



# STAFF VOICE MEETING

15<sup>th</sup> February 2024  
12.45-1.30pm SLA office

## Minutes

<b>Invited:</b>	Stephen Lawlor	Headteacher (Chair)
	Jo Cross	Deputy Headteacher
	Fiona Harrison	Deputy Headteacher
	Melissa Mulgrew	Business Manager
	Jonathan Harvey	School Development Leader (SDL)*
	Terry Warner	NEU Representative
	Rhiannon Connolly	NASUWT Representative
	Rae Dale	Support Staff Representative
	Clair Maslin	Admissions Officer & Pastoral Support (Minutes)

*\* at least one SDL to attend each meeting*

1.	<b>Apologies for absence:</b> None	
2.	<b>Review of Staff Voice minutes from previous meeting (SLA)</b> SLA confirmed that all actions have been completed.	
3.	<b>'Commitment to Staff' document review and suggested ideas for school development (SLA)</b> No changes or additions suggested to the CtS document. No school development ideas suggested at this point.	
4.	<b>Staff Wellbeing (JCR)</b>  <b>Staff Absence, from 01.12.2023 to 30.12.2023</b> 437 periods of absence reported (33 periods for trips) 182 periods required cover  <b>Cover</b> 69 periods covered by external cover supervisors 79 periods covered by internal cover supervisors 8 periods covered by teachers within their department. Details as follows: 2 by PE department 1 by RS department 1 by Maths department 3 by Bio department 1 by Chem department 26 periods covered by teachers for emergency cover.  <b>7 Workload Management Days</b>  These numbers do not include Decorated classrooms or last day of term cover in full  <b>Staff Absence, from 01.01.2024 to 31.01.2024</b> 499 periods of absence reported 229 periods required cover	



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	<p><b>Cover</b> 52 periods covered by external cover supervisors 128 periods covered by internal cover supervisors 23 periods covered by teachers within their department. Details as follows: 17 by Biology department 2 by Maths department 1 by German department 1 by Geography department 1 by English department 1 by History department 26 periods covered by teachers for emergency cover.</p> <p><b>4 Workload Management Days</b></p>	
5.	<p><b>NEU Workload Audit (SLA)</b> Thank you to Terry, as the CCHS NEU representative, and to school NEU colleagues more broadly, for providing feedback via the NEU Workload Audit.</p> <p>The NEU workload audit document contained 18 sections.</p> <p>CCHS NEU colleagues provided feedback relevant to 5 of these 18 sections.</p> <p>SLA provided written feedback to Terry on the points raised, identifying three actions in response to the feedback.</p> <p>The feedback and actions were discussed during this meeting:</p> <ul style="list-style-type: none"> <li>• <b>Action</b> relating to the school calendar: going forward, the draft calendar will be shared with all school staff to secure direct feedback from colleagues. The school calendar will be issued in time for department meetings where it can be discussed in more detail.</li> <li>• <b>Action</b> relating to administrative tasks: middle leaders to review tasks within their departments/teams to see if particular tasks can be delegated to relevant support staff colleagues. More communication is required between teachers and support staff.</li> <li>• <b>Action</b> relating to TA data: ASE and MRL to review current practice, to see if other opportunities can be identified to further streamline the process, as well as to identify additional training and support. MRL provided Excel training on the recent INSET day and is happy to provide more training to staff.</li> </ul>	
6.	<p><b>Items from Union Representatives</b></p> <p><b>NEU (TWA)</b> No items asked for.</p>	



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	<p><b>NASUWT (RCO)</b> Is there a process for which teacher is selected for cover?</p> <p>JCR explained that there is a procedure. SIMS generates a list of teachers which are free that period. LMA will then look at this list and see who is under allocation, who has been used for cover recently and allocate a teacher based on this information. There are a few occasions, when there is not a great number of staff to choose from due to part time staff working patterns. LMA also considers staff CPD. Should any staff member have further questions, please speak with JCR.</p>	
7.	<p><b>Items from Support Staff</b> No items asked for.</p>	
8.	<p><b>Items from SDL</b> No items asked for.</p>	
9.	<p><b>Meetings Dates - 2023-24</b> To be confirmed.</p>	
10.	<p><b>AOB</b></p> <p>TWA announced that he was standing down as the school NEU representative, with this being his final attendance at Staff Voice. TWA has already communicated this to union members.</p> <p>SLA said a big thank you on behalf of the group and the colleagues more widely to TWA for all of his hard work and contributions throughout the years, to the JCC (Joint Consultative Committee) group and now to the Staff Voice group.</p>	