

**APPENDIX I to the minute of meeting of
the Children and Learning Committee of
12 January 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 30 September 2015 at 3.30pm.

Present: Council Representatives

Councillor LYNNE DEVINE (Vice-Convener of the Children and Learning Committee),
MARGO WILLIAMSON (Strategic Director – People)
TRISH TORZ (Service Manager, Schools and Learning)
RODGER HILL (Service Manager, Schools and Learning)
SHARON FAULKNER (Head of HR, IT and OD)

Teachers' Panel Representatives

PAMELA MANLEY, KATRINA JOHNSTON, DAVID MCCOLGAN and MIKE CALLAGHAN.

PAMELA MANLEY, in the Chair.

1. APOLOGIES/SUBSTITUTES

Apologies for absence were intimated on behalf of Councillor Sheena Welsh (Convener of the Children and Learning Committee), Pauline Stephen (Head of Schools and Learning) and Elaine Fleming (EIS).

It was noted that John Pratti was attending the meeting in his capacity as Joint Secretary (Union side).

2. MINUTE OF PREVIOUS MEETING

(i) Correct Record

The minute of meeting of this Committee of 27 May 2015 was submitted and approved as a correct record.

(ii) Matters Arising

(a) New Higher Feedback

With reference to Article 6 of the minute of previous meeting, Trish Torz indicated that as the minutes of Head Teacher meetings were produced in the format of an action log, these would not be particularly informative for those who had not attended these meetings. It was now proposed that, following each Head Teachers' meeting a summary would be posted on the Children and Learning blog for all staff to access.

(b) Compilation of Agenda Items

John Pratti queried as to how the agenda items had been compiled and categorised under "Negotiating" items and "Consultative" items. He was unsure as to what the difference was and felt that some clarification was required. In addition, without prior knowledge of these items, it would be difficult to make a meaningful contribution to the discussion.

Margo Williamson indicated that it was important to make the distinction between those items that the Management side was required to negotiate with the Union side and those items that would be reported to the AJNCT for information purposes only.

It was agreed that discussions take place between Margo Williamson and Pauline Stephen to clarify the position, with the possibility of agenda items being agreed at an agenda setting meeting involving the Joint Secretaries.

NEGOTIATING ITEMS

3. REVIEW OF AJNCT AGREEMENTS

Rodger Hill indicated that with reference to the document that had been issued in May, there had been no changes to this and that a number of these items were being taken forward as per the agreed calendar.

4. REPORT OF SUPPLY TEACHER REVIEW GROUP

There was submitted a Report dated February 2015 from the Supply Teacher Review Group appending a copy of the final Report on the SNCT recommendations and seeking assurances that each Council would consider the recommendations and provide information on any actions taken.

It was noted that the former Joint Secretary (Union side) Philip Jackson was to have set up a Working Group to look into the Report recommendations. However at this stage, the work of any Group would be focussed on how to take forward the recommendations.

It was agreed that Mike Callaghan, David Mccolgan, Sharon Faulkner, Trish Torz and Rodger Hill form the Working Group to take forward the recommendations.

5. PERSONAL REVIEW AND DEVELOPMENT

David Mccolgan indicated that he had e-mailed round AJNCT members to clarify as to whether Professional Review and Development meetings were taking place every year and asked for feedback. It had been evident from the responses that this had not been taking place and he sought clarification as to whether these PRD meetings should indeed be taking place on an annual basis.

Trish Torz confirmed that these meetings should be taking place each year and that she would follow this up with schools to ensure that this was the case.

CONSULTATIVE ITEMS

6. SCHOOL SYSTEMS PROGRAMME BOARD

Rodger Hill indicated that this was being led by Pauline Stephen and involved three strands:-

- Effective Financial Management – Lead Officer, Rodger Hill
- Support Service Manager Posts – Lead Officer Liz Cull, Support Services Manager, Arbroath High School
- Core Staffing – Lead Officer, Nora Chalmers, Support Services Manager, Forfar Academy.

7. STRATEGY GROUPS

Trish Torz indicated that there were three Strategy Groups, one being Learning, Training and Assessment chaired by Pauline Stephen; the second was a Policy Improvement Group chaired by Trish Torz; and the third was Professional Learning and Leadership Development – chaired by Rodger Hill.

8. MANAGEMENT POSTS

Trish Torz indicated that work was underway in relation to reviewing the number of management posts in secondary schools. A small Staffing Review Group had been set up for primary schools to ensure that the structures in place were both efficient and effective.

Margo Williamson indicated that this was part of the Council's overall budget strategy and confirmed that the results of the review would be submitted to the AJNCT as a negotiating item.

At this point, John Pratti raised concerns with regard to the proposed shared headship at Webster's High School and Southmuir Primary School and suggested that agreement should have been sought with the AJNCT prior to this pilot being put in place.

Margo Williamson indicated that she would clarify the position with Pauline Stephen following the meeting.

9. RAISING ACHIEVEMENT STRATEGY

There was submitted a paper which detailed a strategy on raising achievement which as a key focus, was improving outcomes and life chances for children and young people. The paper outlined the themes and described the components of the learning system as being learning and teaching; the curriculum; meeting learners' needs; leadership; support and challenge.

Trish Torz indicated that if any member had any comments to feed these back to Pauline Stephen by e-mail.

10. PRIMARY PLANNING GUIDANCE

There was submitted a paper which set out guidance in relation to:-

- Working Time Agreements
- School Improvement Planning
- Class Long-Term Planning
- Class Medium-Term Planning
- Class Short-Term Planning

The paper was aimed at reducing bureaucracy and had been shared with all schools, who would now be required to build this into their school improvement planning process and demonstrate how they would reduce bureaucracy at individual school level.

The contents of the paper and the proposals were very much welcomed by members of the AJNCT who commended the paper.

11. SUBJECT GROUPS AND CAGS

David Mccolgan indicated that he had been aware that meetings of a number of Subject Network Groups had not been taking place.

It was confirmed that the responsibility to ensure that these meetings took place lay with the relevant Principal Teacher.

It was agreed that Rodger Hill take this up with Melvyn Lynch, Head Teacher, Forfar Academy and John Cavanagh, Head Teacher, Montrose Academy who will be asked to write to Head Teachers emphasising that the responsibilities lay with the Principal Teachers.

With regard to time for internal verification, work was needed to ensure that this was happening and it was agreed that Melvyn Lynch and John Cavanagh would put out a refresher message to schools.

12. STREAMLINING OF COUNCIL PRACTICES

Mike Callaghan indicated that he was aware that there were a number of groups looking into this and expressed some concerns that the group remits involved areas that were covered by both local and national agreements.

Reference was particularly made to the sickness absence reporting procedures where it would appear that, notwithstanding the terms of the AJNCT agreement, teachers were being asked to complete a pro forma on their return to work after absences of one, two or three days.

Whilst it was noted that it would be good practice for Head Teachers to be aware of the circumstances and reasons for staff absences, it was agreed that Trish Torz would confirm the position with regard to paperwork required for recording absences.

13. TACKLING BUREAUCRACY

No reporting of items. However it was agreed that this should remain as a standing item on the AJNCT agenda.

14. SECONDARY SCHOOL CONSULTATION

Rodger Hill indicated that a report would be submitted to the meeting of the Children and Learning Committee on 10 November 2015, following consultation on the school week. Whilst it was for the Children and Learning Committee to agree the proposals, the changes that were being proposed, if agreed, would be effective from August 2017.

15. OCTOBER HOLIDAYS CONSULTATION

Trish Torz indicated that a report on proposed changes to the October holidays had been considered by the Children and Learning Committee in June and that the Committee had agreed that further consultation take place before any final decision was taken.

Following extensive consultation, it appeared that the favoured option was for no change to take place to the October holidays and this would be submitted for consideration to the meeting of the Children and Learning Committee in November.

16. ICT IN SCHOOLS

John Pratti indicated that he had received a number of notes of concerns from secretaries within Angus schools regarding ICT failures. In some instances lessons had to be abandoned. A questionnaire had been circulated to schools and responses were still being received.

It was agreed that John Pratti, Rodger Hill and Pauline Stephen meet to discuss the responses.