 9 term 1 or week 2 term 2, to give the parents of the juniors an excuse to mingle and get to know each other too.</p> <p>Alternatively I have been asked to ask, could we run family fun night earlier in the year?</p> <p>Suggestion for early week 4</p> <p>Still to be discussed.</p> <p>Action: Candi to report back with suggestions for alternative dates for FFN</p>

Sushi lunch	Cherraine Winch	End of term 2	
Sausage Sizzle	Cherraine Winch	End of term 3	I am not sure how this one works with cooking on the premises but if its allowed she is keen!
2nd school disco	Niki Meredith	26 or 27 Oct	Halloween theme. Was a winner last year, we do need to avoid the actual day of Halloween, but this gives kids 2 x uses of their costumes.

Other suggestions

- Carnival - cake stall, sausage sizzle
- Online auction to replace Bogan Bingo
- Ride to school day - juice box - 31 March 2023
- Containers for change - class award idea for class that collects most containers and donates the money to the school. Icy poles for class award **Action: Neroli to get code that can be sent out to the school in next newsletter**
- Entertainment Book - reminder to be sent out through class rep.

10. Budget meeting on 28 March - call for submissions and close by 21 March 2023

Neroli explained what is required. Everyone in attendance understood what is required.

Action: Need to send out a how to make a submission email - James and Neroli to action

11. General business

- Canteen update - Susan HB explained that the provider is changing online ordering platform.
 - Credit voucher to be provided to every parent that signs up to new system. Also the school will get a financial contribution from the new service provider.
 - Suggestion to include a voluntary donation to the school in addition to the online ordering form. Suggestion for a 'round-up' option as part of form. The extra money goes to the school.
 - Should be a better and smoother system.

Action: Susan to advise the school community through class reps, facebook, newsletter

- Leigh Walker wanted to give her thanks to the Staff for letting us present at the Class meeting - please pass on how appreciative the committee is to the Staff.
- John O'Oneill raised a parent's concerns around the number of lolly bags coming home for birthdays and how that doesn't fit with the school's values around healthy eating (traffic light) policy. Suggestion from committee for John to put out a newsletter article around limiting quantity and/or considering alternatives. **Action John to include something in the next newsletter on limiting excessive lolly bags for birthdays**
- Bec online provided feedback that the online meeting was positive.
 - It was agreed that MS Teams would be a better platform for future meetings as Zoom kept timing out.
 - **Action: James to ask Lydia to send Teams invite to all members for next meeting**
- Reminder about second-hand uniform shop - **Action: Neroli to send a reminder about opening hours and benefits of it.**

Next Meeting:

Next Meeting budget meeting 28 March 2023.

Close of Meeting

8:31pm