

Elmlea Schools' Trust Wellbeing Committee Terms of Reference

Purpose of the Wellbeing Committee

- To highlight key areas of wellbeing concerns and possible actions with the SLT.
- To enable a shared understanding of wellbeing across the trust.
- To identify how the Trust can develop compassion and kindness within a culture of wellbeing.
- To improve and support mental health and wellbeing of all staff at Elmlea Schools' Trust

Membership of the Wellbeing Committee

- Will consist of 6 members across the school.
- Will be chaired by Jo Sloper and in her absence by Erika Bjelica.
- Will meet at least once a term.
- Will make recommendations to the SLT and the Trustees via the Wellbeing Trustee, Susan Tetlow.
- Will be responsible for reporting back on activities to the committee at each meeting.
- Will be responsible for looking into the viability of wellbeing events and campaigns.

Wellbeing Trustee

- Will act as a mental health champion for the school.
- Create a link between the trustees, governing board and the wider school.
- Support the staff wellbeing committee in embedding wellbeing and health in the culture of the school.
- Ensuring mental health and wellbeing are discussed in committee and trustee meetings.
- Visit the school to monitor how effectively mental health and wellbeing is present in the school's actions.
- Ensure policies are up to date and cover best practice that is evidenced in the school's work.

Regular Business

- Wellbeing issues for all staff at Elmlea School's Trust.
- Responding to wellbeing issues raised in the staff survey and identify key areas for further investigation and development.
- Annual review of Terms of Reference

Minutes

- Minutes will be taken by a member of the committee on a rolling basis.
- Minutes will be distributed within 7 working days of the meeting.

	Wellbeing Committee
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Terms of Reference Adopted	
Review cycle	Annually
Review date	