

Caludon Castle School Wellbeing Committee Terms of Reference



Purpose

As all staff are highly valued stakeholders the Committee has a purpose linked to staff wellbeing and will be focused on developing and promoting ideas and communication between staff from across the School. Activity should enhance staff work life experience, provide enjoyment, be totally inclusive and bring an opportunity for community feel to be improved and will include opportunities to consider how staff can feel rewarded and recognised.

There will be an aspiration to have an annual wellbeing calendar with a regular theme that could be an awareness campaign, a specific event/initiative or fundraiser. The focus should be on providing staff with the opportunity to become involved and giving them the option to participate.

The Wellbeing Committee: -

1. Will consist of 6/8 staff members from across the whole school
2. Will be chaired by each member of the committee on a rolling basis, and in their absence by Laura Greenacre, HR Officer who shall be Vice-Chair.
3. Will meet approximately once a half term.
4. Is accountable through the Chair and Vice Chair to the SLT & HR Director once per term.

Regular Business

5. Work place issues excluding those which are mandatory Health & Safety arrangements
6. Wellbeing issues

Annual Business & Review

7. Budget (budget holder: Name & Job title)
8. Terms of Reference will be reviewed annually and after the first year there will be:-
 - a. Consideration of the development of the Wellbeing Committee across the Trust
 - b. Consideration of the expansion of the Wellbeing Committee to include the involvement of students
9. Support of accreditation for the Workplace Wellbeing charter

Members of the Wellbeing Committee will: -

10. be responsible for reporting back on activities to the committee at the start of each meeting;
11. be responsible for looking into the viability of events/campaigns by providing quotes and further information to all members via email;

Notes

13. Notes will be taken by a member of the committee on a rolling basis.
14. Notes will be distributed no later than 5 working days following the meeting.

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