



Sacred Heart  
College  
GEELONG

# Sacred Heart College Advisory Council

## *Wellbeing Sub-Committee*

### Terms of Reference

#### SCOPE

The Sacred Heart College Advisory Council has established the Wellbeing Sub-Committee to support and advise the Advisory Council on issues relating to student and staff wellbeing in order to ensure that all wellbeing procedures and programs at Sacred Heart College are in line with Mercy Education Ltd, Melbourne Archdiocese Catholic Schools (MACS) and Local, State and Federal authorities.

#### PURPOSE

The main role of this sub-committee is to:

- Provide information to the College Advisory Council on matters relating to current student and staff wellbeing practices and innovations both within Sacred Heart College and the wider community
- Ensure that wellbeing practices and programs at Sacred Heart College reflect Mercy values and promote the school's strategic plan as outlined in Strategy 2021 and Beyond
- Provide support and advice to the College combined wellbeing team with its work in leading the development and implementation of wellbeing practices in the College
- Promote openness and transparency in governance, ensuring that the community of Sacred Heart College is well-informed of the school's activities, programs and services
- Develop projects around student and staff wellbeing and to support the development and implementation of Strategy 2021.

#### RESPONSIBILITIES

The specific responsibilities of the sub-committee are to:

- Review and evaluate information provided by the Principal and Deputy Principal Student Development in matters related to student and staff wellbeing
- Identify priority issues which fall within its Terms of Reference



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- Provide recommendations to the Principal and Deputy Principal Student Development on appropriate and relevant matters
- Provide information to the College Advisory Council on current developments and trends relating to student and staff wellbeing
- Address any related matter(s) referred to it by the Council

## **MEMBERSHIP**

- At least one Member of the Advisory Council, who will be the Chair of the sub-committee (Chair), shall be a member of the sub-committee
- Minimum of three representatives other than staff, including at least two parents
- Members should possess a high degree of knowledge, understanding and experience in adolescent wellbeing matters
- Membership shall be reviewed every three (3) years
- At least one member of the School Leadership Team shall be a member of the sub-committee
- A member of the College People and Capability team will be on the sub-committee

## **PROTOCOLS AND PROCEDURES**

- Sub-committee members should have a sound knowledge and understanding, enhanced as necessary by appropriate training or access to expert advice, of the areas of the sub-committee's business
- On occasion, the Chair may declare that a matter be deemed confidential to the sub-committee
- Sub-committee members should value and respect diversity and differing views
- Minutes of the sub-committee meetings will be taken and disseminated to committee members by the sub-committee Chair and then presented to the College Advisory Council

## **MEETING SCHEDULE**

- Not less than four meetings shall be held each year
- The sub-committee meeting agenda is to be prepared by the Chair of the Committee and disseminated to committee members a minimum of one week prior to the next meeting of the sub-committee
- Sub-committee meetings shall be held not less than two weeks prior to any meeting of the College Advisory Council to ensure adequate time for preparation of minutes and recommendations to the Council

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