



# MFIS Parents Committees: Terms of Reference

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## Introduction

In early 2021, the MFIS Board undertook a review of the school's Parents Advisory Committee. The review found many parents across the school's campuses feel connected to their campus and are seeking opportunities to contribute to campus life in practical and meaningful ways.

For this reason, the Board has decided to establish a Parents Committee at each of the school's campuses: Beaumont Hills, Hoxton Park, Greenacre Primary and Greenacre Secondary. The Parents Committees will commence operation from February 2022.

The Board envisages that the campus-based Parent Committees will make a significant contribution to campus life.

## Application, recruitment & appointment process

The Board is now calling for applications for membership of the inaugural campus Parents Committees. Parents who have a child or children currently enrolled at an MFIS campus may nominate themselves or other parents who have a child or children enrolled at an MFIS campus for membership of that campus Parents Committee using the [MFIS Nominations Form](#).

**Prior to applying, all applicants are asked to carefully read the *Terms of Reference* below.**

Applications are due by **5pm, Monday 8 November 2021**.

Applications will be reviewed by the Board's Nominations Committee, in conjunction with the Heads of Campus (HOCs). Applicants will be shortlisted for interviews with the Nominations Committee and Heads of Campus in the period **15 – 24 November 2021**.

Following the interviews, the Nominations Committee will endorse applicants for appointment to the committee and for committee office bearer roles, for Board approval at the 3 December 2021 Board meeting.

Appointments will be made for a two-year period, and maybe be renewed for additional two-year periods.

Parents Committee appointments will be announced in the week commencing 6 December 2021.

## **Terms of Reference**

This Terms of Reference outlines the role, functions, composition and operations for each campus Parents Committee and the requirements of committee members.

### **Role of the campus Parents Committee**

The role of the campus Parents Committee is to work closely with the HOC and Deputy HOC (DHOC) to provide practical support for the campus and campus community.

### **Functions of the campus Parents Committee**

The functions of the Parents Committees are to:

- Organise a limited number of annual Parents Committee activities and events for the campus community in collaboration with the HOC.
- Support the running of campus-organised events on request from the HOC.
- Establish and maintain a register of volunteers for campus activities and events.
- Fundraise for the identified needs of the campus and/or community in consultation with the HOC.
- Work closely with the HOC to understand campus and school operations and directions.
- Promote and report on Parents Committee activities and events to the wider campus parent body through the official school and campus communications channels, e.g., campus newsletter, in consultation with the HOC and/or MFIS Communications Officer.
- Advocate for the campus and school within the community.

### **Composition of the campus Parents Committee and roles**

Each campus Parents Committee will consist of up to 8 members (maximum). Office bearer roles on the committee include:

- President
  - Arrange annual meeting schedule in collaboration with the HOC.
  - Set goals and annual workplan in collaboration with the HOC.
  - Organise meeting agendas, papers and presentations in collaboration with HOC.
  - Chair meetings.
  - Lead annual review of committee and member performance in collaboration with the HOC.
- Vice President
  - Support the President and undertake duties if President is unavailable.
- Secretary
  - Disseminate meeting agendas and papers to members.

- Take meeting minutes and actions arising and circulate to members and attendees.
- Maintain committee SharePoint site and email box.
- Volunteer Registrar
  - Maintain register of parent volunteers for campus events and activities.
- Communications Officer
  - Work with President, HOC and school communications team to publish information and communications to the community about P&F events and activities.

### **Operations of the campus Parents Committee**

- Annual meeting schedule determined in advance.
- Monthly 60–90-minute (maximum) meetings at the campus with the HOC and DHOC in attendance. Board Members, Principal, Senior Executive and special guests may also be in attendance.
- Chaired meetings with minutes and actions arising recorded.
- Committee decisions subject to quorum and majority agreement.
- Committee documents stored on campus Parents Committee SharePoint site.
- Committee business communications made using campus Parents Committee email account.
- Annual workplan with set goals for the year, collaboratively developed with the HOC.
- Annual review of committee and member performance against goals and workplan in collaboration with HOC.

### **Requirements of campus Parents Committee members**

Parents Committee members must:

- Have the time and capacity to contribute to the work of the committee, including attendance at all scheduled committee meetings.

Prior to commencement in early February 2022, Parents Committee members must:

- Provide a current volunteer Working with Children Check.
- Provide proof of current COVID vaccination certificate.
- Sign and provide good governance declarations
  - Fit and proper statutory declaration
  - Confidentiality agreement
  - Conflict of Interest
  - Related Party Transactions.

- Sign and follow Parents Committee Code of Conduct e.g.,
  - Adhere to the Islamic ethos, values and principles of the school
  - Act honestly, in good faith and in the best interests of the campus and school
  - Contribute to building and maintaining a safe, respectful and supportive committee work environment
  - Keep committee matters and discussions confidential
  - Not allow personal interests to conflict with the interests of the campus and school.
- Undertake a short induction and onboarding program to understand role and obligations and ensure readiness to participate in the committee.
- Undertake governance professional learning and any additional training needed to fulfil committee role.

### **More information**

For more information or assistance, please contact your Head of Campus or Ms Kelli Cato (Board Secretary) on 8372 7800 or via email [kelli@mfis.nsw.edu.au](mailto:kelli@mfis.nsw.edu.au).