



**Minutes of General Meeting of
Davallia Primary School P&C Association Inc.
Tuesday, 20 June 2023
DPS Library**

Present in the room

Committee members: Neroli Ridgewell (President), James Milne (Secretary), Erin Gaunt (Treasurer), Mel Bluntish (Class Rep Coordinator), Ashleigh Shapland (Fundraising Coordinator); Michelle Zoontjens; (Assistant Treasurer)

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

DPS community members: Alycia Simmonds, 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: Leigh Walker (Vice President), Susan Hosking-Boswell (Canteen Coordinator);

Staff: Sunny Kendrick (Assistant Principal)

DPS community members: Carina Lancaster, Megan Varker, Kristen Barker

4. Previous minutes and actions from 21 February 2023 meeting

ACTIONS

- James to advise WACSSO to update treasurer email - should be davalliapctreasurer@gmail.com - **Done**
- school to order 30 iPads and send bill to Erin - **Done**
- Hi-Vis vests for P&C volunteers - school to order and pay (Printed with P&C Volunteer) - colour chosen: pink - **Done - (except they are green)**
- School lapathon - Date for Lapathon/colour run - school to confirm - **Done (Friday 22 September 2023)**
- Is there scope for an increase to voluntary contributions? - Refer item for discussion at next meeting; and Executive to look up what is involved for changing fees - **see item 9.**

Motion: to accept previous minutes

Moved by John O'Neill; Seconded by Candi Nelson

5. Correspondence

- WACSSO Councillor for Perth North resignation
- ACNC - acknowledgement of receipt of Annual Information Statement submission for 2022
- Letters received from classrooms, thank you to P&C for P&C Day 2023

6. Principals report, including results from opinion survey

(see attached)

Special note - the school opened in 1974 - So next year is 50 yr anniversary.

Action: P&C to consider options for celebrating - next meeting

Questions:

How did the survey results compare to last year? - this is addressed in the report. Mostly on par or better - with the exception of grounds maintenance.

Principal's report acknowledged

7. Treasurer's report

(see also attached)

Cash balance - approx. \$27,830 (last week - now slightly more)

Candi to pay \$18,000 for voluntary contributions

\$16K for ipads paid

So we can fund:

a. Wishlist item payments - what's next

Neroli Ridgewell

i. Kindy Clevertouch screens \$11,814

ii. Lexile Short Reads \$4,758

iii. ECE literacy resources \$3,376

Total \$19,948

50% of wishlist now paid

NOTE: Item 6 - new playground - deferred until undercover area is done.

Motion to accept Treasurer's report and next wishlist payment.

moved by Michelle Zoontjens; seconded Mel Bluntish

8. Fundraising report

(see attached)

- Disco most successful fundraising disco ever
- Coffee van has been really successful and appreciated by parents
- Hot dogs - pre-orders around 200 so far. Sushi normally gets 250.
 - Cheraine Winch to be commended for all her efforts to sort this out

- P&C website updated and refreshed – this should be first point of reference for any P&C questions/payments etc

Motion to accept Fundraising report

Moved by Erin Gaunt; Seconded by Suzy Rogers

9. Voluntary contributions discussion

Neroli Ridgewell

- As at 30 May \$18,931.50 has been received via voluntary contributions, from a possible \$25492.50, which is 74%.
- Suggested increase to fees was raised at previous meeting with discussion deferred to this meeting.
- Last increase was 2016. Neroli suggested that we're already asking parents for lots, so she thinks keep as is.
- A vote was held:
 - Leave contributions as is - 7
 - Increase contributions by \$5 - 1

Motion: Accepted that there will be no change to voluntary contributions as per majority vote

10. P&C Donations

Neroli Ridgewell

- Refer to refreshed website where people can make donations if they wish.

Webpage viewed and noted by all

11. Davallian Community FB group

Neroli Ridgewell

- Review to close the Community Group and only have 1 x FB closed group which would be Parents & Carers FB, people can post lost property and for sale items on this page again.
- The public FB pages is where links to external providers, contributors and thank yous are noted
- John suggested that it would be a good idea to consult on the closure first.
 - Advertise the proposed deletion and provide options for alternatives
- Suggestion that a note be put on the page to advise people to vote
- Ash suggested that it is deleted and archived.
- Suggestion that the purpose and objective of each page is made clear
 - FB Group is for current parents and carers
 - Other page is intended for P&C notifications

Motion: to accept closure of Community Group following 1 month notice period

Moved: Suzy Rogers; Second Alycia Simmonds

12. P&C survey responses

Neroli Ridgewell

- Ash Shapland showed results from the survey that ran 2-14 June 2023, summaries, comments and actions were discussed
- **Action: Trial Zoom (free subscription) for next meeting. James to follow-up school laptop with Mark. Neroli to create Zoom link, James to distribute link with next agenda and school Newsletter notice.**
- **Action: promote family fun night date.**

Motion: survey results noted by the P&C

13. Future Feedback link

Neroli Ridgewell

- An action from the survey was to have an ongoing feedback and suggestions link, this has been added to the refreshed P&C website and can go live with approval.

Motion: to note the addition of the link

14. General business

- Suggestion to include an additional Executive Position of – Communications and Social Media Adviser, this role would be filled by Ash Shapland in conjunction with Fundraising Coordinator.
- Vacant position discussed: Fundraising Assistant, Grounds Coordinator and Sustainability Coordinator members. Interested people to submit emails to President.
Action: both the above items to be on the agenda for voting at next meeting.
Action: Invite Jared to next meeting to discuss possibility of DODS taking on Grounds Coordinator position
- New canteen ordering app
 - New App open this 23 June 2023
 - \$5 to each family that registers in the following three weeks
 - Susan to promote.

Motion: to accept general business

N/A

Next Meeting:

Tuesday, 8 August 2023 at 7.30pm

Close of Meeting

8:55pm