



**Minutes of General Meeting of
Davallia Primary School P&C Association Inc.
Tuesday, 16 September 2025
DPS Library (and via MS Teams)**

Present in the room

Committee Executive: Neroli Ridgewell (President)

Staff: John O'Neill (Principal)

P&C and community members: Ashleigh Shapland, Suzy Rogers, Leigh Walker

Present online

Committee Executive: James Milne (Secretary)

Staff: Sunny Kendrick (Associate Principal)

P&C and community members: Amy Williams, Kirsten Barker, James Gaughran, Tess Allen, Elysia Bin Samat, Jess Strickland, Heather Parish

Quorum = minimum 8 voting members

1. Acknowledgement of Country and introductions

Neroli welcomed everyone and opened the meeting at 7.30pm, James read the acknowledgement of country.

2. Declaration of conflicts of interest

Nil

3. Apologies

Committee Executive: Amy Mackney (Vice President), Michelle Zoontjens (Assistant Treasurer), Dave Hawkey (IT Support), Faz Bashi (Treasurer)

Staff: Mark Leaning (Associate Principal) and Candi Nelson (Manager Corporate Services)

P&C and community members: Sam Vallerine, Cheraine Connell, Lauren Fielding

4. Previous minutes and carryover actions from 12 August 2025

ACTIONS

- a. Fundraising team to contact Local MP Liam Staltari's office regarding hamper donation for FFN – **not yet complete – carryover to next meeting.**
- b. Leigh to see if Churchlands SHS wants run the BBQ for FFN as a fundraiser for its music tour – **Complete** – they are not interested.
 - **Action:** Ash to reach out to Davallia Netball Club first and then Carine Cats football club to see if either want to run the BBQ at FFN.
- c. Faz to send wish list table of unpaid items to Candi to follow-up on school-related payments – **Completed** post meeting.
 - A number of items paid, but not all – see action for John under item 7.

- d. Faz to send Candi's email about iPads to John for clarification – **Completed** post meeting.
- e. Faz to update ATO contacts for Davallia P&C ABN to include himself and Amy Mackney and remove incorrect reps. **Carryover to next meeting for Faz to confirm.**

Motion: to accept previous minutes

Moved by Leigh Walker; Seconded by Ash Shapland

5. Correspondence

- a. Email from Local MP Liam Staltari – follow-up on actions following last meeting, 25 August 2025 (attached to minutes).
- b. Sunny Shapland (Ash's son) – asking about sporting equipment on the roof.
 - **Action:** Ash to discuss with Mr Warner to arrange retrieving sporting equipment on the roof.

6. Principal's report

See attached

Action: Jess to put out a reminder on social media relating to the prompt return of enrolment forms mentioned in the Principal's report.

Faction carnival shade only cost approx. \$1700. Everyone agreed that the set-up was excellent and great value.

7. Treasurer's report

(see Treasurer's Report attached)

Current cash balance – \$54,318

Action: John to ask Candi to invoice for all the unpaid wish list items.

Motion to accept Treasurer's report

moved: Leigh Walker; seconded: Suzy Rogers

8. Fundraising report

- icy poles for lunchtime on lapathon/colour run
- FFN – Heather to reach out to Liam for a hamper
 - Hampers nearly sorted
 - Have them displayed in a taped off area outside the b6 classroom door
 - Chocolate throw – volunteers sorted (student councilors)
 - No musician yet – awaiting response from someone (last year's guy not available)
 - Action** – Neroli to put a call out to P&C committee for ideas
 - Lolly bags to be organised – by Elysia and Sam
- Disco – needs to be advertised ASAP
- Faction Carnival
 - Hairspray at faction carnival went well – but needs to be promoted that it's a gold coin donation

- Lessons learned for next year – discuss whether cake stall is wanted. Pros and cons from not having it this year. Also, Coffee guy couldn't cope with the volume – suggestion to have more coffee options next year

9. Sustainability team update

- Beach clean-up – happening early in term 4
- Carnaby's cockatoo boxes are installed – Yellagonga national park – see details in school newsletter from 4 July 2025
- Recycling shed up and running
 - Batteries, espresso pods, milk bottle lids, containers for change, polystyrene, pens – just for items coming out of the school.
- Care for Kids wants to get involved.
- Suggestion to make sure disco has a bin just for juice boxes – to get the 10c back
- Suggestion to incentivise container recycling for faction points – might need budget for this next year. May be worth contacting Containers for Change to see if they offer free bins.

10. Upcoming AGM – nominees for vacancies

Role (WACSSO requires 6 Executives roles to be filled)	2025	2026 nominees
President	Neroli Ridgewell	
Vice President	Amy Mackney	Amy Mackney
Secretary	James Milne	James Milne
Treasurer	Faz Bashi	Faz Bashi
Class Rep Coordinator	Mel Bluntish	Heather Parish
Communications and Social Media Adviser	Jess Stricklan	Jess Stricklan
Assistant Treasurer	Michelle Zoontjens	Michelle Zoontjens
Uniform Shop coordinators	Jessica Stricklan Kelly Cox Lauren Feilding Fanny Menrath	Lauren Feilding (PT) Heather Parish (PR)
Canteen Lunch Coordinator	Sharon Ridley	Sharon Ridley
Shared Grounds and Sustainability Coordinators	Suzy Rogers Tess Allen Amy Williams	Suzy Rogers Tess Allen Amy Williams
Shared Fundraising Coordinators	Sam Vallerine Linda Waiblinger Elysia Bin Samat Heather Parish	
Disco Coordinator - Halloween	Niki Meredith	
Scholastic Book Club Coordinator	Natalie Dalglish	Natalie Dalglish

Entertainment Book	Cherraine Connell	Cherraine Connell
Volunteer Coordinator	Felicity Hampson	
Cake Stall Coordinator	Claudia Kelly	Claudia Kelly / Heather Parish
Petty Cash Coordinator	Claudia Kelly	Claudia Kelly
Affiliates Coordinator	Tba	
Grants Coordinator	Tba	
Grounds Committee Coordinator	Role removed	NA
(Honorary Auditor)		

11. General business

Nil

Next Meeting:

Tuesday, 28 October 2025 (NOTE: this has been changed to week 3 to allow more time for arranging FFN)

Close of Meeting 8:55pm