

## **Nominated Governor – Staff Wellbeing Terms of Reference (2023-2024)**

1. The Staff Wellbeing Nominated Governor is appointed by the Full Governing Body.
2. The main function of the Staff Wellbeing Nominated Governor is to keep the Governors informed about the Wellbeing of **all** Staff at Royal Cross. This is so the Governing Body can fulfil its responsibilities to promote Wellbeing for **all** Staff including the Senior Leadership Team (SLT), Teachers and Support Staff.
3. The key contact for Staff Wellbeing Nominated Governor will be the Headteacher or in their absence the Deputy Headteacher.
4. The key responsibilities of the Staff Wellbeing Nominated Governor are as follows:
  - To be informed about the relevant sources of information and support that can both promote Wellbeing and inform those in need of additional assistance.
  - To monitor that work demands are not excessive and unreasonable. If Staff consider such demands are of concern, but they are to meet an external requirement i.e., DfE then this should be explained to Staff.
  - To ensure that staff are able to alert a member of the SLT if they consider that they do not have the skills and attributes required to meet a particular demand placed upon them.
  - To ensure that Royal Cross has appropriate Policies and Procedures in place to be able to promote Wellbeing for **all** Staff within the School.
  - To establish and maintain the Governing Body's regular consideration of Wellbeing for **all** Staff and its effectiveness.
  - To monitor **all** Staff to ensure that they are able to work in a healthy manner with due regard to their personal wellbeing and ability to maintain a good work life balance.
  - To be an advocate of **all** Staff when whole School issues are being considered.
  - To provide feedback to the SLT and the Governing Body on a Termly basis, normally at the Full Governing Body Meeting, on their activities related to Wellbeing issues. This should include a regular review of **all** Staff's perception of their Wellbeing.
  - To attend Governor Training Sessions to improve their effectiveness as a Staff Wellbeing Nominated Governor.
5. It should be noted that it is the role of the Staff Wellbeing Nominated Governor to ensure that Wellbeing is promoted by everyone within the School. The Headteacher is responsible for operational matters and as such the management of the School Staff. As such the Staff Wellbeing Nominated Governor should not become involved with individual issues that are the responsibility of the Headteacher.