



The following are the guiding principals for the Healthy Schools Committee

1. Purpose of Committee:

The purpose of H.G. Bernard Healthy Schools Committee is to help the school community promote and support healthy practices (e.g., nutrition, physical activity etc.) in the classroom, throughout the school and in the home to improve the health and learning of our students.

2. Membership:

The Healthy Schools Committee is made up of four to eight¹ school community members; including at least one teacher/administrator, parent and student with an interest in health. They must be willing to represent the school on key health issues and be able to commit the time to carry out the expectations (as outlined in number 3 of the rules and responsibilities) of the Healthy Schools Committee. Members are asked to commit to at least one year. Membership will be reviewed and confirmed at the first Healthy Schools Committee meeting of the school year. Sub-committees will be formed as needed to help with specific health issues (e.g., nutrition activities).

3. Expectations of Healthy School Committee and Sub-Committees:

1. Select a chair
2. Establish roles and responsibilities
3. Attend and participate in scheduled meetings
4. Coordinate assessment of school health needs (e.g., checklist, visioning, surveys, focus groups etc.)
5. Brainstorm potential solutions/activities and set priorities for action
6. Develop and review a School Health Action Plan based on school community member feedback
7. Work with sub-committees, school council and school community members to carry out the duties
8. Manage resources (e.g., time, paper materials, budget) and review progress
9. Liaise with the sub-committees
10. Facilitate the communication of information (e.g., minutes, flyers, newsletter inserts etc.) and activities among all school community members (e.g., school council, parents and any new or existing school committees)

¹ For the purposes of these Terms of Reference, School Community Members refer to administration, teachers, parents, support staff, and students.

4. Roles of members of the Healthy Schools Committee and Sub-Committee

Chair/Co-Chair

- Set the meeting agendas with input from members
- Ensure a meeting room is available
- Chair meetings and act as a contact person for the committee
- Ensure there is a recorder and minutes are taken and distributed
- Maintain a record of activities, plans, minutes, reports, etc.
- Submit reports as necessary (e.g., to school council chair, principal)

Recorder

- Minute-taking will be rotated among members for each meeting. Minutes will be distributed seven (7) days prior to the next meeting

Members of the Healthy Schools Committee and Sub-committees

- Be an active member
- Stay current on the specific health issue activities (e.g., SNAC members will stay current on specific nutrition activities taking place).
- Attend meetings
- Provide input and advice to support decision-making
- Bring forward ideas and information to help the committees in its activities
- Complete delegated activities within timelines

5. Meetings

The Healthy Schools Steering Committee meets on the _____ (Insert day of month) for _____ hours unless otherwise scheduled. Meetings are held in the staff room at H.G. Bernard Public School. Meetings are held to discuss progress, review challenges and make changes to the overall school health action plan. The chair notifies members of any changes to meetings via e-mail.

6. Duration of the Committee:

At the end of each school year the Healthy Schools Committee will review its activities and progress and identify next steps (e.g., health issue to focus on).

Administration/Healthy

Schools Committee Champion

Signatures of all Healthy School Committee Members: