



**Minutes of General Meeting of  
Davallia Primary School P&C Association Inc.  
Tuesday, 1 April 2025  
DPS Library (and via MS Teams)**

**Present in the room**

*Committee Executive:* Neroli Ridgewell (President), James Milne (Secretary), Faz Bashi (Treasurer), Dave Hawkey (IT Support)

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

*P&C and community members:* Ashleigh Shapland, Leigh Walker, Jeremy Cox, Kelly Cox, Amy Williams

**Present online**

*Committee Executive:* Nil

*Staff:* Nil

*P&C and community members:* Jess Stricklan, Kirsten Barker, Laura I, Elysia Bin Samat, Amy Mackney.

**1. Acknowledgement of Country and introductions**

Neroli welcomed everyone and opened the meeting at 7.31pm.

**2. Declaration of conflicts of interest**

Nil

**3. Apologies**

*Committee Executive:* Michelle Zoontjens (Assistant Treasurer)

*Staff:* Mark Leaning (Associate Principal), Sunny Kendrick (Associate Principal)

*P&C and community members:* Samantha Vallerine, Heather Parish, Suzy Rogers, Mandy Brosnan

**4. Previous minutes and carryover actions from actions from 29 October 2024 meeting, 2024 AGM and 2025 Budget meeting**

**ACTIONS**

*Outstanding from first meeting Term 4 2024:*

- a. ATO reporting/updating registered contact. Neroli to contact WACSSO representative to seek advice on how to resolve this matter. - **Neroli to follow-up with local Federal Member - Ian Goodenough - OUTSTANDING**
- b. Sustainability/grounds committee to arrange a busy bee day for re-coating the nature playground area and communicate with P&C on preferred date. - **COMPLETE - see item 7(b)**

*Outstanding from 2024 AGM:*

- c. Neroli to seek advice from WACSSO on how often we need to change auditor. - **COMPLETE (not mandatory to change). All agreed to keep existing auditor.**
- d. Faz to seek two other quotes for the Audit next year - **NO FURTHER ACTION**

*Actions from 2025 Budget Meeting*

- e. James to complete and submit ACNC Annual Information Statement by 31 March 2025 - **COMPLETE - submitted 1 April 2025**
- f. John to conduct due diligence on the 'Neurominded workshops' item to determine if it can be funded. - **COMPLETE - see item below 7(a)**
- g. Members to discuss the final priority of the following items that all received the same number of votes, at a future meeting when the budget allows for their funding - **AGREED, NO FURTHER ACTION:**
  - Six votes
    - ICT support for P&C - coming off because Dave is doing it for free
    - Year 1 decodable readers
    - Beach cleanup
  - Three votes
    - C block classroom resources
    - Kindy garden tap

**Motion: to accept previous minutes**

Moved by Leigh Walker; Seconded by Ash Shapland

**5. Correspondence**

- WACSSO State Council Elections - Perth North Electorate Reminder that nominations close 4 April 2025.

**6. Principal's report**

See attached

**7. Treasurer's report**

(see Treasurer's Report attached)

Current cash balance - approx \$41,000 in bank (plus \$2,000 petty cash), but also expecting another \$20,000 in voluntary contributions before next meeting. NOTE: Musical instruments from last year is yet to be invoiced.

**Action: Candi to send remaining musical instruments invoice ASAP (approx \$5,500)**

**Action: Jess to prepare regular comms after each fundraising event to say how much was raised by each event and where appropriate, identify who helped on the event.**

- a. Vote to extend invitation to Neurominded parent workshop to other school communities in the Carine network of schools
  - All voted yes
- b. Vote to increase Recycling Hub wishlist item value from \$5044 up to \$5924 due to the Principal suggesting a larger concrete slab
  - All voted yes

After considering the available funds, it was discussed and agreed that the next five wishlist items could be funded, pending the payment of voluntary contributions into the P&C account.

**Motion to accept Treasurer's report and agree that Recycling Hub (including increased budget), Year 6 Graduation hats, Year 1 decodable readers, Beach Clean-up and Black Cockatoos are all to be funded pending payment of voluntary contributions into bank account.**

moved: Leigh Walker; seconded: Ash Shapland

#### **8. Fundraising report**

Nothing further to add beyond what is in the Treasurer's report.

#### **9. Suggestions for changes to P&C IT system/platform**

Dave Hawkey proposes that we migrate all existing P&C email addresses and data storage to Microsoft. We can get 10 Microsoft 365 Business Premium Licences for free as a not for profit. That's a full business licence for email, sharepoint, teams etc, the same as a corporate. It will give the P&C @davalliapsc.org.au email addresses, and all centralised rather than separate Gmail accounts. Square can stay as is for now, but from an email/teams/storage/collaboration point of view it'll make a big difference. There is no cost to do the migration, and no ongoing cost for licences.

**Action: Neroli and James to liaise with Dave to agree on preferred email addresses and data transfer ASAP.**

**Motion: to accept proposed IT solution**

Moved by Leigh Walker; Seconded by Kelly Cox

#### **10. General business**

- a. Claudia Kelly has nominated to take on role Cake Stall Coordinator and Petty Cash Coordinator.
  - All voted yes.
- b. Suggestion to bring meeting 1, Term 2 2025 forward one 1 week due to President and Secretary being unavailable in Week 4 of Term 1. All agreed. New date agreed for next meeting of week 3, Term 2 - 13 May 2025.

**Action: Candi to ask Michelle to update school calendar and promote new date in newsletter.**

- c. Grounds committee walk around - see attached suggestions.

**Action: committee to promote the date and call for volunteers**

- d. Reminder from John - school banking details have changed.

#### **Next Meeting:**

Tuesday, 13 May 2025

**Close of Meeting** 8:49pm