

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

MINUTE of MEETING of the **ANGUS JOINT NEGOTIATING COMMITTEE FOR TEACHERS** held in Training Room C, Angus House, Forfar on Wednesday 28 September 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)
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, GILLIAN LAWRENCE, MIKE CALLAGHAN
DAVID MCCOLGAN and JOHN PRATTI (Joint Secretary, Staff Side)

In Attendance: JUDITH LYNCH (Principal HR Adviser)
DONALD MACASKILL (Democratic Services Manager)

1. CHAIR AND VICE CHAIR OF THE COMMITTEE

In accordance with paragraph 5.2 of the constitution, the office of Chair now falling to a Council representative for a period of 12 months, it was agreed to appoint Councillor Sheena Welsh.

As a consequence, the office of Vice Chair falling to a representative of the Joint Staff Side, it was agreed to appoint Pamela Manley.

2. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Margo Williamson (Strategic Director - Children and Learning) and Fiona Thain (Senior HR Adviser).

3. MEMBERSHIP - JOINT UNION SIDE

The Committee noted that Katrina Johnston had been replaced by Gillian Lawrence.

4. 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

With reference to Article 6 of the minute, it was noted that the draft Agreement on Workload Control would be submitted to a future meeting of the Staffing Sub Committee, for ratification.

NEGOTIATING ITEMS:

5. PROCEDURES FOR MANAGING SICKNESS ABSENCE

With reference to Article 7 of the minute of previous meeting, there was submitted a paper setting out proposed procedures for managing sickness absence for teachers and associated professionals.

The aim of the procedure was to reduce sickness absence levels within the Council through the management of sickness absence to ensure that it was applied in a manner that was consistent and equitable throughout the Council and to ensure that employees were treated sympathetically and fairly.

Following discussion, the procedure was agreed; subject to the following changes:

- All references to “Head teacher” to now read “Head teacher (or their nominated depute)”
- “Notifications and Certification Requirements” section – reference to “Absences of 3 days” to now read “Absences of up to 3 days”. Reference to “shall notify the school as soon as possible” to now read “ shall speak to the school or manager as soon as possible” Add - “The Leave of Absence Form should be authorised by the Head Teacher or nominated Depute”
- References to “teachers” to include the phrase “and associated staff” to ensure consistency of terminology
- Some other minor textual corrections

It was also agreed:

- (i) that the procedure, as amended, be incorporated into an AJNCT Agreement for ratification at a future meeting of the Staffing Sub Committee;
- (ii) that the Agreement, once ratified be given a new Agreement number; and
- (iii) the covering letter to Head teachers advise them to notify staff of the existence and location of the new Agreement.

6. PRIORITISATION OF AGREEMENTS FOR REVIEW THIS SESSION

There was submitted a paper which listed AJNCT Agreements 1 - 30 along with date the Agreement had been reviewed and a recommendation from the Review Group as to whether the Agreement was current/obsolete/priority for review, along with a proposed timescale for the recommended action.

Following discussion, it was agreed:

- (i) that AJNCT Agreement 3 - Continuing Professional Development and AJNCT 15 – Professional Review and Development be merged (review lead to be identified);
- (ii) that AJNCT 5 – Educational Development Services: Job Titles and Conditions of Service was now obsolete;
- (iii) that in light of recent events, AJNCT Agreement 4 – Music Instructors: 35 hours per annum CPD be further reviewed (Trish Torz and Julie Smith to review);
- (iv) to note that AJNCT Agreement 23 – Promoted Posts in Primary School: Adjustments to Staff Establishments and AJNCT Agreement 24 – Classroom Observation had been reviewed and would be submitted to the next meeting of the AJNCT for approval;
- (v) to note that whilst AJNCT Agreement 7 – Acting Head Teacher (Primary Schools) Creation of a Pool of Candidates was obsolete, the arrangements for long term acting up be reviewed (Dr Stephen/Trish Torz/Anna Cheyne/Mike Callaghan to review);
- (vi) to approve the other recommended actions in respect of the other Agreements; and
- (vii) (once clarified) to implement the consequential procedure for removing obsolete Agreements from the AJNCT webpage.

7. DESIGNATION OF ANNUAL LEAVE AND SCHOOL CLOSURE DAYS

There was submitted a paper which detailed the annual leave and school closure days for 2016/2017, showing tracked changes to clarify the dates in the Spring Term as being 3-5, April, 7 April, 10-14 April and 17 April (7 annual leave days).

The contents of the paper were duly noted.

CONSULTATIVE ITEMS:

8. CHILDREN AND LEARNING COMMITTEE UPDATES

Dr Stephen indicated that at the last meeting of the Children and Learning Committee on 20 September Reports on Teacher numbers; Investment Strategy (Arbroath Schools); and Curriculum for Excellence Attainment had been considered.

John Pratti made reference to the Report on Teacher numbers and on the possible misinterpretation with regard to some of the information provided within the schedule. Dr Stephen highlighted the practical difficulties surrounding the provision of some of the information within the Report which could only be regarded as a "snapshot" at the time the report was produced.

Following discussion, it was agreed that the format etc of the Report be kept under review.

At this point, Councillor Devine commended the Autism Strategy.

9. NAMED PERSON ISSUES

There was submitted a letter from the Joint Secretaries of the Scottish Negotiating Committee for Teachers indicating that the Children and Young People (Scotland) Act 2014 had been approved by the Scottish Parliament. The Act would have statutory effect from August 2017 and that for schools the named person would be a promoted members of a school's teaching staff.

The Joint Secretaries were in agreement that SNCT Handbook (Part 2 Section 2) did not require to be revised, given that promoted staff operated under the policies and direction of the Council. Job remits did require to be changed but that LNCTs would advise post holders that the change had been made to comply with statute.

Having heard from Dr Stephen who indicated that further information was awaited, the Committee agreed to note the position.

10. EIS TRAINING DAY: 28 OCTOBER 2016

Mike Callaghan indicated that the Training Plan had not been finalised but that he would circulate it as soon as possible. He extended an invitation to the event to Dr Stephen and to an HR representative.

11. WORKLOAD REVIEW

Dr Stephen thanked all those who had been involved in the workload review aimed at addressing issues of bureaucracy. She indicated that Education Scotland had given the work undertaken a top grading.

12. SQA INDUSTRIAL ACTION

John Pratti indicated that at a meeting of the SQA Review Group almost all of the issues raised had been resolved. EIS members were to be balloted on the ending of industrial action.

David McColgan indicated that SSTA members had been balloted, with Friday 30th Sept the closing date for returned ballot papers. The National Council was meeting on Saturday 1st October when the result of the ballot would be declared.

13. DATE OF NEXT MEETING

The Committee noted that the next meeting of the Committee was scheduled to take place on Wednesday 16 November 2016 at 3.30pm

Following conclusion of the formal business, the Committee thanked Rodger Hill for all his work and wished him well for the future.