

**APPENDIX I to the minute of meeting of  
the Children and Learning Committee of  
12 April 2016 (Article 3(b) refers)**

MINUTE of MEETING of the **ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS** held in Meeting Room 1.3, Angus House, Forfar on Wednesday 24 February 2016 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)  
MARGO WILLIAMSON (Strategic Director – People),  
Dr PAULINE STEPHEN (Head of Schools and Learning – People)  
TRISH TORZ (Service Manager, Schools and Learning)  
RODGER HILL (Service Manager, Schools and Learning)

Teachers' Panel Representatives

PAMELA MANLEY, ANNA CHEYNE, KATRINA JOHNSTON, MIKE CALLAGHAN  
and DAVID MCCOLGAN

**In Attendance:** PAULINE SMITH (HR Adviser)  
JOHN PRATTI (Joint Secretary, Staff Side)  
DONALD MACASKILL (for Joint Secretary Management Side)

Pamela Manley, in the Chair

**1. APOLOGIES/SUBSTITUTES**

An apology for absence was intimated on behalf of Elaine Fleming (EIS).

The Committee noted that Anna Cheyne had replaced Elaine Fleming on the Committee

**2. MINUTE OF PREVIOUS MEETING**

**(i) Correct Record**

The minute of meeting of this Committee of 18 November 2015 was submitted and approved as a correct record.

**(ii) Matters Arising**

**(a) Support School Reviews - Feedback**

With reference to Article 9 of the minute of previous meeting, Dr Stephen indicated that further work had been undertaken with David Gregory, Area Lead Officer with a view to creating a bespoke process for individual schools. It was hoped that the evaluation of the current system would take place after the Easter holidays.

With reference to the proposed meeting with Head Teachers about SSRs, Dr Stephen indicated that further work would be undertaken with Head Teachers at a meeting on 16 March 2016.

**NEGOTIATING ITEMS:**

**3. AJNCT 1 CONSTITUTION – PROPOSED AMENDMENTS**

With reference to Article 3 of the minute of previous meeting, there was submitted a revised constitution for the Angus Joint Negotiating Committee for Teachers.

The proposed changes related to the membership of the Committee and would remove the HR Officer as a standing member of the Committee, but in recognition that the Council's HR

advice was regularly required, a representative of Human Resources would attend the AJNCT in an advisory capacity.

The revisions also related to Joint Secretary arrangements which would now be the Head of Schools and Learning together with a person appointed by the Teacher's Panel. The minutes of meetings would continue to be taken by a representative of Legal and Democratic Services, subject to scrutiny by the Joint Secretaries.

Having heard from the Strategic Director – People it was also agreed that the membership be revised so as the two Service Managers would not be specifically Schools and Learning Service Managers.

#### **4. DRAFT AJNCT AGREEMENT ON MANAGING THE UNDERPERFORMANCE OF PROMOTED STAFF**

There was submitted a draft Circular in relation to procedures for dealing with under performance of promoting teachers. The document provided guidance in dealing with short-lived and long-running under performance of the administrative and management responsibilities of Angus Head Teachers, Depute Head Teachers and Principal Teachers.

It was suggested from the staff side that reference to Annexe B of the McCrone Agreement be removed and that this was substituted with Part 2 of Section 2 of the SNCT Handbook. In relation to standards for leadership and management, a further sentence be added-“to engage in positive dialogue with post holders and that staff should self evaluate”. It was also noted that reference to “middle managers” be defined and amended throughout the document.

It was proposed that there should be a separate procedure for Head Teachers and that a draft be submitted to the next meeting of the AJNCT, along with the updated procedure for Depute Head Teachers and Principal Teachers.

#### **5. AJNCT 11 - DISCIPLINARY PROCEDURE – PROPOSED AMENDMENTS**

There was submitted a paper on proposed revisions to Appendix to Circular AJNCT/11 - Disciplinary Procedures for Angus teachers.

Following discussion, a range of proposed revisions were agreed and it was remitted to the Joint Secretaries to bring forward the revised procedure to the next meeting of the AJNCT, for consideration and approval.

*Rodger Hill left the meeting at this point.*

#### **6. DRAFT AGREEMENT ON WORKLOAD CONTROL**

There was submitted a paper on proposals for an AJNCT Agreement on Controlling Teacher Workload.

The need for School Improvement Plans to be manageable and not unduly onerous was supported by Trade Unions, however the binding nature of an AJNCT Agreement would now oblige schools to report on actions taken to reduce workload and bureaucracy and their effectiveness.

Following discussion, the points for inclusion in such an agreement were approved but that it Point 4 be amended to read “All new proposed changes must be time costed by TNCG’s alongside an analysis of current priorities and practices prior to a decision on possible implementation”

It was remitted to the Joint Secretaries to amend the Agreement and submit the re-drafted Agreement to the next meeting of the Committee.

#### **7. PLANNING IN PRIMARY SCHOOLS**

There was submitted a paper on Guidance for Planning in Primary Schools which set out arrangements in relation to Working Time Agreements, school improvement planning, long term planning, medium term planning and short term planning.

The Committee supported the proposals contained within the document and that this should form an Appendix to AJNCT Circular on Workload Control.

**8. FORWARD PLANNING RE STAFF ABSENCE PROCEDURES**

Dr Stephen proposed that a short life Working Group be set up to take this forward.

It was agreed that the members of the Group would be John Pratti, Pamela Manley and Anna Cheyne, along with three from the Management Side.

**9. FORWARD PLANNING RE EARLY RETIREMENT PROCEDURES**

Dr Stephen proposed that a short life Working Group be set up to take this forward.

It was agreed that the members of the Group would be Mike Callaghan and John Pratti, along with two from the Management Side.

**10. SUBSISTENCE CLAIMS**

Dr Stephen confirmed that subsistence claims could not include reimbursement for alcohol.

**11. REVIEW OF MANAGEMENT STRUCTURES IN PRIMARY SCHOOLS**

There was submitted a Report from the Strategic Director – People setting out proposals for Management Structures in Primary Schools which were aimed at ensuring best value, equity, transparency and clear processes for the number of promoted staff in every school.

The Committee noted that the Report had been submitted and approved by the Children and Learning Committee at a meeting on 23 February 2016.