



**Minutes of General Meeting of  
Davallia Primary School P&C Association Inc.  
Tuesday, 31 March 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).

*Staff:* John O'Neill (Principal), Candi Nelson.

*P&C and community members:* Elliott Bolitho, Nicole Berlingeri, Lauren Feilding.

**Present online**

*Committee Executive:* Heather Parish (Class Rep Coordinator), Suzy Rogers and Amy Williams (Grounds/Sustainability Coordinators).

*Staff:* Nil.

*P&C and community members:* Sean Myles, Sarah Cummiskey.

**1. Acknowledgement of Country and introductions**

Jeremy welcomed everyone and opened the meeting at 7.30pm.

**2. Declaration of conflicts of interest**

Nil

**3. Apologies**

*Committee Executive:* Amy Mackney (Vice President), Tess Allen (Grounds/Sustainability Coordinator).

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

*P&C and community members:* Ash Shapland, Pippa Fiscus.

**4. Previous minutes and carryover actions**

• *From 2025 AGM (9 December 2025):*

- a. New Office Bearers: **Action:** James to update all roles on ACNC and WACSSO websites - **Complete** (and 2026 AIS submitted to ACNC)
- b. P&C credit card option: **Action:** Faz to review credit card options for use by the P&C and report options to meeting 1 of 2026
  - i. Update from 2026 Budget Meeting: **Action:** Faz to contact WACSSO to see if they recommend a credit card service provider – report back to the next meeting - **Complete**

Faz advised that WACSSO had recommended a Westpac contact – Faz continuing to liaise with Westpac for the best debit card options.

**Action:** Faz to report back to next meeting

**Action:** Faz to check if the P&C's constitution allows for us to have a debit card – **complete** (see guidelines attached to Minutes).

- *From 2026 Budget Meeting (24 February 2026):*
  - c. From Correspondence: **Action:** James to include both lots of WACSSO email correspondence in Minutes - **Complete**

**Motion: to accept previous minutes**

Moved by Sam Vallerine; Seconded by Elliott Bolitho

## 5. Correspondence

- WACSSO State Council Term Election – Perth North Electorate.
  - Email was read to all attendees.

## 6. Principal's report

See attached

## 7. Treasurer's report – including wishlist progress

(see Treasurer's Report attached)

Current cash balance – approx. \$41,255. Candi advised that the voluntary contributions would be transferred the next day. This means that after accounting for the recurring budget (\$25,000), there would be sufficient funds to cover the first four items on the wishlist:

- Decking area for outdoor therapy area
- Long jump pit runway upgrade
- C-Pen Readers
- ECE Resource Replenishment

**Motion to fund first four items on wishlist and accept Treasurer's report**

moved: Elliott Bolitho; seconded Nicole Berlinger. No objections.

**Action:** Suzy Rogers and Tess Allen to liaise with John to arrange the works for their respective wishlist projects.

## 8. Fundraising report

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

- Special thanks to Bakers Delight Warwick for donating \$400 worth of goods and Cross Roads bicycle store at Carine Shops for donating the water bottles that were given out as prizes on ride to school day.

**Action:** Communications Coordinator to create thank you notices for all companies that donated

- Bakers Delight Warwick
- Cross Roads bicycles – Carine Shops
- Woolies – Warwick
- Dejaxy Bakery Carine

- Ride to school day petition for crossing at Sycamore/Beach received 130 signatures.
- Hot Cross Buns has received more than 400 orders – over three days of volunteers.
- Next term

- Thursday 18 June – first disco
- Suggestion for a Mothers Day event:
  - Guest speaker to discuss fashion for school mums/grandmothers – from ‘The Other F Word’ (\$750) plus catering and liquor licence – so total cost is more like \$900
  - Charge \$35 / person.
- Quiz night being proposed for October – cost to hire a Quiz Master (\$860 for 120 people, up to \$1000 for 180 people).
- Sean Myles – suggestion to Print a Directory of Davallia PS parent professionals where they pay to advertise in the directory, with the proceeds going to the P&C – printed hard copy.
  - Sean is also happy to donate \$5000 one way or another – weather as part of producing a directory, or simply as a donation.

**Action:** Sean to put a proposal in writing and send it to the Fundraising and President emails – **Complete**

#### **9. Communications Coordinator replacement/role modification**

- Looking at the amount of work that goes into the communications from Jessica and Sam I’m wondering if we can share some responsibilities.
  - i.e. Our website and Facebook site are in constant need of updating so can we have two admins?

**Action:** Sarah Cummuskey to look at an AI software option that may have a small cost.

**Action:** Lauren Feilding to ask her husband if there are any AI tools that the P&C can use.

**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.

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

- Thinking outside the box: Jeremy Martin
  - i. Ideas to raise more \$\$\$ without putting more pressure on the existing volunteers.

**Action:** Everyone encouraged to email Fundraising and President mailboxes with fundraising ideas.

**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.

#### **Next Meeting:**

Tuesday, 12 May 2026

#### **Close of Meeting**

9:16pm