



**Minutes of General Meeting of  
Davallia Primary School P&C Association Inc.  
Tuesday, 16 May 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), Ashleigh Shapland (Fundraising Coordinator);

*Staff:* John O'Neill (Principal), Candi Nelson (Manager Corporate Services), Mark Leaning (Associate Principal);

*DPS community members:* Kirsten Barker, Alycia Simmonds, Stina Frantzich Gardiner, Suzy Rogers

**1. Acknowledgement of Country and introductions**

Neroli welcomed everyone and opened the meeting at 7.30pm with an Acknowledgement of Country

**2. Declaration of conflicts of interest**

Nil declarations.

**3. Apologies**

*Committee members:* Susan Hosking-Boswell (Canteen Coordinator); Michelle Zoontjens; (Assistant Treasurer)

*Staff:* Sunny Kendrick

*DPS community members:* Mandy Brosnan,

**4. Previous minutes and actions from 21 February 2023 meeting**

**ACTIONS**

- Containers for change fundraiser - Neroli to get code that can be sent out to the school in next newsletter - **Done**
- James/Mark to provide update on solution to online attendance option - **Ongoing**
- Australian Charities and not for profit commission - call to submit annual information statement - **in progress, not yet complete.**
- Warwick Psychology Clinic - free seminars - James to forward to Candi for actioning - **Done**

**Motion: to accept previous minutes**

Moved by Leigh Walker; Seconded by Mel Bluntish

**5. Correspondence**

- WACSSO email about P&C day and registrations for Annual conference on 19-20 August.

- WACSSO membership fee email - \$1383
  - **ACTION: James to advise WACSSO to update treasurer email - should be davalliapctreasurer@gmail.com**

## 6. Principals report

(see attached)

Questions:

Nil

**Principal's report acknowledged**

## 7. Treasurer's report

(see also attached)

Cash balance - approx. \$48,000 (report to come with minutes)

- a. Bank account access/signatories Erin Gaunt
  - i. Bank administrators - Erin Gaunt and Michelle Zoontjens
  - ii. Remove Dan Davies and Julie Mincherton
  - iii. Bank signatories to be assigned to Michelle Zoontjens and Erin Gaunt
  - iv. Back up to remain Margo
  - v. Treasurer (Erin) and assistant Treasurer (Michelle) to be given third-party access to the accounts
  - vi. executive positions as per minutes
- b. Wishlist item payments - what's next Neroli Ridgewell
  - i. C Block i-pads x 30 -

**ACTION: school to order and send bill to Erin**

**Motion to accept Treasurer's report, new bank account signatories and next wishlist payment.**  
moved by Alycia Simmonds; seconded Leigh Walker

## 8. Fundraising report

(see attached)

- Neroli made special thanks to Ash for all her work, especially for the raffle and getting the donations
- External Instagram and Facebook pages - no student photos and names are to be shared. Internal Facebook allowed with parents/admin consent.
- Disco -

- EFTPOS machine is getting replaced - cash only for the disco
- OSH and liability insurance issues prevents non-student siblings from attending.
- John O'Neill stated that its an event for enrolled kids at the school only - no siblings.  
It has only ever been for the kids attending the school.
- Suggestion to sell reusable pouches/bags at cake stall - all agreed it was a good idea.
- Hi-Vis vests for P&C volunteers  
**ACTION: school to order and pay (Printed with P&C Volunteer) - colour chosen: pink**
- School lapathon  
**ACTION: Date for Lapathon/colour run - school to confirm**
- Is there scope for an increase to voluntary contributions?  
**ACTION: Refer item for discussion at next meeting**  
**ACTION: Executive to look up what is involved for changing fees**

**Motion to accept Fundraising report**

Moved by Erin Gaunt; Seconded by John O'Neill

**9. General business**

- Hats sold out at the uniform shop - ordering more
- New Canteen ordering system on hold while it is being trialled at Churchlands SHS.

**Motion: to accept general business**

N/A

**Next Meeting:**

Tuesday, 20 June 2023 at 7.30pm

**Close of Meeting**

8:39pm