

Working Group – Staff Wellbeing Terms of Reference (2023-2024)

Overview

1. The Staff Wellbeing Working Group, which covers issues relating to the Wellbeing of **all** Staff at Royal Cross, will meet at least once a term or otherwise as required. Notes shall be prepared and presented to the next meeting of the relevant Committee or the Governing Body.
2. There will be appropriate representation from Staff Members across the School and the Governing Body. The Nominated Governor – Staff Wellbeing will act as a facilitator for the Working Group. These arrangements will be agreed by the Full Governing Body. Membership of the Committee will be reviewed annually by the Governing Body and published with the Minutes of this Body.
3. The quorum shall be a minimum of 3, including Staff and Governors. The Chair and Vice Chair will be able to attend.

Introduction

4. **All** staff including the Senior Leadership Team (SLT), Teachers and Support Staff are highly valued Stakeholders of the School who should feel rewarded and recognised.
5. The Working Group should work to enhance work/life balance, be fully inclusive and present opportunities for the “feel” of the School to be improved. The focus should be on providing **all** Staff with the opportunity to become involved through the option to participate.

Responsibilities

6. The Working Group is responsible for focussing on Staff Wellbeing and in particular developing and promoting ideas for communication between all Staff across the School. Key elements of this activity are as follows:
 - To develop a shared understanding of the concept of “Workplace Wellbeing” at Royal Cross.
 - To understand and identify available initiatives and developments in Wellbeing that can be used at Royal Cross.
 - To identify key concerns and issues that need to be prioritised within the School.
 - To develop an Action Plan that promotes and increases the sense of both Physical and Mental Wellbeing amongst **all** Staff.
 - To ensure effective communication within the School that promotes the Wellbeing Agenda.
 - To identify events or campaigns that could improve Staff Wellbeing. These should be costed and presented to the relevant Stakeholders i.e. Headteacher/Chair of Governors for further consideration.
 - To identify early signs of potential problems and put in place measures to reduce Staff concerns.

Valid For Academic Year 2023-2024

7. It should be noted that the Headteacher is responsible for operational matters and as such the management of the School Staff. As such the Staff Wellbeing Working Group should not become involved with individual issues that are within the responsibility of the Headteacher.

Update and Approval

8. These Terms of Reference will be reviewed annually and be approved at the Full Governing Body Meeting held in the Autumn Term of the Academic Year.