



Jigsaw
Education Subcommittee
DRAFT Terms of Reference | March 2022

The Education Subcommittee is a subcommittee of the Jigsaw Board. The Subcommittee's principal objective is to provide strategic advice, direction and exercise oversight of the organisation's work in education settings (primary, post-primary, further and higher education).

Key responsibilities of the Education Subcommittee:

- To provide oversight to ensure that the programme of work in education settings is aligned to Jigsaw's Strategic Plan *Together* (2022-2025)
- To advise and make recommendations on how the programme of work in education settings is best aligned to national education policy and practice
- To advise and make recommendations on how the organisation on maximising strategic working relationships with key stakeholders and external organisations in order to build Jigsaw's profile as a key contributor to mental health and wellbeing in education settings
- To advise Jigsaw in the development of a sustainable strategy and funding model for our work in education settings
- To provide advice and support to the organisation in relation to the implementation and evaluation of specific Jigsaw programmes and initiatives
- To review and approve relevant organisational policy and procedures to support the work in education settings
- To advise and make recommendations to the Board on the future strategic vision for our work across key education settings.

Membership:

The Subcommittee shall consist of Chairperson, who is a Board member, at least one other Board members and external members with a particular interest and expertise in education settings.

Relevant staff members shall normally be required to attend all meetings of the Subcommittee. Other staff shall attend meetings as required.

A staff member shall act as secretary to the Subcommittee.

Casual Vacancies:

The Jigsaw Board, from among their members, shall fill casual vacancies occurring in membership of this Subcommittee. The board will also consider proposals in relation to the replacement of external members.

Frequency of Meetings and Quorum:

The Subcommittee shall meet not less than four times per year or more frequently if the business requiring its attention should so dictate. A quorum at each meeting shall be two members, one of whom must be a Board member.

The Sub-committee will present verbal and/or written reports to the Board. The work of the Subcommittee should be fully and accurately reflected on the Board's agenda and minutes.

Review:

The Subcommittee shall conduct an annual self-review of its performance.

Terms of Reference to be reviewed no later than March 2023.

Reviewed by the Schools Advisory Group on 3rd March 2022.

For approval by the Board on: 22nd March, 2022