

**APPENDIX I to the minute of meeting of
the Children and Learning Committee of
11 November 2014 (Article 3(b) refers)**

MINUTE of MEETING of the **ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS** held in the Downstairs Meeting Room, Town and County Hall, Forfar on Wednesday 24 September 2014 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) RODGER HILL (Service Manager, Schools and Learning) and TRISH TORZ (Service Manager, Schools and Learning).

Teachers' Panel Representatives

MIKE CALLAGHAN, KAREN HENDERSON, ELAINE FLEMING AND JOHN PRATTI (all EIS) and DAVID MCCOLGAN (SSTA).

SHEENA WELSH Convener, in the Chair.

1. APOLOGIES/SUBSTITUTES

An apology for absence was intimated on behalf of Margo Williamson (Strategic Director – People).

Apologies for absence were also intimated on behalf of Lauren Budd, David Garden and Jim Hammond with Karen Henderson, Mike Callaghan and Elaine Fleming substituting respectively.

2. MINUTE OF PREVIOUS MEETING

(i) Correct Record

The minute of meeting of this Committee of 28 May 2014 was submitted and approved as a correct record;

(ii) Matters Arising

(a) Support for new National Courses and Assessments

It was noted from Dr Stephen that some feedback had been received through Head Teachers. A review would be undertaken as to what alternative means could be used to obtain additional feedback with one potential being through the CAGS and it was remitted to Rodger Hill to progress this.

(b) Violence and Aggression Report

With reference to Article 11 of the minute of previous meeting, it was noted that a meeting between Dr Stephen, the Joint Secretary (Teacher's Side) and Mrs Christine Campbell was to take place once work had been completed on the new format of the Report which would be focussed on themes as opposed to details of individual cases. The Report would be submitted to the AJNCT and that some work would also be undertaken on exploring a more pro-active approach in relation to analysis of the reporting of violence and aggression within schools.

(c) Designation of Annual Leave and School Closure Days 2014/2015

It was noted that there had been concern about possible inaccuracies, which had subsequently been confirmed as accurate in relation to the calculation of the calendar which were related to the inclusion of weekends at the end of the year.

3. COUNCIL MANAGEMENT RESTRUCTURE

Dr Stephen indicated that the recruitment process for the new Senior Management posts in the People Directorate was almost concluded with interviews for the post of Service Manager (Children and Families) taking place in the following week.

It was her intention that details of the populated staffing structure (which would include not just the Schools and Learning but also the Quality and Performance and Children and Young People element) would be issued to all schools and elected members after the October holiday break.

4. CONSTITUTION/MEMBERSHIP OF AJNCT

Dr Stephen indicated that in terms of the constitution/membership of the AJNCT, it was proposed that the membership on the management side comprise the Convener and Vice-Convener of the Children and Learning Committee, and three from the four Senior Officers namely: Strategic Director - People; Head of Schools and Learning; and the two Service Managers (Schools and Learning). The Strategic Director - People wished to continue to attend meetings of the AJNCT, where at all possible.

David Drysdale indicated that work was also required in relation to the representation from the Teacher's side and that proposals would come forward following discussion at the Teachers' Panel.

In relation to the constitution of the AJNCT it was also noted that some clearer understanding of the relationships between the AJNCT, the Teachers Panel and the Sub-Group was required and it was remitted to David Drysdale to review this.

In relation to the number of Working Groups within the People directorate it was noted that Rodger Hill was currently looking at the number of groups across the authority which would look at the purpose of each and assessing which were still required.

5. SNCT UPDATES

It was noted that Circulars SNCT 14/45 Compensatory Leave; SNCT 14/46 Administrative and Other Non Teaching Tasks; JS 14/49 Working Time Agreements and JS 14/49 Appendix along with SNCT Statement of Teacher Professionalism had been updated recently and published.

It was noted that with regard to JS 14/49 Working Time Agreements, there had been a low response rate from Primary and Secondary Schools in relation to their completion. It was noted that Dr Stephen was meeting with Primary School Head Teachers on Friday and she would use this opportunity as a reminder to schools to ensure a timeous response

In relation to SNCT 14/46 Administrative and Other Non Teaching Tasks, it was noted that should there be any concerns and issues these should, in the first instance be discussed at the Teacher's Negotiating and Consultative Group, of the respective schools.

Dr Stephen referred to the significant amounts of cash being handled within schools and that she was currently looking at how these processes could be refined, including the viability of on-line payments for school dinners.

6. WORKING HOURS/FLEXIBILITY (INCLUDING CODE OF PRACTICE ON WORKING HOURS ETC AND TACKLING BUREAUCRACY)

It was noted that further discussion was required in relation to workload issues and its relationship with tackling bureaucracy. Dr Stephen would be contacting schools with a view to obtaining feed-back on what had been achieved following on from the tackling bureaucracy event held earlier this year and feedback from schools would be invited through the chairs of TNCGs. It was agreed that this would also be an opportunity to get information around the performing of administrative tasks in schools with reference to the SNCT Statement on Teacher Professionalism. It was agreed that Dr Stephen would meet with David Drysdale to explore the issues around, and plan local advice in relation to, the Code of Practice on Working Hours, Working Week

7. UPDATES TO LOCAL AGREEMENTS

It was noted that a number of the timescales within the action plan had slipped and that David Drysdale and Dr Stephen would meet shortly to discuss how to populate the action plan with a view to it becoming more of a working document.

8. RAISING ATTAINMENT

It was noted that ideally, a policy paper was required in relation to raising attainment, however, as the primary aim was to engage teachers in schools on agreeing, conducting and evaluating measures aimed at raising attainment, this would be, by definition, a varied and diverse set of activities which might not be easily encapsulated in an authority level policy

9. HOURS OF WORK OF SENIOR PROMOTED STAFF

It was noted that the issues in relation to this matter had been considered at the Teacher's Sub-Group.

10. HEAD TEACHER PROFESSIONAL REVIEW AND DEVELOPMENT

There was submitted a paper indicating that a review of current procedures and processes had been undertaken as a result of the introduction of Professional Update. This procedure stipulated that all Head Teachers were required to have an agreed Professional Actions in Career Long Learning Plan.

Reviews of all Head Teachers would be carried out annually, on a three year cycle, by the Head of Schools and Learning, Service Managers and nominated peer Head Teachers. Previously the peer would have participated in the review meeting and have sight of the final report. In future, review meetings would be restricted to the reviewer and reviewee.

It was hoped that these changes would enable a more focussed professional dialogue about personal and professional development needs and would impact more fully on the learning and development of all Head Teachers.

11. CHANGES TO PAY DATES

It was noted that this matter had been raised at the Teacher's Sub-Group where there had not been much enthusiasm expressed for potential change.

Dr Stephen indicated that she would be meeting with the Head of HR, IT and OD shortly and confirmed that there was a requirement to align both payrolls on the same date to maximise administrative efficiency. Should any change occur, it would not be within this current financial year. Another area that may require amending was the early pay date at Christmas time. It was noted that David Drysdale was meeting with the Head of HR, IT and OD later in the week where the opportunity would be taken to discuss these matters further.

12. SCHOOL SUPPORT ARRANGEMENTS

It was noted that this matter had been discussed at the Teacher's Sub-Group. The more proportionate approach that had been proposed was welcomed by teachers' representatives.

13. PISA 2015: LETTER FROM DR ALASDAIR ALLAN, MINISTER FOR LEARNING, SCIENCE AND SCOTLAND'S LANGUAGES

There was submitted and noted a letter from Dr Alasdair Allan in relation to the OECD Programme for International Student Assessment and it was noted that Monifieth High School had been selected.

Dr Stephen acknowledged the benefits of Angus being involved in this, whilst noting that there were some practical issues in relation to pupils being taking out of class to participate in the assessment. She also acknowledged concerns expressed by teachers' representatives in relation to finding an appropriate balance between the use of standardised testing and developing and supporting the professional judgement of teachers.