Minutes of General Meeting of
Davallia Primary School P&C Association Inc.
Tuesday, 3 November 2026
DPS Library (and via MS Teams)

Present in the room
Committee members: Jeremy Martin (President), James Milne (Secretary), Faz Bashi (Treasurer), Dave Hawkey (IT Coordinator), Tess Allen (Grounds/Sustainability Coordinator), Sharon Ridley (Canteen Coordinator), Sam Beare (Communications Coordinator), Michelle Zoontjens (Assistant Treasurer), Sam Vallerine (Fundraising Coordinator).
Staff: John O'Neill (Principal); Candi Nelson (Manager Corporate Services)
P&C and community members: Liam Staltari – Local MP, Kirsten Barker, Lauren Fielding, Elliott Bolitho

Present online
Committee Members: Heather Parish (Class Rep Coordinator), Amy Mackney (Vice President), Amy Williams (Grounds/Sustainability Coordinator)
Staff: Nil.
P&C and community members: Sarah Cummuskey, Susan Rawlings, Zita Kuehnapfel, Ashleigh Shapland, Shelley Jones

1. **Acknowledgement of Country and introductions**

Jeremy welcomed everyone and opened the meeting at 7.33pm.

2. **Declaration of conflicts of interest**

Nil

3. **Apologies**

Committee Members: Pippa Fiscus and Nicole Berlingeri (Fundraising co-coordinators),
Staff: Sunny Kendrick (Associate Principal); Mark Leaning (Associate Principal)
P&C members:

4. **Previous minutes and carryover actions**

Carryover from 12 May 2026 meeting

a. Credit card for P&C (carryover from previous meeting)
   - Michelle and Faz to go to the Westpac Warwick bank to arrange new bank account to be linked to debit card. **Commenced**
   - **New Action**: James to Minute that all present have agreed that Erin and Nicole should be removed as signatories.
   - **New Action**: Michelle and Faz go to bank with Minutes to open the debit card account with a limit of $1000. Faz as Treasurer and Michelle as Assistant Treasurers to be the account

holders and signatories. Hold actioning this item until after the AGM to see if we can find a third signatory (Assistant Treasurer successor) at the AGM.

From 15 September 2026 meeting

FFN silent disco – carryover from 11 August 2026 meeting

a. Fundraising team to further discuss with Mark Leaning the use of the school's iPads for connecting to school wifi and playing the music for the disco. **Carry over**

Correspondence – Kindy presentation day - 28 October 2026 **All complete**

b. Jeremy to present. Included with this is opening of the Uniform shop at 10:15am.
c. Heather/Lauren to ask Chris to be available.
d. Candi to chase up school bags for the ensuring stock for Kindy day

Mural project

e. Lauren to liaise with artist on more specific design ideas for a $7,500 budget. **Complete.** Artist to present updated design to the Mural working group and the school to approve final design.
New Action: school to invoice the P&C for $7,500 based on agreement that there is now sufficient funds to pay for the item – see agenda item 8 below.
Action: Lauren to liaise with school over timings for the project commencement in term 1 2027.

General business

f. Decking furniture (Sustainability Committee Q): John to talk with Student Councillors – **Complete** School getting quote for seating installation to complement the mural.

Motion: to accept previous minutes
Moved by: Kirsten Barker; Seconded by: Dave Hawkey

5. Correspondence – see attached to Minutes

a. Email from John O'Neill about World Teacher Day on 30 October 2026
b. Last call for representation on the WACSSO State Council
c. ACNC Newsletter – October 2026 edition
d. Enquiry from member about Mural project budget and whether alternate artist can be considered in order to fund other educational materials on wishlist – email not distributed to members to protect anonymity of member. President to verbally advise of response at meeting.

Action: James to make a special AGM agenda item to talk about planning for the 2027 budget meeting, ensuring clear messaging around process and minimum expectations for submissions

6. Special item – Local MP discussion

Local Member of Parliament, Liam Staltari addressed the meeting and invited questions.
Matters discussed:

Safer crossing at Beach Rd and Sycamore Dve

- Petition has gathered more than 260 signatures of support
- Looking to get a flashing 40km/hr zone
- Possibly manned crossing
- Liam and Pippa Fiscus working on the initiative
- Car count planned for week 6 of term 4 2026
- Requires at least 20 kids and 200 cars for it to be fully Government-funded crossing
    a. Note that the Council will do an independent assessment as well
- Call for volunteers to assist with the count – contact Pippa if interested

Duncraig Adventure hub

- Well received but a few issues with e-scooter gangs
- Parking for the library now an issue – Liam following up with City of Joondalup (CoJ)

New Carine Open Space playground

- Opening imminently

Grant availabilty

- Liam to follow-up with CoJ
    a. Support for art projects
    b. Meet your neighbour initiatives

Post meeting, Liam emailed John with the following:

Further to yesterday's discussions, I enclose a summary for P&C members' queries below:

1. I have conveyed residents' feedback about the lack of Duncraig Library parking capacity to Councillor Fishwick.

2. I will pass on the 'Meet Your Neighbour' grant idea to the City – regrettably at present they don't seem to offer a similar program but it's a great concept.

3. With respect to potential grant support for the school's mural, please see below:

The school can't apply to the City's Community Funding Program directly, because the program only funds incorporated groups, *but the P&C should be eligible*. A 50th anniversary mural would fit well with the program's focus on community participation and connection. Small grants go up to $10,000.

However, please be aware that the program has only one funding round a year, and this year's closed in late August, so the next chance to apply is likely to be August 2027. It's also compulsory to speak with the City's program administrator (9400 4000) before applying.

If the P&C would like to explore this, I'd encourage them to email Russ at Russ.Fishwick@joondalup.wa.gov.au.

7. Principal's report

See attached

8. Treasurer's report – including update on Wishlist progress and Mural project budget consideration

(see Treasurer's Report attached)

Current cash balance – approx. $52,872 in the bank

- With committee funds accounted for, there remains a buffer of approximately $8,500 at present (allowing sufficient for the Mural for the to be funded). All agreed to the funding allocation of $7500 for the Mural project and for this to proceed as per the action at Agenda item 4(e) above.
- It was noted that the school is yet to invoice for ICT services.

Action: Candi to invoice P&C for the ICT services ASAP.

A vote was held to decide if we should also fund the Decodable readers for $540 , with the approximate remaining buffer funds of $1,000 – all agreed.

Upon further discussion it looked to have been that the school had already invoiced the P&C for the decodable readers prior to the P&C allocating the budget.
Action: Candi to confirm if invoice was sent.

Motion to accept Treasurer's report moved: Sam Vallerine; seconded: Sam Beare

9. **Fundraising report**

Lapathon icy poles – sold $400 worth
- Freezer power in the sea container failed

DoDs bowling - $570 minus expenses – 19 attendees
PP/K – Crazy Camel – 75 orders some money back to P&C
Halloween disco – lots of volunteers, students and P&C members, and teacher helpers
- Lots of positive feedback for the K/PP disco
- Pre-sale 311 tickets
- Gross - $7000 made

Wine fundraising open now – closing soon
- Must be collected by an adult

FFN in week 7
- Musician booked (same as for food trucks) – Eva Quilligan
- Food trucks
  - Ice cream, fish and chips, doughnuts, burgers, etc
- Police attend
- Encouraging BYO picnics but also get 10% from the food trucks
- Hampers – one for each year group – class reps coordinating
  - Need to be finalised soon for silent auction
  - Staff doing one too
- Dunk tank – need schedule of teacher volunteers

A special mention was made for Sam Vallerine for everything she has done this year as Fundraising Coordinator.

10. **General business**

- Issue of asking too much for class rep contributions
  - Current ask is $50 from each child for EA and Teacher Appreciation Day, teacher and EA birthdays and end of year gift.
  - John advised that staff do not expect a gift – class reps do not need to give a gift, so it is definitely voluntary.
  - Individual parents/students may give them a gift if they want.
  - P&C agreed and recommends that the contribution is voluntary, must remain anonymous, and is up to $50. The Class Rep Coordinator and next year's class reps to meet in the new year to develop the guidelines for what gifts will be bought for which occasions and what teachers.
  - For this year, it has also been agreed that $5 will be taken from each class's existing contributions to buy a gift for the Cross Walk Attendant Mike.

- To assist the Class Rep Coordinator and reps next year, post-meeting, John advised the following regarding teachers' gift declaration obligations:

Staff can receive gifts but there are processes the staff member is required to complete should the value of the gift be beyond the area highlighted. The emphasis is on the staff member to declare.

There are approval processes to follow, however, the responsibility is on staff to declare and not for me to check up on staff.

This comes out of DoE Policy and Procedures.

Declare your gift, benefit or hospitality
You must declare any offer of a gift, benefit or hospitality, unless the offer is either:

- from a student, parent or carer with a value of $100 and below
- valued at $50 or below.

Note:
You must not accept gifts of alcohol valued over $50.

Seek approval
When you receive an offer of a gift, you must seek prior approval within 5 days of receiving the offer. Use 'Appendix B Receiving gifts rules matrix' under supporting content in the procedures:

to check the rules before you declare it
to find out the approval authority.
To get approval:

Complete the 'Appendix C Gifts, benefits and hospitality declaration form' under supporting content in the procedures.
Retain a copy of the completed form.
Register your gift, benefit or hospitality.

Note:
If the value is greater than $300 and is approved to keep for personal use, email a copy of the completed declaration form for fringe benefit tax (FBT) assessment to doetax@education.wa.edu.au.

- AGM – wine and cheese and voucher incentives to attend
  - All agreed to replicate last year with President to arrange drinks and nibbles and three x $50 Flexi School Vouchers to use as door prizes for those that attend in person. This to be well promoted in advance of the meeting to attract a good turnout.
  - All P&C Committee positions (including Grants Coordinator) role descriptions need to be advertised to encourage nominations, noting that a number of incumbent position holders require replacement or succession planning next year.

Action: Jeremy to arrange wine and cheese (and liaise with the school to borrow glassware)
Action: Jeremy to liaise with Sharon Ridley as Canteen Coordinator for the Flexi Schools vouchers.
Action: James to send around all Committee position roles and responsibilities in the Minutes for Sam Beare to promote with the AGM announcement, and to make sure it includes the Grants Coordinator.

Next Meeting:
Tuesday, 8 December 2026 – the AGM for 2026

Close of Meeting

9:24pm