

School Pulse – Staff Wellbeing Strategy

Steering Committee Agenda (60min)

Vision: “Maximising The Health of Every Team & Staff

Member in Our School”

Location:

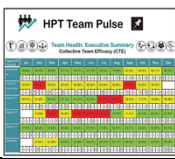
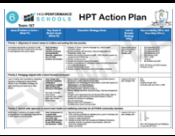
Date & Time:

Chair:

Moderator:

Live Notes / Minutes:

Attendees / Apologies:

| | | | |
|---|---|---|---------------------------------------|
| Pre-Work | Each representative to prepare a brief update noting progress and challenges on (1) staff uptake of pulse survey, (2) staff engagement with team health scorecards & debrief conversations, and (3) use of extra tools (meeting warm-ups, self-reflection tool, benchmarking conversations). | All | 2 min |
| Item 1 Inclusion | <p>Vision: Maximising The Health of Every Team & Staff Member in Our School.</p> <p>Steering Committee Scope: To implement the Team Pulse system to maximise team health and staff wellbeing.</p> <p>Meeting Team Purpose & Outcomes: To fast-track the growth in collective efficacy and engagement of staff in data trends / debrief conversations / use of team wellbeing strategies.</p> <p>Moderator Cards & Ground Rules: as per HPT protocols.</p> | Chair | |
| Item 2 Support & Proactive | <p>Steering Committee Member Updates</p> <p>Each representative to provide an update across the 3 areas (using pre-work doc):</p> <ol style="list-style-type: none"> 1. Staff uptake of pulse survey; 2. Staff engagement with team health scorecards & debrief conversations; and 3. Use of extra tools (meeting warm-ups, self-reflection tool, benchmarking conversations). <p>Live Notes:</p> | All | 10 min (2 min max per rep) |
| Item 3 Strategic 1 | <p>Team Pulse Dashboard Review: Part 1 (3 min): Review monthly dashboard data (elbow partners). Part 2 (7 min): Round room feedback on data (i.e., What doesn't make sense etc.).</p> <p>Live Notes:</p> |  | 10 min |
| Item 4 Strategic 2 | <p>Step Wise Drill Down of Data Sets: Rotating focus on team level scorecards discussing areas of both strength and improvement.</p> <p>Live Notes:</p> | All | 5 min |
| Item 5 Accountable 1 | <p>Hot Issues: Part 1: Pair & Share Top 2-3 Issues – Write on whiteboard and vegas vote (5 ticks per person) (5 mins) Top 3 topics selected:</p> <p>Part 2: 1 min – elaborate / 1 min – clarify / 3 mins – discuss / 1 min takeaway action</p> <p>Live Notes:</p> | All | 23 min |
| Item 6 Accountable 2 | <p>Action Plan Review & Key Forward Actions: Review and update Steering Committee Action Plan and confirm forward actions until next meeting:</p> <p>Live Notes:</p> |  | 7 min |
| Item 5 Accountable 3 | <p>Check Out</p> <p>Final Comment: All – Barometer, Takeaway Action & Satisfaction (1-10)</p> <p>Moderator feedback:</p> <p>Next meeting date/time:</p> <p>Roles: Chair: Moderator:</p> | All | 3 min |

Ground Rules (Red Card/ Yellow Card)

1. **Openness & Trust** – Right to ‘off the record’ speech with ‘on the record’ documented as formal feedback.
2. **Balanced Debate** – Respecting both sides of the argument and allowing diversity of views.
3. **Competency over Role** – Respecting the ‘value’ of the person’s opinion regardless of their ‘status’.
4. **Issues over Personalities** – Staying ‘issues’ focused and not letting personalities overpower the agenda.
5. **Accountable Actions & Clear Outcomes** – Ensuring clear and accountable actions are documented.
6. **No Multi-tasking** – Exceptions: Chair, Moderator, Time Keeping & Live Note-Taker Only.