

**APPENDIX 1 to the minute of meeting of
the Children and Learning Committee of
23 February 2016 (Article 3(b) refers)**

MINUTE of MEETING of the **ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS** held in the Boardroom, Angus House, Forfar on Wednesday 18 November 2015 at 3.30pm.

Present: Council Representatives

Councillor SHEENA WELSH (Convener of the Children and Learning Committee)
Councillor LYNNE DEVINE (Vice-Convener of the Children and Learning Committee)
Dr PAULINE STEPHEN (Head of Schools and Learning – People)
RODGER HILL (Service Manager, Schools and Learning)

Teachers' Panel Representatives

PAMELA MANLEY, KATRINA JOHNSTON, MIKE CALLAGHAN and DAVID MCCOLGAN

In Attendance: FIONA THAIN (Senior HR Adviser)
JOHN PRATTI (Joint Secretary, Staff Side)
DONALD MACASKILL (for Joint Secretary Management Side)

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Margo Williamson (Strategic Director – People), Sharon Faulkner (Head of HR, IT and Organisational Development) and Elaine Fleming (EIS).

2. MINUTE OF PREVIOUS MEETING

(i) Correct Record

It was noted that in accordance with the constitution, Pamela Manley would be chairing the AJNCT until the AGM in June 2016 and accordingly the minute was amended to reflect it was Pamela Manley in the Chair.

Thereafter the minute was approved as a correct record.

(ii) Matters Arising

(a) ICT in Schools

With reference to Article 16 of the minute of previous meeting, John Pratti indicated that there had been a total of 10 questionnaires returned from schools in relation to ICT provision. It appeared that there were some specific issues in some schools but no overall themes.

Pamela Manley indicated that there appeared to be some issues with regard to SEEMIS as financial settings required that for an order to be processed, the ICT equipment had to be purchased by a particular date.

Dr Stephen indicated that she would look into this further and clarify the matter.

3. JOINT SECRETARY ARRANGEMENTS

Dr Stephen indicated that it was appropriate to review the current Joint Secretary arrangements so that it would accurately reflect current working arrangements.

It was proposed that Dr Stephen assume the role of Joint Secretary (Management) with John Pratti continuing in his role as Joint Secretary (Union Side). It was also proposed that the role of Clerk to the AJNCT be clarified.

It was agreed that Dr Stephen and John Pratti meet to further discuss this and that a revised constitution be submitted for consideration to the next meeting of the Committee.

4. ROLE OF HR ON AJNCT

John Pratti made reference to the current constitution of the AJNCT and indicated that clarification was required with regard to the role of HR on the AJNCT.

It was agreed that the role of HR as an advisor would be clarified and incorporated into a revised constitution. In addition, consideration be given to grouping items with an HR input in the first part of the agenda.

5. DISCIPLINARY PROCESS UPDATE

Dr Stephen indicated that this had been identified as a policy agreement which required updating. Two meetings had taken place to produce a process map of the disciplinary process. This was then 'stress tested' using individual cases. This had been a useful exercise. It was agreed that Dr Stephen, John Pratti and an HR Adviser meet to finalise the process chart in advance of a redraft of the associated agreement.

6. TEACHERS' SELF-CERTIFICATION

With reference to Article 12 of the minute of previous meeting, John Pratti indicated that in some schools teaching staff were being asked to complete self-certification forms for absences of 1 to 3 days. This was in conflict with the terms of SNCT Agreement.

It was noted that Craig Smith was currently looking at ways of reducing bureaucracy including the completion of paper pro formas.

It was agreed that school offices be contacted to confirm the position in that, whilst it could be regarded as good practice in line with Angus Council expectations that a self-certification form be completed for each absence, staff should not insist on this.

In addition, it was agreed that consideration of any potential revisions to this practice be considered at a future meeting, with the proviso that any local agreement would need to meet the requirements of the SNCT National Agreement.

7. WEBSTER'S HIGH SCHOOL AND SOUTHMUIR PRIMARY SCHOOL INTERIM ARRANGEMENTS

Dr Stephen indicated that this was a unique arrangement and was on a trial basis. Consultations were planned with a variety of groups, which includes the AJNCT. Whilst it was acknowledged that this arrangement was unique, it was noted that senior management were reviewing the management arrangements in schools.

It was noted that feedback on the arrangements within Webster's High School and Southmuir Primary School would come back for consideration to the AJNCT meeting in May 2016.

8. PROMOTED STAFF COMPETENCY PROCESS

Dr Stephen indicated that there was a need to ensure agreed policy arrangements for managing any competency issues with promoted staff. It was noted that across some local authorities, policies were in place which were very supportive, Examples of these were available on Dumfries and Galloway, Moray and South Ayrshire Council's websites. Members were encouraged to view these policies. It was agreed to form a small group to draft an Angus policy in this area.

9. SUPPORT SCHOOL REVIEWS – FEEDBACK

Dr Stephen indicated that an event was planned in the New Year to assess what could be learned from the themes that had emerged from the recent tranche of SSR reviews and that she would be happy to receive feedback from AJNCT members on what it had been like, including benefits and any potential improvements.

John Pratti indicated that in relation to one specific SSR it had been highlighted that staff had been asked to contact parents by telephone on such matters as homework not being completed. John Pratti was concerned that this practice was not in accordance with agreed

practice which was that un promoted teachers should not have any direct contact with parents in secondary schools unless this was through a parents' evening.

David Mccolgan left the meeting at this point.

It was noted that further consideration of this would be beneficial and Dr Stephen would take this forward for discussion with a meeting of headteachers. In addition, Rodger Hill undertook to assess the use of Seemis pastoral notes by teachers in this regard.

10. CORPORATE INTRANET

John Pratti indicated that he had experienced difficulties in being able to access the corporate intranet from schools. Rodger Hill indicated that he would discuss this matter further with Alan Fyfe regarding ICT access.

11. AJNCT CIRCULARS

It was noted that a number of AJNCT circulars had not been posted on the AJNCT webpage. It was agreed that Fiona Thain in consultation with the Joint Secretary (Management Side) would clarify this to ensure that the webpage incorporated the latest AJNCT local agreements.