

School boards workshop: discussion template



Guidance for use

Use this discussion template to conduct a structured conversation with your school board or other governing body to create awareness of the workload issues in your school. You may wish to hold a discussion with a group of board members or on a one to one basis. This template can be tailored for your own context.

What do we know about workload in our school(s)?		
Effect on teaching, morale and recruitment / retention of staff	Areas which create the most workload for staff	Action taken to date to review and reduce workload

Role of the school board – providing support to school leaders		
Do school leaders feel able to take action on workload?	How does the board support school leaders to address work-life balance of staff?	How can the board support workload reduction?



Role of the board – reviewing current board processes		
How might we better consider workload when reviewing policies?	Do we consider the impact our decisions and processes have on workload?	Reviewing the composition and business of the board

Notes
