



**Minutes of General Meeting of
Davallia Primary School P&C Association Inc.
Tuesday, 12 May 2026
DPS Library (and via MS Teams)**

Present in the room

Committee Executive: Jeremy Martin (President), James Milne (Secretary), Faz Bashi (Treasurer), Sam Vallerine (Fundraising Coordinator), Tess Allen and Suzy Rogers (Grounds/Sustainability Coordinators).

Staff: Mark Leaning (Acting Principal), Sunny Kendrick (Associate Principal).

P&C and community members: Nicole Berlingeri, Sarah C, Pippa Fiscus, Alex Schoderboeck.

Present online

Committee Executive: Heather Parish (Class Rep Coordinator), Amy Mackney (Vice President), Michelle Zoontjens (Petty Cash Coordinator).

Staff: Nil.

P&C and community members: James Gaughran, Sam Beare, Sophie Neale.

1. Acknowledgement of Country and introductions

Jeremy welcomed everyone and opened the meeting at 7.31pm.

2. Declaration of conflicts of interest

Nil

3. Apologies

Committee Executive: Nil

Staff: John O'Neill (Principal), Candi Nelson (Manager Corporate Services).

P&C and community members: Elliott Bolitho, Lauren Feilding, Ash Shapland.

4. Previous minutes and carryover actions

From 31 March 2026 meeting

- a. Credit card for P&C
 - **Action: Faz to report back to next meeting - Ongoing**
 - **Action:** Faz to check if the P&C's constitution allows for us to have a debit card – **complete** (see guidelines attached to Minutes).
- b. Wishlist project commencement
 - **Action:** Suzy Rogers and Tess Allen to liaise with John to arrange the works for their respective wishlist projects - **Complete**
- c. Fundraising related
 - **Action:** Communications Coordinator to create thank you notices for all companies that donated – **Nearly done.**

- Bakers Delight Warwick
 - Cross Roads bicycles – Carine Shops
 - Woolies – Warwick
 - Dejexo Bakery Carine
 - **Action:** Sean to put a proposal in writing and send it to the Fundraising and President emails – **Complete**
 - **New Action:** Sean to create a Facebook poll/survey to see if there is sufficient interest in advertising on a Davallia PS community directory.
 - **New Action:** Jeremy to advise Sean, who was not at the meeting.
 - **Action:** Everyone encouraged to email Fundraising and President mailboxes with fundraising ideas. **Complete - Nil received.**
 - **Action:** Jeremy to discuss ideas with coffee van providers to see what level of sales is required to attend the school on a regular basis. **Complete** – minimum 40 cups – not worth it.
- d. Communications Coordinator replacement
- **Action:** Sarah Cummuskey to look at an AI software option that may have a small cost.
 - **Complete** – nothing valuable from her research.
 - **Action:** Lauren Feilding to ask her husband if there are any AI tools that the P&C can use – Initially held over, however **no longer needed** as following Sam Beare’s accepted nomination as the new Communications Coordinator.
 - **Action:** Jeremy to ask Jess to put together a short role description that we can include in the newsletter to call for one or two volunteers to do the role/roles.
 - At this point in the meeting Sam Beare advised that she can take on the role of Communications Coordinator. All present accepted the nomination.
 - **New Action:** James to send Sam Vallerine, Sam’s Beare email so that a handover can be arranged – **Completed post-meeting.**
 - **Action** – James to send Jeremy a role description from the AGM – **No longer needed.**

Motion: to accept previous minutes

Moved by: Suzy Rogers; Seconded by Nicole Berlingeri:

5. Correspondence – see attached to Minutes

- Email from Laetitia Lafaurie about coffee van suggestion.
 - Sunny explained that there is a significant safety factor to consider.
 - Also the year 6’s are already loaded up with leadership tasks – so minimal capacity.
 - All agreed that it won’t be pursued.
- WACSSO Term 2 update
 - P&C Day – 22 May
 - WACSSO survey - Please [complete your survey here](#).
 - Networking round table meetings – 4-12 May. register [here](#).
 - Career conversations with the Department of Education Places are limited, so be sure to reserve your spot using the link below:
[Reserve your spot](#)
 - WACSSO Conference August 22-23 at Crown Perth - more information is available [here](#).
 - Submit a question to the Minister or DG - Questions must be submitted online [here](#) by **21 July**.
- Supporting School Canteens Program – email from Department of Education. Not pursued as we don’t run a canteen.
- Quote for long jump pit renovation – quote accepted.

6. Principal's report

See attached – presented by Mark Leaning

7. Treasurer's report – including wishlist progress

(see Treasurer's Report attached)

Current cash balance – approx. \$42,313.

Action: Sunny to follow-up with Candi on payment of voluntary contributions.

Motion to accept Treasurer's report

moved: Suzy Rogers; seconded: Sam Vallerine.

8. Fundraising report

Sam Vallerine provided a verbal report on behalf of the fundraising team.

- Lots going on:
 - Pirate Day icy poles - \$1 to Kids for Cancer
 - Volunteers required
 - Fashion event – advertised on social media
 - 23 June
 - Sent to other schools in the district
 - Tickets \$30 – sales so far \$700 (need \$750 to cover cost of presenter)
 - Pop-up family photography session – contribution to the P&C
 - Disco – Thursday 18 June
 - Slight cost increase to cover increased cost to run
 - K-2 and 3-6
 - End of term sushi – last week of term
 - Quiz night – proposed for next term
 - Faction carnival
 - Friday this year
 - Need to start talking about FFN
 - **Action:** dedicate next meeting's Fundraising agenda item to the FFN discussion.
 - There was a lot of discussion about seeking corporate sponsorship for specific large-cost items on the wishlist, such as the play grounds. Businesses could have a plaque added to the item to promote their company and acknowledge their contribution.
 - **Action:** New Communications Coordinator to create a post about seeking corporate sponsorship for the new playgrounds.

9. General business

- Tess – asking for an update on the roof collapse in A2
 - Contractor coming imminently
 - No asbestos
- Suzy – who is the Sustainability teacher?
 - Mark and Sunny advised that they are Katie Chapman and Jane Roose.

- Some concerns around container recycling and contamination – staff committee looking at what is really feasible.
- **Action: Sunny to provide Suzy's contacts to the staff committee representatives.**
- Jeremy asked about the remaining tree logs and stumps
 - Sunny advised that they will be removed imminently
 - Mulch to be distributed around the school.

Next Meeting:

Tuesday, 16 June 2026

Close of Meeting

9:04pm