



**KINROSS PRIMARY SCHOOL  
FATHERING PROJECT SUB-COMMITTEE**

**Terms of Reference**

**1. Name of Group**

- 1.1. Kinross Fathering Project – Sub Committee

**2. Background**

- 2.1. The Fathering Project School Group (FPSG) program aims to improve child development outcomes by inspiring and equipping fathers and father figures to engage positively with their kids.
- 2.2. Kinross Primary School (KPS) became a registered school with FPSG in 2016. A subcommittee of the school board was established with volunteer fathers and was called the Fathering Project (FP) sub committee and tasked to run the FPSG at KPS.
- 2.3. Since 2016 the FP and School Board have informally operated in parallel and in tandem. However a formal agreement between the two would strengthen their functions. For the FP through financial governance and insurance coverage. For the School Board greater oversight and directional input.
- 2.4. To manage this a formal terms of reference would be adopted.

**3. Functions of the Sub-committee**

- 3.1. To organise and carrying out The Fathering Project (FP) events.

- 3.2. To manage financial accounts directly related to FP for reporting to and auditing purposes by the School Board.
- 3.3. To ensure that the process for collection and dispersal of monies related to any FP activities is approved by the School Board.
- 3.5. To ensure any activities are consistent with the principles of the FP and School Board.
- 3.6. To promote FP activities.
- 3.7. To schedule activities in consultation with the Kinross school community through School Board and Kinross P&C.
- 3.8. To work with other registered FPSG with nearby schools.
- 3.9. To seek, review and promote educational resources and opportunities that relate to evidence-based impacts of fathering provided by FP.
- 3.10. To assist the P&C with fundraising when deemed appropriate.

#### 4. Membership Composition and Office Bearers

- 4.1. The FP committee will comprise of father and/or father figures associated with Kinross Primary School and approved by the School Board. Membership will be limited to a minimum of 3 and no more than 7 members.
- 4.2. FP members shall elect office bearer positions of a Convener and a Secretary at an Annual General Meeting (AGM) forming the FP executive committee.
- 4.3. It is desirable that the Convener is a member of the School Board.
- 4.4. If an Office bearer position becomes vacant then elections will be held at the next FP meeting to fill the vacant position.
- 4.5. Office Bearer duties;
  - (a) **The Convener** is responsible for;
    - (i) liaise and report to the School Board on all matters,
    - (ii) liaise with P&C, and
    - (iii) chair FP meetings.
  - (b) **The Secretary** is responsible for;
    - (i) all FP administrative requirements, and
    - (ii) ensuring School Board and FP governance.
- 4.6. The School Board president shall be ex officio member and is eligible to;
  - (a) proxy vote, and
  - (b) place items on the agenda for FP meetings.

#### 5. Meeting Operation and Reporting

- 5.1. Meetings shall be at such times and places as determined by itself provided that not less than seven 7 days' notice is given and;
  - (a) meeting minutes shall be made available to School Board, and
  - (b) all agenda items will be required to be submitted to the FP secretary NO LATER THAN 2 days prior to a scheduled meeting.
- 5.2. The Convener shall ensure that a report of the FP activities is available to School Board and/or School Board executive committee as required.

- 5.3. FP activities are to be approved by the School Board and Principal prior to actioning. To satisfy this requirement;
  - (a) a yearly plan will be approved by the School Board after school administration and P&C consultation, and
  - (b) The Principal will approve all activity briefs.
- 5.4. If the P&C does not agree with a decision or activity made by the FP then;
  - (a) an alternative action will be sought by the FP, and if
  - (b) agreement is still not reached then the FP and P&C will provide their written reasoning on the matter in disagreement to the School Principal, and
  - (c) the School Principal will consider the submissions and make a binding determination.
- 5.5. If operationally required (as set out in section 6.2. of this document) FP office bearers can hold an executive meeting but this meeting is to be recorded by the secretary and presented at the next FP meeting.

## **6. Quorum**

- 6.1. A Quorum is only able to be reached if 50% of the member base of the FP is in attendance unless this is an operational requirement.
- 6.2. An operational requirement is said to exist, as decided by the FP executive committee when;
  - (a) any event that requires immediate approval and cannot wait until the next meeting, or
  - (b) a direct conflict of interest has been raised by a member and requires a decision from the FP executive committee, or
  - (c) The School Board or P&C requires an immediate response from FP.

## **7. Voting**

- 7.1. Unless operationally required a vote cannot be held unless a quorum is reached at a meeting. If there is a locked vote than the deciding vote will be made by the school principal.
- 7.2. All members and ex officio members shall be entitled to one vote on any resolution or election.
- 7.3. Voting shall be by show of hands or if eligible by proxy.

## **8. Financial Management**

- 8.1. All financial governance will be done at school level in accordance with the education department standing orders and requirements.

## 9. Regulations

- 9.1. Unless specifically provided for in this document, all policy and procedure will act in accordance with School Board policy, education department requirements and procedure, considering;
- (a) As a registered FPSG the FP are responsible to follow FP policy position.
- 9.2. All proposed amendments to “KINROSS PRIMARY SCHOOL BOARD FATHERING PROJECT SUB-COMMITTEE – terms of reference” must be approved by the general meeting of the School Board and tabled accordingly by the FP sub committee.

### NOTES:

**1. It is not a requirement that the principal be a member of the Committee. However, if the School Board wishes the principal to be a member the principal can be either be elected or ex officio.**

**2. Where the committee is established during the year the members are elected at a general meeting of the FP. All members of a committee of the FP must be financial members.**

**THE COMMITTEE IS ALWAYS RESPONSIBLE TO THE GENERAL MEETING OF THE BOARD.**

**Signed:**

**Date:**

---

**Fathering Project Convener**

**Signed:**

**Date:**

---

**School Board Chairperson**

**Signed:**

**Date:**

---

**Kinross Primary School Principal**