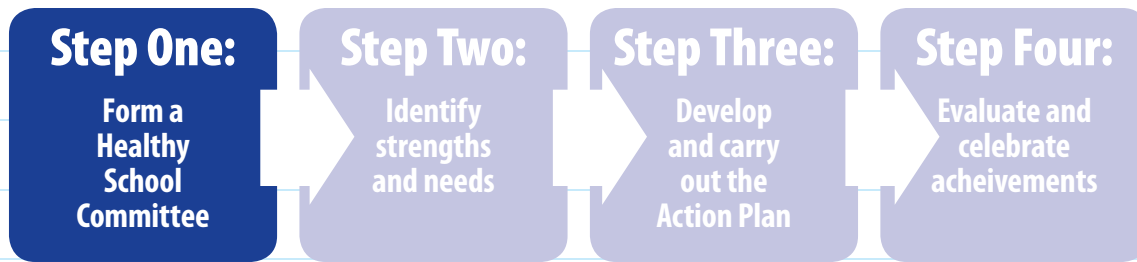






Step 1: Form a Healthy School Committee



Goals

- Raise awareness of the benefits of becoming a Healthy School
- Motivate the school community to support Healthy Schools
- Recruit school community members for the Healthy School Committee

PART A • Determine level of interest and establish commitment

- Consult with your principal to discuss Healthy Schools and determine if the timing is right
- Contact a Public Health Nurse from the School Services Team for assistance
- Read through Section 1 of this toolkit and sign the Healthy School Commitment form 
- Develop a **plan to inform and educate** the school community about Healthy Schools  3, 6
 - Provide a presentation about Healthy Schools for staff and parents  4, 5
 - Offer statistics and facts to back up the benefits of Healthy Schools  7
 - Demonstrate how your school may already be doing things that promote health
 - Mobilize and empower students by explaining how they can have a voice in school decisions
 - Inform the school community about the Ministry of Education and Ministry of Health Promotion's Healthy Schools Recognition Program
- If you find there is little interest, do not get discouraged; keep spreading the word and be ready to proceed when you find more support



 Resources available in the resource section

Step 1: Form a Healthy School Committee

PART B • Form the Healthy School Committee

- Announce the formation of the committee and invite interested school members to get involved in creating a healthier school 📁8, 9, 10, 11
- This may be a sub-committee of the school council or of another existing committee
- Promote the committee through posters, newsletters and school events 📁9
- Recruit a diverse group by including staff, students, parents, administrators 📁2, 8
- Organize the first **Healthy School Committee** meeting 📁12:
 - Create an agenda 📁13
 - Record minutes to track progress, decisions and actions 📁15
 - Complete a member contact list 📁14
 - Establish rules and responsibilities 📁16, 17
 - Decide on a convenient meeting schedule (e.g. on lunch hour, before or after school)
 - Select a chairperson or rotating chair
 - Discuss how you plan on working as a group effectively 📁18
 - Come up with a name for your committee (e.g. Healthy Champs, Snack Attack, Health Squad –perhaps have a naming and/or logo contest)
 - Provide each member with a folder to keep track of all materials
 - Discuss a general vision of a Healthy School
- Monitor the committee regularly to ensure it is running effectively 📁19

The role of the Healthy School Committee:

- Survey parents, students and teachers/staff to identify priority health issues
- Identify, brainstorm and discuss strategies to address health
- Oversee planning, delivery and evaluation of Healthy School activities
- Involve the school community in decisions
- Provide leadership and direction for promoting health in the school
- Keep the school community informed by sharing progress made by the committee

✓ Checklist for Step 1:

- Educated the school community about the Healthy Schools approach
- Communicated with key school community members about Healthy Schools
- Formed a diverse Healthy School Committee representing the whole school community
- Conducted the first Healthy School Committee meeting
- Established a general vision of what a Healthy School looks like
- Determined readiness to move to Step Two

📁 Resources available in the resource section



Step 1 Resource List

	Resource Title	Purpose
1	Healthy Schools commitment form	To confirm your school's commitment to becoming a healthier school
2	Recruitment strategies tip sheet	Ideas on how to recruit and attract members for the Healthy School Committee
3	Healthy Schools awareness newsletter	To inform the school community about the schools commitment to becoming a healthier school
4	Healthy Schools presentation invitation	To invite school community members to a presentation outlining the Healthy Schools approach
5	Healthy Schools presentation CD and resources (contact your Public Health Nurse)	A simple and informative Healthy Schools presentation suitable for staff and parents
6	Healthy Schools, Healthy Kids! parent brochure	To provide a brief overview of Healthy Schools
7	Benefits of Healthy Schools fact sheet	To assist in gaining support for supporting Healthy Schools
8	Healthy School committee invitation	To invite the school community to form a Healthy School Committee
9	Sample recruitment poster	To promote the Healthy School Committee to the school community
10	Healthy Schools volunteer list	To use at school events to find school community members interested in being involved in Healthy Schools
11	Healthy School committee announcement	To inform the school community about the newly formed Healthy School Committee
12	Getting organized for the first meeting	Outline of what to cover in the first Healthy School Committee meeting
13	Sample agenda	To guide everyone through what will be accomplished and discussed at the meeting
14	Healthy School committee contact list	To record committee members contact information for the school community to use
15	Healthy School committee minute-taking template	To guide the meeting process and track and record progress, actions and decisions
16	Healthy School committee Sample roles and responsibilities	An example of roles and responsibilities to help develop the committee's own list
17	Healthy School committee roles and responsibilities template	A template to record all roles and responsibilities established by your committee
18	Working as a group effectively tip sheet	Suggestions on how to work together as a group
19	Healthy School committee progress summary	To monitor and evaluate the Healthy Schools Committee's progress