



**Minutes of General Meeting of
Davallia Primary School P&C Association Inc.
Tuesday, 8 August 2023
DPS Library
Online via MS Teams**

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: Katie Cruse

Present online

Leigh Walker (Vice President); Kirsten Barker; Jingwei Lui; Carina Lancaster; Wytske Tulp

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);

Staff: Sunny Kendrick (Assistant Principal)

DPS community members: Suzy Rogers, Jared Rowe (DoDS rep)

4. Previous minutes and actions from 20 June 2023 meeting

ACTIONS

- 50 yr anniversary of DPS - P&C to consider options for celebrating - next meeting - **see item 9**
- Trial Zoom (free subscription) for next meeting.
 - James to follow-up school laptop with Mark - **Done**
 - Neroli to create Zoom link - **Done (using MS Teams instead)**
 - James to distribute link with next agenda and school Newsletter notice - **Done**
- P&C to promote family fun night date **To be actioned in coming weeks**
- Vacant Fundraising Assistant, Grounds Coordinator and Sustainability Coordinator positions; and new executive position - Communications and Social Media Adviser
 - P&Cto promote and call for nominations

- Voting on all positions at next meeting - **see item 10**
- Invite Jared Rowe to next meeting to discuss possibility of DODS to discuss Grounds Coordinator position - **Done**

Motion: to accept previous minutes

Moved by Erin Gaunt ; Seconded by Ashleigh Shapland

5. Correspondence

- WACSSO Certificate of membership
- PhD research 30-minutes questionnaire - anyone interested in completing on behalf of P&C? - Candi agreed to participate. **ACTION: James to forward email to Candi**
- Call for nominations for WACSSO State Council By-Elections for Perth North - closes 25 August 2023.
- Epilepsy WA - letter for the school to get involved - No further action, School is already actioning
- Tutoring fundraiser - Ace Tutoring - **ACTION: Ash to send email to John**
- Seed fundraiser initiative - **ACTION: James to forward to Ash for consideration**

6. Principals report

(see attached)

Questions:

Nil

Principal's report acknowledged

7. Treasurer's report

(see also attached)

Cash balance - approx. \$33,336

So we can fund:

- a. Wishlist item payments - what's next Neroli Ridgewell
- i. items 8 and 9 - ECE indoor and outdoor resources

Total \$4,544

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

moved by Mel Bluntish; seconded Michelle Zoontjens

8. Fundraising report

(see attached)

- Term 2 finished well
- Term 3 started well with the Principal for the Day award
- Family Fun Night
 - no silent auction that needs to be staffed, instead it will be an online auction
 - Lots of food trucks - run by Big Kid Events

- all families to do a \$10 donation (online link), rather than class reps having to arrange
- Volunteering will be minimal - local Scout group helping out

Motion to accept Fundraising report

Moved by Erin Gaunt; Seconded by Michelle Zoontjens

9. Davallia PS 50yr anniversary celebration discussion

Neroli Ridgewell

- Postpone discussion to Term 4 to provide more time to discuss ideas with John
- Preliminary suggestion from John is for a prominent community member to take the lead to organise/coordinate the event.
- John suggested having a 50yr display and inviting past Davallians to the 2024 open night.
- Members encouraged to post any ideas on ideas link
- **ACTION: put on agenda for first meeting of Term 4**

Motion: N/A

10. P&C vacant positions nominations and voting

Neroli Ridgewell

- Communications and Social Media Adviser (new position)
 - nominee: Ash Shapland
 - appointment: Nominally Ash, until it can be formally voted on at the AGM (as this is an Executive position).
- Fundraising Assistant
 - nominee: Katie Cruse
 - appointment: Katie Cruse
- Grounds Coordinator
 - nominee: nil
 - appointment:
- Sustainability Coordinator positions
 - nominee: nil
 - appointment:

Motion to accept appointments as per above

moved by Leigh Walker; seconded by Mel Bluntish

11. General business

- All Committee positions to be advertised through Term 4, so please advise Neroli if you are/are not intending to stay on the committee for 2024
- Online meeting option feedback was positive
- Request for Minutes to be sent sooner **ACTION: James to send out minutes sooner**

Motion: to accept general business

N/A

Next Meeting:

Tuesday, 12 September 2023 at 7.30pm

Close of Meeting

8:16pm