



BOB HAWKE COLLEGE

Student Wellbeing Group (Working Party)

Terms of Reference

1. Purpose

The Bob Hawke College Student Wellbeing Group (**SWG**) is a working party of the Bob Hawke College Board, and is delegated the responsibility for consideration into, advice and recommendations to the Bob Hawke College Board on:

- embedding support for student wellbeing (being the emotional, physical, social, spiritual, occupational, environmental and intellectual facets of wellness), across all areas including within the delivery of evidence-based curriculum learning and other programs
- embedding recognition, acceptance and respect for difference and diversity in all areas including within the school's culture and practices
- ensuring a safe, positive and inclusive environment that will allow all staff and students to thrive
- enabling students to engage in a supportive high school experience to become confident and empowered lifelong learners.

2. Authority

The SWG is a working party of the Bob Hawke College Board from which it derives its authority and to which it regularly reports.

The SWG has delegated authority from the Bob Hawke College Board in respect of the functions outlined in this Terms of Reference and as such, has the authority to investigate and to obtain information relevant to these functions.

3. Composition

The Bob Hawke College Board will appoint approximately five Bob Hawke College board members to SWG including a mix of Parent, Staff and Community Board members, one of whom will be appointed Chair.

The members of the SWG are appointed until:

- A person is no longer a member of the Bob Hawke College Board;
- The person resigns from membership of the SWG; or
- The Bob Hawke College Board resolves to replace a member of the SWG.

Subject to the approval of the Bob Hawke College Board, members may be co-opted onto the SWG as the need arises to help fulfil the duties and obligations of the SWG.

Student Wellbeing WG

9 September 2020

4. Objectives

The Objectives of the SWG include:

- defining “wellbeing” within the SWG's Purpose and scope of interest
- developing key performance indicators of student wellbeing and inclusion at Bob Hawke College aligned to the College Business Plan
- Provide advice to the Principal of the College in relation to:
 - considering, reviewing and monitoring the implementation of existing policies, strategies and practices in relation to student wellbeing; and
 - identifying, analysing and if appropriate recommending, initiatives (including from other schools or relevant organisations) that could be considered best practice, for possible adaptation and introduction at Bob Hawke College
- having particular regard to the wellbeing and inclusion of students who may be ‘at risk’ (not thriving) due to individual circumstances or attributes, including without limitation indigeneity, ethnicity, disability, gender expression, sexual orientation, or who come from low socio economic and disadvantaged backgrounds (**At Risk**), including through ensuring collection of disaggregated data in respect of specific "At Risk" student groups.

5. Responsibility of Working Party Members

Members of the SWG are expected to:

- Abide by the Bob Hawke College Board Code of Conduct
- Disclose interests which may present a conflict of interest
- Act in the best interest of Bob Hawke College
- Apply good analytical skills, objectivity and good judgment
- Express opinions constructively and openly, raise issues that relate to the SWG's responsibilities and pursue independent lines of enquiry
- Contribute the time required to review the papers provided
- Be readily accessible via phone and email.

6. Meetings

The SWG will meet as required. The scheduling of these meetings will be determined by the Chair of the SWG and should align with Bob Hawke College Board meetings so issues arising can be considered in a timely manner. SWG meetings can be conducted face to face or by teleconference and can be called by any member of the SWG or the Bob Hawke College Board Chair.

7. Quorum

A quorum for all decisions shall consist of three members.

8. Secretariat function

The SWG Chair will appoint a member of the SWG to record the meetings, decisions and recommendations and produce Minutes of the meetings.

9. Reporting

Reports and recommendations of each SWG meeting shall be presented to the next subsequent Bob Hawke College Board meeting.

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10. Term

The SWG will continue to function until such time as the Bob Hawke College Board determines it is no longer required.

11. Annual Review

An annual review by the Bob Hawke College Board will be conducted to ensure the SWG is meeting its Objectives.