

Notice of Meeting and Agenda

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

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 22 March 2016.

3 Job Sizing Co-ordinators 7 - 8

Report by the Acting Head of Service.

4 Change to the Challenging Behaviour Risk Assessment Process 9 - 10

Report by the Acting Head of Service.

5 Class Size Maxima

Report by Joint Secretary (Teacher's Side). (NOT AVAILABLE - COPY TO FOLLOW)

6 Date of Next Meeting

Note that the next meeting will be held on 14 June 2016 at 2.00 pm

Minute of Meeting Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 22 March 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 and J Trainer, Acting Head of Early Years and Inclusion (all Children's Services); and L Mullin, Principal HR & OD Advisor (Finance & Resources).

REPRESENTING RENFREWSHIRE COUNCIL TEACHING STAFF

A Howie, J McCusker, S McCrossan, JP Tonner, J Welsh and H Whittle (all EIS); S Dargie (SSTA) and S McCrossan (Adviser to the Teachers' Side).

IN ATTENDANCE

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

APOLOGIES

Councillors Clark and Henry; P Macleod, Director of Children's Services, M Convery, Head Teacher, St James Primary School and L McAllister, Education Manager (Curriculum & Early Years) (all Children's Services); K Fella and M Russell (both EIS); 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 in the absence of Councillor Henry that Gordon McKinlay, Head of Schools would chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff.

It was also agreed that as Gordon McKinlay was chair of this meeting that Michael Dewar, Acting Head of Service would act as the Joint Secretary (Management Side) and in the absence of Kenny Fella (EIS) that John Welsh (EIS) would act as the Joint Secretary (Teachers' Side) for this meeting.

DECIDED:

(a) That Gordon McKinlay, Head of Schools chair this meeting of the Renfrewshire Council Joint Negotiating Committee for Teaching Staff; and

(b) That it be agreed that Michael Dewar, Acting Head of Service would act as the Joint Secretary (Management Side) and John Welsh (EIS) act as the Joint Secretary (Teachers' side) for the duration of this meeting.

2 MINUTE OF PREVIOUS MEETING

There was submitted the Minute of meeting held on 2 February 2016.

DECIDED: That the Minute be approved.

3 SCHOOL HOLIDAY ARRANGEMENTS SCHOOL SESSION 2017/18

There was submitted a report by the Acting Head of Service relative to the school holiday arrangements for the academic year 2017/18.

The report intimated that following consultation with teaching and other unions, parent councils, pupil councils, head teachers and staff on possible proposals for school holidays arrangements, the preferred proposal was approved at the meeting of the Education and Children Policy Board meeting on the 10 March 2016. A copy of the preferred proposal was appended to the report.

The report stated that the consultation had been in relation to four possible proposals and it was noted that the consultation was in fact in relation to three possible proposals.

DECIDED: That the school holiday arrangements for the academic year 2017/18, as detailed in the appendix to the report, be noted.

4 **STANDARD CIRCULAR 16A - THE APPOINTMENT OF SENIOR PROMOTED STAFF IN PRIMARY, SECONDARY AND SPECIAL SCHOOLS**

There was submitted a report by the Acting Head of Service relative to the proposed amendments to the Standard Circular 16a (SC16a).

The report intimated that SC16a related to the appointment of senior promoted staff in primary, secondary and special schools. Following discussions between the Director of Children's Services and the Roman Catholic Church, minor amendments had been made to the existing SC16a to reflect the duty set out in Section 21(2A) of the Education Scotland Act 1980 and to enable the local authority to ensure that the best possible candidate was selected. The amendments related to any denominational schools that may occur in Renfrewshire in the future and a copy of the proposed amendments were detailed in the appendix to the report.

The report highlighted that a working group had been set-up to look at the appointment of senior promoted staff in primary, secondary and special schools. Following completion of its work, a further revised circular would be submitted to a future meeting of the Committee.

DECIDED:

(a) That the minor amendments proposed to SC16a, with respect to denominational education and as outlined in the appendix to the report, be noted; and

(b) That it be agreed that the proposed amendments be submitted to the Education and Children Policy Board for approval.

5 **DISPUTE**

There was submitted a report by the Joint Secretaries relative to a formal declaration of dispute lodged by the Joint Secretary (Teachers' Side) under the auspices of JNC 1/Revised on the grounds of breach of procedure related to the attempt by the Management Side to have two grievances deemed as vexatious.

The report intimated that the Management Side had withdrawn the vexatious allegation and the Teacher's Side had intimated to the Joint Chairs of the SNCT the formal withdrawal of the dispute.

DECIDED: That the report be noted.

6 **TEACHERS IN THE EARLY YEARS SECTOR**

There was submitted a report by the Joint Secretary (Teachers' Side) relative to a recent survey report commissioned by the EIS and conducted independently by the Child's Curriculum Group, which confirmed the value of maintaining a registered teacher workforce in pre-school settings. The findings supported the belief that employing the skills and leadership of qualified teachers remained the best way to ensure a quality educational experience in all nursery settings. It was agreed that the report be noted and that the Joint Secretary (Teacher's Side) would provide a copy of the survey report to Committee members.

DECIDED:

(a) That the report be noted; and

(b) That it be agreed that the Joint Secretary (Teachers' Side) would provide a copy of the survey report to Committee members.

7 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 the CBRA process was introduced after concerns were raised by the teaching unions about teachers' safety being compromised by the behaviour of children when in class. The process allowed a teacher to request a CRBA at any time if they felt their safety was or may be compromised. The process involved a team, whose members included representatives from the school, the ASN team and the Health and Safety team. This partnership approach had been successful in remedying a number of cases over the years and the team now had a "bank" of solutions available to offer assistance to resolve the issues presented.

The report highlighted that the process required the team members to coordinate diary time to arrange a meeting within the school from the CBRA had been requested within two weeks and this had proved problematic, particularly in relation to the Health and Safety team's diary commitments. It was proposed to reduce the input from the health and safety team and allow the process to be managed within Children's Services to enable the time and delivery of the resolution to be quicker.

The Joint Secretary (Teachers' Side) requested further information in relation to the bank of solutions and additional time to review and discuss the proposed change to the CBRA process. It was agreed that consideration of this matter be continued to allow further review and discussion regarding the proposed change in process and that a report to be submitted to the next meeting of the Committee.

DECIDED: That consideration of this matter be continued to allow further review and discussion regarding the proposed change in process and that a report be submitted to the next meeting of the Committee.

8 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 24 May 2016 at 2.00 p.m.

Renfrewshire Joint Negotiating Committee for Teachers

Item 3

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 24 May 2016

**Report by
Acting Head of Service**

Job Sizing Co-ordinators

1. Background

- 1.1. A short life working group was recently formed involving key personnel who are involved in the job sizing process for promoted teaching posts.
- 1.2. One of the outcomes identified from the first meeting was the requirement to increase the number of people who carry out the role of job sizing co-ordinator on both the management and teacher's sides of the JNC.
- 1.3. Both the management and teacher's sides have secured additional job sizing co-ordinators and a full list of names for 2016/17 session is detailed on Appendix 1.
- 1.4. Training will be provided for all new co-ordinators prior to them starting their role.
- 1.5. It should also be emphasised that for any post undergoing the job sizing process, a job size co-ordinator for the management side and teacher's side must sign it off at an appropriate pointage.

2. Recommendation

- 2.1. JNC is asked to:
 - a) approve the appointment of the co-ordinators for session 2016/17; and
 - b) affirm that both a job size co-ordinator from the management and teacher's side sign it off at an appropriate pointage.

List of Job Size Co-ordinators 2016/17

Management Side

Graham Munro	Johnstone HS (Secondary)
Lynne Bain	St Andrew's Academy (Secondary)
Margaret Convery	St James' PS (Primary)
Grace Hannigan	St Charles' PS (Primary)

Teacher's Side

John Welsh	St Andrew's Academy (Secondary)
John Paul Toner	St Benedict's HS (Secondary)
Joan McCusker	Rashielea PS (Primary)
AN Other	(Primary)

Renfrewshire Joint Negotiating Committee for Teachers

To: Renfrewshire Joint Negotiating Committee for Teachers

On: 24 May 2016

**Report by
Acting Head of Service**

Change to the Challenging Behaviour Risk Assessment Process

1. Background

- 1.1 The Renfrewshire Joint Negotiating Committee for Teachers considered a paper at the meeting on 23 March 2016. Following discussion it was agreed that further discussion was required between Management and Teachers. This paper outlines the agreement arising from those discussions.
- 1.2 The process in relation to challenging behaviour was introduced after concerns were raised by the teaching unions, about teacher's safety being compromised by the behaviour of children when in class.
- 1.3 The process allows a teacher to request a Challenging Behaviour Risk Assessment (CBRA) at any time, if they feel their safety is or may be compromised.
- 1.4 The process involves a team, whose members include representatives from the school, the ASN team and the health and safety team. This partnership approach has been successful in remedying a number of cases over the years and requires the team members to coordinate diary time to arrange a meeting within the school from where the CBRA has been requested usually within 2 weeks which can be problematic.
- 1.5 Since the inception of the CBRA process there have been a number of differing scenarios presented, and as such, the team now have a "bank" of solutions available to offer assistance to resolve the issues presented.
- 1.6 It is proposed therefore 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 will continue to be available to provide assistance with more complex or new situations.
- 1.7 This change will run for a trial period from August 2016 to the October holiday break 2016 and will be subject to ongoing review.

2. Recommendation

2.1 JNC.is asked to approve:

- [a] approve the change to managing the CBRA process as detailed in paragraph 1.6; and
- [b] note that this change will be on a trial basis and subject to ongoing review as detailed in paragraph 1.7.