



STAFF VOICE MEETING

Tuesday 29th April 2024

MINUTES

Present:	Stephen Lawlor	SLA	Headteacher (Chair)
	Jo Cross	JCR	Deputy Headteacher
	Fiona Harrison	FHA	Deputy Headteacher
	Melissa Mulgrew	MMU	Business Manager
	Emily Manning	EMA	School Development Leader (SDL)*
	Amy Hopkins	AHO	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.	NEU Support (SLA) SLA thanked AHO for representing NEU staff for this meeting.	
3.	Review of Staff Voice minutes from previous meeting (SLA) SLA confirmed there were no matters arising from last the meeting on the 15 th February.	
4.	'Commitment to Staff' document update (SLA) SLA noted an update with regards to our Occupational Health & Wellbeing Services. CCHS now subscribes to the enhanced package provided by Smart Clinic. All staff have access to an employee assistance programme with a wide variety of wellbeing services available. SLA asked if anyone had anything to add to the document- nothing to add.	
5.	Staff Leave of Absence policy update (SLA) SLA noted there has been an update guided by Juniper regarding time off for dependants and childcare on page 8 of the policy.	
6.	Staff Wellbeing (JCR) JCR provided the following updates from February to April 2024: Staff Absence 1589 periods of absence 787 required cover Workload Management Data 13.5 Workload Management Days have been taken during this period. Cover 249 periods of cover by external cover supervisors 250 periods of cover by internal cover supervisors 76 covered within departments	



	96 emergency covers by teachers	
7.	<p>Items from Union Representatives Items from NASUWT Timing of Open evening – This is determined by the Admissions process, so that families have the maximum time to undertake their reviews and make their decisions. FHR noted that next year the event will take place the week before the May Bank holiday.</p> <p>One Drive Migration – Over the next few months, we will be syncing and migrating the X drives from the school network onto One Drive. Staff and students will migrate from X drives, with a view of using these as our main personal drives instead of the X drives. One Drive allocates 1 Tb of space per user. We would like everyone to take the opportunity to tidy up the documents that are currently stored on the X drive and only migrate across what is current. Once this migration is complete, we will be looking to migrate the R drive to the cloud. MMU noted that staff will be lead through the whole migration process step by step, with more information to follow.</p>	
	<p>Items from NEU Interventions – Impact and Workload – Some students are struggling to attend all interventions due to pressure or interventions scheduled at same time. SLA noted that ASE is working with Year Leaders and Subject Leaders to support students with attendance. SLA noted that more feedback would be very welcome. Please direct feedback to SLA.</p> <p>Resources in V10 – It was noted that the chairs were missing from V10 recently. MMU noted that due to various events that were taking place they needed to borrow the chairs from V10. Chairs are normally always in the room.</p> <p>Year 9 Exam Marking Period – There is a two-week period between the school examinations and marking deadline. JCR noted that Year 9 students will only take exams in the options subjects they have chosen, alongside the core.</p> <p>Class sizes at GCSE – Discussion took place about class sizes for both GCSE and A levels. SLA noted that with the options process and timetable work, colleagues try to achieve a balanced day.</p> <p>JCR noted that staff can request a 2nd workload mgmt. day if they have new and pressing work.</p>	



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<p>8.</p>	<p>Items from School Development Leaders</p> <p>One Drive Migration</p> <p>a) Will we still have access to the shared resources? all shared resources will be available.</p> <p>b) What happens if the internet access drops out? MMU confirmed she will follow up with TCB to find out.</p> <p>c) Staff tend to use their personal devices at home, once migrated will this be an issue? If work is saved to the Cloud, this will not be an issue.</p> <p>d) Will the digital resources be removed? There will still be access to the digital resources.</p>	<p>MMU</p>
	<p>Item from Support Staff</p> <p>RDA noted an issue occurred when paramedics had to take a sick student out of the building to an ambulance, with some students not adhering to a temporary corridor block. A resolution will be to use barriers as a physical reminder.</p>	
<p>9.</p>	<p>AOB:</p> <p>Next meeting date:</p> <p>25th June 2024</p> <p>All meetings are held in SLA's office, 12:45-1.30pm.</p>	