

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 21st March 2023

Working Time Agreements: the allocation of hours and Teachers' Contracts

Report by
Joint Secretary (Teachers' Side)

Background

Teachers are currently contractually obliged to attend up to 6 parents' meetings for a maximum of 30 hours.

It has come to the attention of the Teachers' side that the number of parents' meetings in some schools is exceeding teachers' contractual maxima and that additional evenings have been incorporated into some school's Working Time Agreements (WTA).

JNC 3 also states the agreed position in respect of WTAs – it is the extant JNC agreement and, although it is clear that the agreement may need to be reviewed and updated, it outlines the allocation of time relative to teacher workload in each of the sectors in the appendixes to that agreement.

Members of JNC should be made aware that JNC 3 was updated in 2006/7 and a JNC sub-group made recommendations on updates to the time allocations for respective duties- that information was disseminated to schools at the time and is now integrated into schools' WTAs. For those members of JNC who were not party to discussions in 2006/7 it was at this point, at phase 3 of the implementation of McCrone Agreement, that class contact time was reduced to 22.5 hrs and there was a consequential increase in collegiate time to be allocated to other activities. Consequently, the number of hours allocated to parents' meetings increased from 30 to 40 hours although the number of meetings remained the same. The effect was to increase the duration of parents' meetings.

Notwithstanding that JNC 3 may need to be reviewed in light of current practice, it is the parameters within which school WTAs should be formulated.

It should also be noted that JNC 3 stipulates that in the secondary sector:

Any time block(s) left over from the parents' meetings allocation, will be available to the teacher for additional preparation and correction or formal assessment and the preparation of reports

It is also already established that an 'Open evening' which is a feature of some schools' agreements is not a parents' meeting for the purpose of the time allocation, and that attendance at such events is voluntary, unless agreement has been reached with the school's negotiating committee and it is incorporated into the WTA as an additional event. The time allocation for this should not be taken from the 40 hours allocation.

Moreover, it has also become apparent that the teachers' Particulars of Employment does not reflect the agreement that increased hours in specific sectors. This is a matter that needs investigation, clarification and further discussion.

Action

- That all school WTAs will be made available to both joint secretaries to enable oversight in line with the requirement for scrutiny and to avoid any potential breaches.
- That all parties involved in school negotiating committees are reminded that the contractual maxima in relation to parents' meetings may not be exceeded.
- That further clarity will be provided to the teachers' side around the teachers' particulars of employment, especially in relation to contractual obligations around parents' meetings and that contracts will be updated where necessary.

Enc – picture of 2006/7 sub group report and recommendation.

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 13 June 2006

**Report by
Joint Secretaries**

Working Time Agreements: Session 2006/2007

1. Summary

- 1.1 From August 2006, in accordance with stage 3 of the implementation of the 2001 agreement "A Teaching Profession for the 21st Century", the maximum class contact time for all teachers will be 22.5 hours per week.
- 1.2 This change will result in an alteration to the balance of time from 136.5 hours to 195 hours over the school year.
- 1.3 Appendices 2 -5 of JNC 3 detail the use of the balance of time in primary and pre five establishments, special schools, secondary schools and the peripatetic service respectively.
- 1.4 The existing agreements for special schools and the peripatetic service are unaffected by stage 3 of the implementation of the agreement and remain unaltered. Consequently appendices 3 and 5 of JNC 3 will not be amended at this time.
- 1.5 Agreement was reached within the JNC sub-committee on the allocation of time for various activities from the 195 hours for teachers in primary / pre-5 and secondary schools. These allocations are as outlined below:

Primary and Pre-Five Establishments

- a maximum of 40 hours for up to 6 parents' meetings;
- 25 hours for strategic forward planning;
- 55 hours for form assessment and preparation of reports;
- 30 hours for additional preparation and correction;
- 10 hours for staff and / or stage meetings;
- 16 hours for curriculum development; and
- 19 hours flexible element.

Secondary Schools

a maximum of 40 hours for up to 6 parents' meetings;
70 hours minimum for formal assessment and preparation of reports;
30 hours additional preparation and correction;
20 hours departmental meetings;
16 hours curriculum development; and
19 hours flexible element.

1.6 It has been agreed that the JNC sub group will revise appendices 2 and 4 of JNC 3.

1.7 These revised appendices will be brought to a future meeting of the JNC.

2. Recommendation

2.1 The JNC is asked to:

- note this report; and
- approve the issue of the agreed revised allocations of time to schools and pre-five establishments.