



STAFF VOICE MEETING

7th March 2023

MINUTES

Present:	Stephen Lawlor	SLA	Headteacher (Chair)
	Jo Cross	JCR	Deputy Headteacher
	Fiona Harrison	FHA	Deputy Headteacher
	Melissa Mulgrew	MMU	Business Manager
	Chris Lamberti	CLA	Staff Governor
	Sarah Clements	SCL	Staff Governor
	Graham Lodge	GLO	School Development Leader (SDL)*
	Terry Warner	TWA	NEU Representative
	Rhiannon Connolly	RCO	NASWAT Representative
	Rae Dale	RDA	Support Staff Representative
	Faye Thoburn	FTH	Senior Assistant to Headteacher (Minutes)

		Action
1.	Apologies for absence - None	
2.	<p>Review of our 'Commitment to Staff' document</p> <p>Discussion about the points noted on the document, with some updates to be made.</p> <p>Discussion about weekly commitments for staff re: meetings, etc. This will be reviewed as part of the compilation and consultation for the 2023-24 calendar.</p> <p>Discussion about the enrichment activities offered to staff. CLA to speak to Music Prefects about working with staff on a music opportunity.</p>	<p>SLA</p> <p>JCR, RDA</p> <p>CLA</p>
3.	<p>Staff Wellbeing</p> <p>SLA noted the following:</p> <ol style="list-style-type: none"> 1) Our Friday 24th March INSET Day will now be a Workload Management Day for teaching staff, to provide time and space for marking, planning, etc. linked to our Achievement Strategy for these two-year groups. Staff are welcome to come to school to undertake their work, or if they would prefer, they can work from home. The same opportunity to work from home will apply to support staff colleagues. We will use our July INSET Day to continue with our CPD work. 2) JCR has contacted Subject Leaders about adopting a flexible approach to the staffing of next week's Year 9 Options Evening, with rotas, etc. in place. 3) The Summer Term will end one day earlier than planned. Our Chair of Gobs has approved this to enable us to finish on Thursday 20th July, rather than Friday 21st July. As an Academy we can take such action. 4) Adjustments will be made to the RTP cycle (please notes re: Item 6 below for detail) 	
	JCR provided the following updates for January and February:	
	<p>Staff Absence</p> <p>892 periods of absence</p>	



	<p>361 required cover</p> <p>Workload Management Data 5 Workload days have been taken during this period</p> <p>Cover 60 periods of cover by external cover supervisor 229 periods covered by internal cover supervisors 289 total covered by cover supervisors 15 covered within departments 57 periods covered by teachers re: emergency cover</p>	
4.	<p>Items from Union Representatives</p> <p>Plans for Enrichment Day 2: Discussion about the fact that our second Enrichment Day now falls on an NEU industrial action day. Points made about the nature of the work that will be undertaken, including visitors and guests who will be working with students as part of the booked provision for the day. As has been the approach on previous industrial action days, staffing will be carefully considered.</p>	
	<p>Workload Discussion about workload, with particular reference to this busy time of year with reports, marking and TA. See also notes in item 3 above.</p>	
5.	<p>Items from Staff Governors</p> <ul style="list-style-type: none"> No items were tabled for discussion. 	
6.	<p>Items from School Development Leaders Discussion about RTP and the operational experience of the lesson-by-lesson cycle. It was noted that the RTP cycle was adjusted to reflect the reality of the timetable in terms of available staff to deliver. Fiona and Sabina will be looking at this as part of the review of the 2022-23 academic year to inform the planning for next year.</p> <p>In terms of immediate planned adjustments RTP: FHR and SBU have been looking at RTP and we have made some adjustments to balance what we need to deliver for PSHE and lesson time for other subjects. They have made two adjustments: w/c 13th March – No RTP Monday 20th March - RTP P1 w/c 31st March – No RTP</p> <p>The RTP's missed will move to May.</p>	FHR, SBU



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7.	Future Meeting Dates <ul style="list-style-type: none">Thursday 15th June 2023 All meetings to be held in SLA's office, 12:45-1.30pm.	
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