

Notice of Meeting and Agenda

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 14 June 2016	14:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM
Head of Corporate Governance

Representing Renfrewshire Council Management

Councillors Henry and Clark; P Macleod, Director of Children's Services; G McKinlay, Head of Service; M Dewar, Acting Head of Service; J Trainer, Acting Head of Early Years & Inclusion; M Convery, Head Teacher, St James Primary School; M Macdonald, Head Teacher, Castlehead High School; and L McAllister, Education Manager (Curriculum & Early Years) (all Children's Services); and L Mullin, Principal HR & OD Adviser (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

M Russell, R Hannah, J Welsh, J McCusker, H Whittle, K Fella, A Howie and J Tonner (all EIS); J Stead (NASUWT); M Greenlees (SSTA) and S McCrossan (Adviser to the Teachers' side).

Items of business

Apologies

Apologies from members.

1 Appointment of Chairperson for Meeting

2 Minute of Previous Meeting 3 - 6

Minute of previous meeting held on 24 May 2016.

Annual General Meeting

3 Membership of Renfrewshire Council Joint Negotiating Committee for Teaching Staff 2016/17

Report by Joint Secretaries. (NOT AVAILABLE - COPY TO FOLLOW)

4 Annual Report 2015/16 7 - 10

Report by Joint Secretaries.

5 Dates for Future Meetings Session 2016/17 11 - 14

Report by Joint Secretaries.

Minute of Meeting Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 24 May 2016	14:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

REPRESENTING RENFREWSHIRE COUNCIL MANAGEMENT

M Dewar, Acting Head of Service, G McKinlay, Head of Schools, J Trainer, Acting Head of Early Years and Inclusion, M Convery, Head Teacher (St James Primary School), Martin Macdonald, Head Teacher (Castlehead High School) and L McAllister, Education Manager (Curriculum & Early Years) (all Children's Services).

REPRESENTING RENFREWSHIRE COUNCIL TEACHING STAFF

K Fella, M Russell, JP Tonner and J Welsh (all EIS).

IN ATTENDANCE

K Brown, Committee Services Officer (Finance & Resources).

APOLOGIES

Councillor Clark; P Macleod, Director of Children's Services (Children's Services); R Hannah, A Howie, J McCusker, H Whittle (all EIS); L Mullin, Principal HR & OD Advisor; and M Greenless (SSTA).

1 APPOINTMENT OF CHAIRPERSON FOR MEETING

In accordance with the terms of the local recognition and procedure agreement, which stated that the Chair of the Committee should alternate between the two sides comprising the Renfrewshire Council Joint Negotiating Committee for Teaching Staff, it was agreed that John Welsh chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

DECIDED: That John Welsh chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

2 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of meeting held on 22 March 2016.

DECIDED: That the Minute be approved.

3 JOB SIZING CO-ORDINATORS

There was submitted a report by the Acting Head of Service relative to a proposed increase in the number of people who carry out the role of job sizing co-ordinator on both the management and teacher's sides of the Joint Negotiating Committee (JNC).

The report intimated that a short life working group was recently formed involving key personnel who were involved in the job sizing process for promoted teaching posts. One of the outcomes identified from the first meeting was the requirement to increase the number of people who carry out the job sizing co-ordinator role. Both the management and teacher's sides had secured additional job sizing co-ordinators and Appendix 1 to the report detailed a full list of the names for the 2016/17 session. Training would be provided for all new co-ordinators prior to them starting their role.

The report emphasised that for any post undergoing the job sizing process, a job size co-ordinator for the management and teacher's side must sign it off at an appropriate point.

There was discussion in relation to the potential implications of the named person scheme on job sizing. It was agreed that this would be looked at as a separate issue and that further discussions would be held between the management and teacher's side and that it would also be discussed during the job sizing training courses and a report brought back to a future meeting of the Committee.

DECIDED:

- (a) That the appointment of the job sizing co-ordinators for session 2016/17 be approved;
- (b) That it be affirmed that both a job size co-ordinator from the management and teacher's side sign it off at an appropriate point;
- (c) That further discussions be held between the management and teacher's side in relation to the potential implications of the named person scheme on job sizing; and

(d) That the named person scheme be discussed during the job sizing training courses and a report brought back to a future meeting of the Committee.

4 CHANGE TO THE CHALLENGING BEHAVIOUR RISK ASSESSMENT PROCESS

There was submitted a report by the Acting Head of Early Years and Inclusion relative to a proposed change to the Challenging Behaviour Risk Assessment (CBRA) process.

The report intimated that since the inception of the CBRA process there had been a number of differing scenarios presented and a “bank” of solutions was now available to offer assistance to resolve issues presented. It was proposed to allow the process for managing the CBRA process to be managed within Children’s Services where an incident is identified as matching a previous scenario. The health and safety team would continue to be available to provide assistance with more complex or new situations.

At the meeting of the Joint Negotiating Committee for Teachers on the 23 March 2016, it was agreed that further discussion was required between Management and Teachers regarding the proposed changes to the CBRA process. Following the discussions between the two sides, it was proposed to allow the process for managing the CBRA process to be managed within Children’s Services, where an incident was identified as matching a previous scenario. The health and safety team would continue to be available to provide assistance with more complex or new situations. This change would run for a trial period from August 2016 to the October holiday break 2016 and would be subject to ongoing review. Following the conclusion of the trial period a further report would be submitted to the Committee. It was also agreed that the Joint Secretary (Teacher’s Side) and the Acting Head of Early Years and Inclusion would meet separately to further discuss the details regarding the “bank” of solutions.

DECIDED:

- (a) That the change to managing the CBRA process as detailed in paragraph 1.6 of the report be approved;
- (b) That it be noted that the agreed change would be on a trial basis and subject to ongoing review as detailed in paragraph 1.7 of the report; and
- (c) That it be agreed that the Joint Secretary (Teacher’s Side) and the Acting Head of Early Years and Inclusion meet separately to further discuss the details regarding the “bank” of solutions.

5 CLASS SIZE MAXIMA

There was submitted a report by the Joint Secretaries relative to the SNCT agreement on class size maxima and advised that notwithstanding the move to a S1-S3 broad education model that this was still the extant agreement.

The report detailed the maximum class size for S1 to S6 and confirmed that the practical class size was capped at 20.

DECIDED: That the report be noted.

6 DATE OF NEXT MEETING

It was noted that the next meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff would be held on 14 June 2016 at 2.00 p.m.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 14 June 2016

Report by Joint Secretaries

Annual Report Session 2015/16

1. Background

- 1.1. Since the previous Annual General Meeting of the Renfrewshire Council Joint Negotiating Committee for Teachers held on 16 June 2015, 6 scheduled meetings of the committee have been held.
- 1.2. Agreements reached by the committee are outlined in the appendix to this report. The attached appendix also indicates the membership of the committee over the period.

2. Recommendation

- 2.1. Members of the JNC are asked to:

- note the contents of this report and the appendix attached; and
- circulate to all educational establishments.

Operation of the committee from 16 June 2015 until the Annual General Meeting of 14 June 2016.

Membership of the committee during the period:**Teachers' Side:**

J Welsh, EIS (Joint Chair)
K Fella, EIS (Joint Secretary)
M Russell, EIS
H Whittle, EIS
R Hannah, EIS
A Howie, EIS
J McCusker, EIS
M Greenlees, SSTA
J Stead, NASUWT

S McCrossan, EIS Area Officer was adviser to the teachers' side

Management Side:

Councillor J Henry (Joint Chair)
Councillor S Clark
P Macleod, Director of Children's Services
G McKinlay, Head of Schools
M Dewar, Acting Head of Service
L McAllister, Education Manager
D Marshall, Head of HR & OD (Joint Secretary)
D McCann, Principal Human Resource Adviser
M Convery, Head Teacher, St James' Primary School
M McDonald, Head Teacher, Castlehead High School

Joint Secretaries:

K Fella
D Marshall

The role of joint secretary for the management side changed to Gordon McKinlay on 17 November 2015.

Reports Agreed by the Committee

- Scheme for the Appointment of Temporary Teachers to Permanent Posts
- Pay and Conditions of Service Agreement 2015-17
- Tackling Workload
- School Holiday Arrangements
- Standard Circular 16a – the Appointment of Senior Promoted Staff in Primary, Secondary and Special Schools
- Job Sizing Co-ordinators
- Change to the Challenging Behaviour Risk Assessment
- Class Size Maxima

Discussion took place regularly throughout this year and both joint secretaries have continued to work together to progress and resolve a range of operational matters.

Within the JNC there have been ongoing discussions across the year on key issues including: provision of supply (including consideration of the SNCT report JS/15/53, PRD and Professional Update, Early Years, Teacher Workload and Renfrewshire Council's withdrawal from Cosla and the establishment of the SLGP.

The JNC/JNC sub groups will continue to seek to take forward issues which are included in the items of ongoing work listed below.

1. Teacher workload
2. Supporting attendance
3. Discipline and grievance
4. Voluntary/exceptional transfer of teachers
5. Risk assessment/health and safety
6. Specific duties and job remits
7. Consultation on school holiday pattern
8. Equalities issues

Renfrewshire Joint Negotiating Committee for Teachers

Teachar5

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 14 June 2016

**Report by
Joint Secretaries**

Dates for Future Meetings Session 2016-17

1. Background

- 1.1. Meetings of the Joint Negotiating Committee for Teachers (JNC) can be held as and when required by either side with the proviso that there are 6 scheduled meetings in each calendar year, one of which shall be designated the annual general meeting for the purpose of approving the membership of the JNC and reviewing any standing sub committees.
- 1.2. Attached is a list of dates for the meetings from September 2016 to April 2017 as approved by Council.
- 1.3. A proposed date has also been included in relation to the AGM in June 2017, however, this will be suggested to approval by Council at the statutory meeting in May 2017.

2. Recommendation

- 2.1. Members of the JNC are asked to note the schedule of meetings for session 2016-17.

Schedule of Meetings Session 2016-17

All Meetings at 2.00 pm

Tuesday 6 September 2016

Tuesday 15 November 2016

Tuesday 7 February 2017

Tuesday 21 March 2017

Tuesday 25 April 2017

Tuesday 13 June 2017 (Annual General Meeting)

Please Note: The date for the AGM is proposed as is subject to approval by the Council at the statutory meeting.

