

Terms of Reference – National Student Wellbeing Program Cross Sector Panel

1. Background and purpose

The National Student Wellbeing Program (NSWP) supports student and school community wellbeing in school communities each year.

It is administered by state and territory governments.

The NSWP consists of the provision of chaplaincy and/or student wellbeing services in Australian schools to the wellbeing of Australian school students through:

- a) pastoral care services; and
- b) strategies developed in consultation with the school community, relevant school staff and school principal, that support the wellbeing of the broader school community, for example: coordinating volunteering activities and support, breakfast clubs, lunch time activities, excursions, school incursions, and parent/carer workshops.

The NSWP is a complementary service to those provided by qualified specialists. The NSWP is not designed nor intended to provide specialist services to school students, such as professional counselling, professional mental health and psychological services and other allied health services. In addition, the NSWP is not a religious program and does not provide religious instruction or religious counselling to students.

NSWP student wellbeing officers and chaplains work in collaboration with school communities to support the wellbeing of school students through:

- providing pastoral care
- organising volunteer activities within the school community
- running programs such as breakfast clubs and lunchtime activities
- coordinating excursions, school incursions and parent/carer workshops.

The NSWP schedule stipulates that it is the role of the states to establish a Cross Sector Panel consisting of government, Catholic and independent school representatives to select and priorities schools for funding, having regard to the assessment criteria and selections methodology developed by the Panel that at a minimum considers schools need, distribution between sectors and other schools' wellbeing support arrangement in the jurisdiction.

2. Scope and deliverables

The NSWP Cross Sector Panel will:

- demonstrate commitment to implement appropriate processes outlined in the NSWP schedule
- agree and utilise assessment criteria for the selection of schools to receive funding under the NSWP
- ensure school chaplains and student wellbeing officers meet the NSWP minimum qualifications and requirements

- approve all school chaplains and student wellbeing officers prior to commencement of services in participating schools
- participate in the program evaluation process
- facilitate implementation of the NSWP in Northern Territory schools
- continue operating to select alternative schools, should some schools withdraw from the NSWP before the expiry of the schedule and approve new student wellbeing officers or school chaplains
- put into place appropriate processes to ensure that:
 - participation by schools and students is voluntary
 - chaplains and student wellbeing officers may be of any faith or of no faith

3. Membership

Membership of the Cross Sector Panel will be comprised of senior executive members from:

- Department of Education (the department)
- NT Christian Schools
- Catholic Education NT
- Association of Independent Schools NT
- Lutheran Education SA, NT and WA

4. Chair

The Senior Director, Student Wellbeing, Inclusion Program and Services will act as chair.

The responsibilities of the Chair include:

- a) setting the date and location of meetings
- b) guiding the meeting according to the agenda and time available
- c) ensuring all discussion items end with a decision, action or definite outcome
- d) reviewing and approving the draft minutes before distribution
- e) refer advice provided by the group to departmental leaders to inform decision making.

5. Administration

The Business Strategy and Operations team within Student Wellbeing and Inclusion Programs and Services will be responsible for providing secretariat support.

Matters forwarded for the attention of, or for actioning by, the Cross Sector Panel will be received via the Senior Policy and Programs Advisor.

Minutes will be recorded for each meeting and a copy made available for all members of the Cross Sector Panel

6. Roles and responsibilities of members

Each member's primary role is to participate in meetings and contribute their expertise, knowledge and experience ensure that the NSWP is delivered equitably and in line with the NSWP schedule. Members are expected to:

- be prepared for meetings so they can actively participate in discussion and decision making in meetings
- attend all meetings. Where members are unable to attend, they must submit a written brief on their position regarding matters for discussion or nominate a proxy
- ensure that their nominated proxy is briefed, and clear instruction is given to the proxy.

7. Quorum

Meetings will proceed where there is a quorum of 3 members.

8. Meetings

Meetings will occur as required for the duration of the NSWP agreement.

9. Confidentiality

All discussions of the Cross Sector Panel, along with all material provided for discussion and consideration to members must be treated as confidential. All parties attending the meeting must abide by the confidentiality of the meetings or withdraw from the meetings.

10. Conflicts of interest

All members will be required to declare any real or perceived conflicts of interest that may apply to specific matters on the meeting agenda. Conflicts of Interest will be a standing item on meeting agendas. Details of any conflicts of interest declared and actions taken by the Chair and other members will be appropriately recorded in the minutes of the meeting.

As a mechanism to prevent conflicts of interest, where possible, members of the Cross Sector Panel must not sit on the Assessment Panel.

11. Review

These Terms of Reference will be reviewed annually to ensure currency and relevancy.