

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

MINUTE of MEETING of the **ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS** held in the Board Room, Angus House, Forfar on Wednesday 25 May 2016 at 3.30pm.

**Present:** Council Representatives

Councillor SHEENA WELSH (Convener of the Children and Learning Committee)  
Dr PAULINE STEPHEN (Head of Schools and Learning and Joint Secretary  
Management Side)  
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  
DAVID MCCOLGAN and JOHN PRATTI (Joint Secretary, Staff Side)

**In Attendance:** FIONA THAIN (Senior HR Adviser)  
DONALD MACASKILL (Democratic Services Manager)

Pamela Manley, in the Chair

**1. APOLOGIES/SUBSTITUTES**

Apologies for absence were intimated on behalf of Councillor Lynne Devine (Vice Convener of the Children and Learning Committee) and Margo Williamson (Strategic Director - Children and Learning).

**2. MINUTE OF PREVIOUS MEETING**

**(i) Correct Record**

The minute of meeting of this Committee of 24 May 2016 was submitted and approved as a correct record.

**(ii) Matters Arising**

No matters arising.

**NEGOTIATING ITEMS:**

**3. PROCEDURE FOR DEALING WITH HEADTEACHER COMPETENCE**

With reference to Article 4 of the minute of previous meeting, there was submitted a revised procedure for dealing with Head Teacher competence. The procedure was designed to address specific alleged underperformance of the administrative and/or management duties of Head Teachers and explained the steps in the process for dealing with cases of both sort lived and long running underperformance. Competence being defined in terms of the performance of duties of promoted staff, as detailed in the Scottish Negotiating Committee for Teachers (SNCT) Handbook, Part 2, Section 2.

Dr Stephen indicated that there may be some confusion with regard to the individual stages within Stage 3 and suggested that these be incorporated into Outcome 2 (Move to Support Stage 2).

It was agreed to approve the revised procedure and that this be submitted to a meeting of the Staffing Sub Committee for formal ratification as an Agreement.

#### **4. PROCEDURE FOR DEALING WITH DEPUTE HEADTEACHER AND PRINCIPAL TEACHER COMPETENCE**

With reference to Article 4 of the minute of previous meeting, there was submitted a revised procedure for dealing with Depute Head Teacher and Principal Teacher competence. The procedure was designed to address specific alleged underperformance of the administrative and/or management duties of Depute Head Teachers and Principal Teachers and explained the steps in the process for dealing with cases of both sort lived and long running underperformance.

Separate to the procedure was the General Teaching Council for Scotland (GTCS) Code of Practice on Competence which was used to address concerns relating to the performance of teaching ability and was linked to the GTC Standard for Full Registration.

In view of the previous comments from Dr Stephen, it was also agreed that the individual stages within Stage 3 be incorporated into Outcome 2 (Move to Support Stage 2) and that the revised procedure be submitted to a meeting of the Staffing Sub Committee for formal ratification as an Agreement.

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

With reference to Article 5 of the minute of previous meeting, there was submitted an updated paper on proposed revisions to Appendix to Circular AJNCT/11- Disciplinary Procedures for Angus teachers.

John Pratti proposed that in paragraph 5.3 an additional sentence be added to read “No record will be kept on the teacher’s personal file”.

It was agreed to approve the revised procedure and that it be submitted to a meeting of the Staffing Sub Committee for formal ratification.

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

With reference to Article 6 of the minute of previous meeting, there was submitted a paper on a draft Agreement on Workload Control which listed a number of points for incorporation into a formal AJNCT Agreement.

It was agreed that these be formally incorporated in an Agreement that would be submitted to a meeting of the Staffing Sub Committee for formal ratification.

#### **7. ABSENCE MANAGEMENT - UPDATE**

Fiona Thain indicated that the first meeting of the Group had to be re-scheduled, which it was hoped could take place before the summer break.

#### **8. EARLY RETIREMENT - UPDATE**

Fiona Thain indicated that a paper had been drafted which required officer consideration. It was hoped that work on this could be progressed over the next few months so that the paper could be issued to unions.

It was agreed that priority be given to progressing the Absence Management paper and that the paper on Early Retirement be looked at once this had been concluded.

### **CONSULTATIVE ITEMS:**

#### **9. CHILDREN AND LEARNING COMMITTEE PAPERS**

Dr Stephen provided a summary of the business that had been considered at the meeting of the Children and Learning Committee on 1 May 2016 and that it would be her intention to have this as a standing item for each AJNCT meeting in order to apprise members of the latest developments.

**10. TIMETABLE OF MEETINGS FOR 2016/2017**

There was submitted a draft timetable of meetings for the period Sept 2016 – May 2017.

It was agreed to approve the undernoted timetable of meetings:-

- Wed 28 Sept 2016 at 3.30pm
- Wed 16 Nov 2016 at 3.30pm
- Wed 22 Feb 2017 at 3.30pm
- Wed 31 May 2017 at 3.30pm