STAFF VOICE MEETING

Tuesday 7th November 2023

MINUTES

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

		Action
1.	**Apologies for absence**: None	
2.	**Review of our 'Staff Code of Conduct' document** An updated document, including developed sections re: Workload Management and Wellbeing Support, was presented. The document was reviewed, with an additional update made. **Action** – SLA to finalise and publish to all staff.	SLA
3.	**Review of our Pay Policy for 2023** Reviewed the changes made on page 6 and page 23, following a review by the Governors and the Government's confirmation of pay scales. Teaching staff will get the cost of living pay rise (and backpay) in the November pay run. SLT and teacher progression payments will be in the December pay run. Now that there has been national agreement with support staff pay, that will feature in the November pay run.	
4.	**JCR provided the following updates for September and October 2023:** **September** **Staff Absence** • 361 periods of absence • 162 required cover **Workload Management Data** • 1 Workload Management Day has been taken during this period. **Cover** • 45 periods of cover by external cover supervisors • 103 periods of cover by internal cover supervisors • 8 covered within department • 6 emergency covers by teachers	

	October **Staff Absence** • 645 periods of absence • 197 required cover **Workload Management Data** • 0 Workload Management Day have been taken during this period. **Cover** • 46 periods of cover by external cover supervisors • 49 periods of cover by internal cover supervisors • 102 covered within department 42 emergency covers by teachers	
5.	**Items from Union Representatives** **Items from NEU** Discussion about the number of targets used as part of the CCHS PM process. Noted that the NEU suggested three targets. The CCHS process has 3 core targets (Student Performance, Teaching & Learning and Professional Development). There are then 3 other areas, which apply to certain staff (Leadership & Management, Participation in Monitoring Standards and the Role of the Form Tutor). There is a final area, which is not a target: Professional Aspirations. Noted that SchooliP has enabled a streamlining of the bureaucracy with our PM process. GLO and ASE were thanked for their leading work on SchooliP. Discussion about this year's Entrance Test. Noted that this year was the first year with our new test, which requires more of the school. Noted that FHR will be sending out a feedback form to colleagues who supported the Creative Writing element as the planning for next year begins. **Action** - FHR and CMA were thanked for their leading work on our new entrance test. The NEU has provided a helpful workload audit document. **Action** – TWA to share with NEU members, to then provide feedback at the next Staff Voice meeting.	FHR TWA

	Items from NASUWT Discussion about SLT availability to attend CPD sessions. Noted that the most recent twilight session, led by ASE, JCR and FHR were both attending a planned offsite CPD session. Noted that if one or more member of SLT are not available to attend a school CPD session, it will be because they are dealing with a safeguarding matter or other significant issue which requires immediate attention. Discussion about the new initiative re: colleagues leaving at the end of P4 if not teaching. Noted that the key reason for introducing this approach related to a way to support teaching colleagues who have the heaviest timetables, e.g. 42 periods per fortnight and pro rata for parttime colleagues. Noted that Year Leaders are asked to stay for full days because of their significant roles to support students with sensitive matters. Noted that SDLs are asked to stay for full days given their roles as senior middle leaders, supporting SLT, as members of Extended SLT, with Associate SLT status. Noted that this new initiative will be reviewed to move it forward in future years. Noted that nonteaching P5 slots are ultimately dependent on the timetable.	
6.	**Items from School Development Leaders** Item already addressed under matters raised by NASUWT. **Items from Support Staff** No items from Support Staff.	
7.	**AOB**: **SLA suggested that we add a standing item to our Staff Voice agendas moving forward: 'School Development Ideas'. Staff Voice colleagues are asked to speak to colleagues prior to each meeting to bring ideas for discussion as part of an ongoing cycle of school development.** **Future Meeting Dates** • 12th December 2023 • 30th January 2024 • 13th March 2024 • 14th May 2024 • 20th June 2024 All meetings to be held in SLA's office, 12:45-1.30pm.	