

# Practical tools: example of establishing a school Wellbeing Committee

Notre Dame High School, an academy converter in Norwich with approximately 1400 pupils, has created a wellbeing committee across the school.

| Background from Neil Cully, Headteacher The school made a commitment to staff wellbeing in 1999 when we joined a new initiative called the Norfolk Wellbeing Project. In the last 3 years we have directed our focus more specifically to identifying issues around staff workload that we feel we have some control over and therefore can do something about.  The committee is made up of volunteers who meet together once every half term. Their focus has shifted more towards creating the annual workload survey, analysing its results and formulating an action plan but they also consider issues raised by members of staff. We seek to make sure that the committee is representative of the different teams of staff within the school. Outcomes  * Every year, a report for Governors on staff wellbeing is created and shared with all staff. This includes quantitative data on staff absence rates which we seek to benchmark against national data.  We use this, as well as qualitative data from the survey, to convey an indication of staff wellbeing to governors. * The committee terms of reference are reviewed annually. They were introduced to give clear purpose to the work of the committee so that it did not simply become a ‘talking shop’. * All documentation, including minutes of meetings, are freely available to all staff via our intranet. The principle of transparency is designed to increase confidence, trust and accountability in what we seek to do. |
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### Using this example

Schools can, if they wish, tailor or adopt this example when reviewing their own practice although there is no requirement to do so.

## Wellbeing Committee

* The committee will comprise Leadership Team members and representatives from all staff.

## Role of the Committee

* The aim of the committee will be to promote and to ensure the wellbeing of all employees at the school.
* The committee shall advise the Leadership Team on all matters relating to wellbeing within the school.
* Report to Governors, Pastoral & Admissions termly.

Within these aims the committee will consider certain specific matters:

* distribution of the Local Authority wellbeing survey, if used;
* identifying issues that challenge the wellbeing of the staff;
* communicating these issues to Leadership Team and Governors and suggesting ways to resolve them;
* evaluating the impact of any intervention to resolve wellbeing issues;
* reviewing, at the start of each academic year, the content of the School’s wellbeing documentation; and
* informing staff of wellbeing initiatives via the wellbeing notice board in the staff room, the bulletin and staff meetings (when appropriate).

## Meetings

* The full committee will meet at least once per half term. A meeting schedule of these meetings and the membership of the committee will be regularly published to all staff. Additional meetings may be held for teachers and support staff committee members, also once per term, or by agreement between the Chair and the staff representatives where circumstances warrant it.
* Notice of meetings will be advertised in advance so that staff can take any issues to their representative for discussion.
* The committee will take appropriate steps to report to the Leadership Team.

## Training

* The committee will ensure that its members receive appropriate training to undertake their duties.

## Review of Terms

* These terms of reference will be reviewed at the first meeting of each autumn term and any proposed and agreed changes will go to the full Governing Body.

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