

Notice of Meeting and Agenda

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 21 March 2017	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 M Sharkey; P Macleod, Director of Children's Services; G McKinlay, Head of Schools; J Trainer, Acting Head of Early Years & Inclusion; M Convery, Head Teacher, St James Primary School; M Dewar, Head Teacher, Parkmains High School; A Hall, Education Manager (Development) 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

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

Further Information

A copy of the agenda and reports for this meeting will be available for inspection prior to the meeting at the Customer Service Centre, Renfrewshire House, Cotton Street, Paisley and online at www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx

For further information, please either email democratic-services@renfrewshire.gov.uk or telephone 0141 618 7112.

Items of business

Apologies

Apologies from members.

1 Appointment of Chairperson for Meeting

2 Minute 3 - 8

Minute of previous meeting held on 7 February 2017.

3 Membership of the Joint Negotiating Committee for Teachers 2016/17 9 - 12

Report by the Joint Secretaries.

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Report by the Head of Schools.

5 The Role of SNCT and LNCT 19 - 20

Report by the Joint Secretary (Teacher's Side).

6 Indiscipline in Schools 21 - 22

Report by the Joint Secretary (Teacher's Side).

7 Date of Next Meeting

Note that the next meeting will be held on Tuesday, 25 April 2017 at 2.00 pm.

Minute of Meeting

Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 07 February 2017	14:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

Representing Renfrewshire Council Management

Councillor Henry; M Convery, Head Teacher (St James Primary School), M Dewar, Head Teacher (Park Mains High School), A Hall, Education Manager (Development), L McAllister, Education Manager, G McKinlay, Head of Schools and J Trainer, Head of Early Years and Inclusion (all Children's Services); and L Mullin, Principal HR & OD Advisor (Finance & Resources).

Representing Renfrewshire Council Teaching Staff

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

In Attendance

K Brown, Committee Services Officer and S Fanning, Senior Health and Safety Officer (both Finance & Resources).

Apologies

Councillor M Sharkey; P Macleod, Director of Children's Services (Children's Services); R Hannah, A Howie and J Welsh (all EIS); M Greenlees (SSTA); and S McCrossan (Adviser to the Teachers Side).

1 Appointment of Chairperson for the 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 in the absence of John Welsh that Councillor Henry would chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

DECIDED: That Councillor Henry 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 15 November 2016.

DECIDED: That the Minute be approved.

3 Periods of Notice

There was submitted a report by the Head of Schools relative to a proposed amendment to the list of devolved matters in JNC/1.

The report intimated that the local negotiations and agreements procedure were laid out and agreed in JNC/1 and this agreement linked the devolved matters that JNC have a locus in. SNCT16/57 was published on 9 December 2016 and a copy was appended to the report. This circular highlighted that periods of notice should be determined at a national level rather than at a local level. As a result of this, it was proposed that the list of devolved matters in JNC/1 be amended to remove notice periods and it was noted that HR would take the lead on updating the documentation on the SNCT website.

DECIDED:

(a) That the SNCT circular, a copy of which was appended to the report, be noted;

(b) That the amendment to the list of devolved matters in JNC/1 be agreed; and

(c) That it be noted that HR would take the lead on updating the documentation on the SNCT website.

4 Teacher Workload

There was submitted a report by the Head of Schools relative to the work of the JNC subgroup in relation to teacher workload.

The report intimated that JS/16/69 was issued by SNCT on 5 December 2016. This circular restated the intention that the advice highlighted in the Education Scotland publication “CfE – A Statement for Practitioners” be circulated and also requested that LNCTs take into account the workload review report “Report of Local Authorities Actions to Tackle Bureaucracy and Undue Workload in Schools”. Following the publication of this report, a JNC sub-group was re-established. This group had met on two occasions with further meetings scheduled and good progress was being made in coming to understand the areas causing teacher workload. In particular there were concerns regarding the impact of the attainment challenge and the pupil equity fund and the increase in workload associated with this. It was agreed that Head Teachers would be

reminded that workload must be considered and that a progress report on the work of the sub-group would be submitted to a future meeting of the Committee.

DECIDED:

(a) That the content of the report and JS/16/69 be noted; and

(b) That it be agreed that Head Teachers would be reminded that workload must be considered and that a progress report on the work of the sub-group be brought back to a future meeting of the Committee.

5 Salary Placement of Teachers on the Chartered Teacher Spine who Move to Teaching Posts in Other Council Areas

There was submitted a report by the Head of Schools relative to chartered teachers moving to a teaching post in a different Council area.

The report intimated that SNCT 16/56 was issued on 5 December 2016, a copy of which was appended to the report. Placement on the CT pay spine was set out in paragraphs 1.27 and 1.28 of the SNCT handbook. SNCT 16/56 noted that this placement should be protected when a chartered teacher moved from one Council to another.

DECIDED:

(a) That the content of SNCT 16/56 be noted; and

(b) That it be agreed that this would be the agreed position for chartered teachers taking up a teaching post in Renfrewshire.

6 Early Years Teachers - Revised Remit

There was submitted a report by the Head of Schools relative to the revised remit for the early years teaching team.

The report intimated that the remit of the early years teaching team had been revised to reflect the review of the teacher role carried out during May and June 2016 and the Scottish Attainment Challenge. The revised remit of the Early Years teaching team continued to reflect the list of duties contained in Schedule B, Part 1 of SJNC Circular SE/40 and a copy of the revised remit was appended to the report.

The report highlighted that the remit had been revised in agreement with the teaching unions, including union representatives from the early years teaching team and the Renfrewshire EIS Association Secretary.

DECIDED: That the revised early years teachers remit be approved.

7 Changes to National Qualifications

There was submitted a report by the Joint Secretary (Teacher's Side) relative to the implications of the changes to N5 awards for session 2017/18.

The report intimated that it was becoming clear that there remained a degree of confusion with regard to the implications of the changes to N5 awards for session 2017/18. The removal of mandatory units from N5 courses from August 2017 had been

agreed, however, N4 courses would retain mandatory internal unit assessments (plus added value assessment) and accordingly would be organised and assessed entirely differently from those at N5. In light of the significant differences and in the interests of ensuring the effective delivery of courses for all students, the EIS believed that schools should be planning for discrete N4 and N5 classes rather than seeking to run bi-level classes where pupils would face different assessment arrangements.

The report also highlighted a further matter to be considered in that the absence of unit assessment at N5 would have the consequence of there being no fall-back award of unit passes for candidates who do not pass the final exam. Free standing unit assessments would remain available, however, students would require to be entered for either a N5 course award (based on external assessment) or a series of unit awards and could not be entered for both.

The Head of Schools shared the concerns regarding the changes to the national qualifications and also highlighted that the changes would cause significant issues in terms of resources.

DECIDED:

(a) That it was essential to ensure that candidates were enrolled for courses which best suited their prior learning and attainment at the point at which options were being considered;

(b) That it be agreed that Secondary Head Teachers facilitate dialogue on assessment and timetabling matters with their staff as a matter of urgency, with a view to ensuring the school's appropriate response to such changes to senior phase course design and assessment; and

(c) That it be noted that the proposed changes to the national qualifications would cause significant issues in terms of resources.

8 Indiscipline in Schools

There was submitted a report by the Joint Secretary (Teacher's Side) relative to indiscipline in schools.

The report intimated that at the meeting of the Committee on 15 November 2016, concerns were highlighted in relation to an increasing number of incidents falling within the definition of violent behaviour. A number of proposals were put forward in relation to the recording process and subsequent risk assessment procedures.

The Head of Early Years and Inclusion provided an update on the actions taken since the previous meeting of the Committee. It was noted that the intention was still to add the risk assessment form to GLOW, however, due to technical difficulties this was still to be implemented. Once the risk assessment form was added to GLOW a joint statement would be issued promoting the use of the form. A sub-group was currently being formed to look at the Promoting Positive Behaviour policy and the terms of reference for the group and invites to attend would be issued shortly. A snapshot of the risk assessments submitted in November and December 2016 was being prepared and initial analysis indicated that verbal aggression was the biggest issue. The first session of the sub-group would look at the November and December 2016 incidents and how the forms were progressed since their submission and a progress report would then be submitted to a future meeting of the Committee.

DECIDED:

- (a) That the update from the Head of Early Years and Inclusion be noted; and
- (b) That it be agreed that a progress report be submitted to a future meeting of the Committee.

9 National Improvement Framework

There was submitted a report by the Joint Secretary (Teacher's Side) relative to the implementation of new national standardised assessments.

The report intimated that as of August 2017, every child in P1, P4, P7 and S3 would undertake national standardised assessments covering aspects of reading, writing and working with numbers. Teachers had been reassured by the Education Minister that the assessment of children's progress throughout Primary School and in Secondary S1-S3 was based on teacher's professional judgement based on a wide range of assessment information. The Head of Schools endorsed and agreed that assessment should be based on teacher's professional judgement and that the national assessments should be used to inform teacher's judgement.

The EIS Education Committee had recently agreed the key principles of EIS policy on standardised assessment and a copy of the principles were appended to the report.

DECIDED: That it be agreed that once additional details were received in relation to the implementation of the new national standardised assessments that further discussion and engagement would take place between the Management and Teachers sides in relation to the implementation of standardised assessments in Renfrewshire schools to ensure that John Swinney's reassurances to teachers regarding the format of tests were adhered too.

10 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 21 March 2017 at 2.00 p.m.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 21 March 2017

**Report by
Joint Secretaries**

Membership of the Joint Negotiating Committee for Teachers 2016-17

1. Background

- 1.1. This report amends the membership of the management side of JNC for session 2016-17. The composition of each side is determined by the sides separately and will not exceed 10 members on each side.
- 1.2. Substitute members will be permitted and it is for the respective sides to identify an appropriate substitute as required.

2. Recommendation

- 2.1. Members of the JNC are asked to note the amended membership of the JNC for session 2016-17.

Management Side:

Councillor J Henry

Councillor M Sharkey

Steven Quinn, Assistant Director (Education)

G McKinlay, Head of Schools

J Trainer, Head of Early Years and Inclusion

L McAllister, Education Manager

M Convery, Head Teacher, St James' Primary School

M Dewar, Head Teacher, Park Mains High School

L Mullin, Principal HR and OD Adviser

A Hall, Education Manager

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 21 March 2017

**Report by
Head of Schools**

Periods of Notice - Revised

1. Background

- 1.1. The SNCT has agreed that notice periods should be determined at a national level rather than local level. As a result the list of devolved powers will require to be updated.
- 1.2. The attached SNCT guidance was published on 28 February 2017. This updates and replaces SNCT 16/57.

2. Recommendation

- 2.1. JNC is asked to note the contents of this report and agree the change as outlined in SNCT circular SNCT 17/57.

28 February 2017

SNCT/17/57

Periods of Notice - Revised

Dear Colleague

The SNCT has agreed that periods of notice across councils should be determined at national level. These changes took effect on 1 January 2017.

This requires changes to the list of national/devolved matters. (Part 1, Appendix 1.3) and Part 4, Paragraph 14.2 to be removed.

At its meeting held on 23 February 2017, the SNCT agreed the following definition of a "working week".

"A working week comprises any week in which a school/establishment is open on any day for pupils and/or any employee covered by the terms of the SNCT Handbook, regardless of the number of hours that the school/establishment is open or that employees work in said week."

Holders of the Handbook should remove the existing Appendix 1.3 and Part 4, Paragraph 14.2 and insert the attached updated versions in their place. Part 2, Section 9 Periods of Notice Paragraphs 9.23 to 9.27 should be inserted.

This SNCT Circular updates and replaces SNCT/16/57 which should be removed from the SNCT Handbook and destroyed.

Yours sincerely

Tom Young (Employers' Side) Louise
Wilson (Teachers' Panel) Stephanie Walsh
(Scottish Government)

Joint Secretaries

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Section 8 Disciplinary and Grievance Procedures

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Section 9 Other Provisions

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PART 2 Appendices

Appendix 2.1	SNCT Salary Tables
Appendix 2.2	Job Sizing of Promoted Posts
Annex A	Job Sizing Questionnaire
Annex B	Job Size Score Allocation to Salary Spines
Appendix 2.3	Job Sizing Review
Annex A	Review Criteria
Appendix 2.4	Job Sizing for Principal and Depute Principal Educational Psychologists
Annex A	Job Sizing Questionnaire for Principal and Depute Principal Educational Psychologists
Annex B	Allocation of Job Sizing Points to Salary Points

Chartered Teacher Spine, a Music Instructor or an ESO, QIO, or educational psychologist shall be:

- 4 working weeks, where service is less than 4 years,
- 1 week for each year of continuous service, where total service is at least 4 but less than 12 years, and
- 12 weeks, where service is 12 years or more.

9.25 The minimum period of notice to terminate employment to be given by the Council to all other members of the teaching staff, QIMs and educational principal and depute psychologists shall be:

- 8 weeks, where service is up to 8 years, including 4 working weeks.
- 1 week for each year of continuous service, where service is at least 8 but less than 12 years, and
- 12 weeks, where service is 12 years or more.

9.26 These arrangements shall not prevent a Council or a teacher from giving or agreeing to give a longer period of notice than the minimum.

9.27 A working week comprises any week in which a school/establishment is open on any day for pupils and/or any employee covered by the terms of the SNCT Handbook, regardless of the number of hours that the school/establishment is open or that employees work in said week.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 21 March 2017

The role of SNCT and LNCT

Report by
Joint Secretary (Teachers' Side)

The recent Scottish Government decision to allocate funding directly to schools through the Pupil Equity Fund has implications for agreements reached through the SNCT and LNCT. The EIS welcomes any additional funding provided to help in the drive to boost pupil attainment but has concerns relating to the circumventing of agreed procedures relating to staffing policy and arrangements.

Action

Renfrewshire LNCT to agree to engage in dialogue around the funding arrangements related to the Pupil Equity Fund in relation to the impact that these arrangements might have on existing SNCT and LNCT agreements.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 21 March 2017

Indiscipline in schools

Report by
Joint Secretary (Teachers' Side)

Background

It has been brought to the attention of the teachers' side that there is an inconsistency of approach in relation to the recording and reporting of violent incidents in schools. Each incident should be recorded individually and counted as a separate incident when the violence statistics are being transmitted to Renfrewshire Council headquarters.

Action

The Management side to advise Headteachers that each violent incident requires to be recorded and reported separately even when the incidents are relating to the same pupil.

