

## Roberttown CE (vc) J&I School Governor School Visit Record

<b>Name:</b> Rev Sally Wallace Jones	<b>Date:</b> 24 <sup>th</sup> January 2024
<b>Purpose of visit:</b> To discuss workload and well-being issues affecting staff. To monitor what is being done to address these issues.	
<b>Structure/Timetable of the visit:</b> 10.30 meeting with Mrs Laycock Smith 11.30 visit to school including staff room to monitor information on display regarding well-being and workload.	
<b>Key Staff to see:</b>	
<b>Position</b>	<b>Name</b>
<b>Head</b>	<b>Mrs Laycock Smith</b>
<b>Key Questions/Issues for Governors to explore:</b>	
How is school helping to manage workload for the staff?	
How is the school addressing staff wellbeing?	
What else might need to be done?	
<b>Governor's Observations/Evaluation</b>	
<p>This was a helpful meeting which enabled me to discuss with Mrs Laycock Smith what is being done to address the two key questions of workload and wellbeing. It built on a previous meeting in which I met with staff from KS1 and 2 where we had established that for the most part staff do feel valued and supported.</p> <p>A recent staff meeting had been held at which both issues were discussed and some very positive measures had been agreed. Whole staff involvement in this was key to giving people a voice and the sense of being heard.</p> <p>For workload this includes giving subject leaders time each half term, sharing planning in KS1 and removing short term planning, having realistic marking expectations, low maintenance displays and using staff meeting time for data analysis and parents' evenings/reports, use of shared diaries a Monday briefing and weekly overviews and being able to use ppa time at home.</p> <p>For well-being things that are especially valued include provision for support and counselling via several different routes, Employee Healthcare via Kirklees and Carefirst, the use of ppa time at home, and of disaggregated days meaning that staff have completed training in twilight sessions after school and therefore are not required to be in school for this training day. Times of celebration such as Christmas Lunch and school events and the provision of free tea and coffee and biscuits in the staff room along with food as appropriate during staff training.</p>	
<b>Culture observed in the school.</b>	
The above evidence came from a staff meeting especially dedicated to the two key issues indicating that time and thought are given to the culture within the school. The staff room notice board also displays clearly various notices and information leaflets about where help can be sought for well being issues. Informal discussion with staff suggests that for the most part they are aware of how and where to seek support and that they feel comfortable doing so and in bringing their concerns to attention. Staff have for example, benefitted from	

a staged return to work after illness. Within the context of school, they feel supported and able to bring concerns to the management team.

**Any Key Issues Arising for the Governing Body:**

To continue monitoring both workload and well-being and to ensure that both continue to be a priority.

**Action Following Governing Body Meeting:**

Rev Sally Wallace Jones will be making a follow up visit on to share lunch and to talk to staff about both issues with the intention of reporting back further to the Governing Body about what we do well and what might need further attention. This is scheduled for 17<sup>th</sup> April 2024 at 12 pm.

**Signed** Rev Dr Sally Wallace Jones **Governor**