

## Notice of Meeting and Agenda

### Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 13 June 2017	14:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

KENNETH GRAHAM  
Head of Corporate Governance

#### Representing Renfrewshire Council Management

Provost Cameron; Councillor Paterson; S Quinn, Assistant Director (Education); G McKinlay, Head of Service; J Trainer, 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); L McAllister, Education Manager (Curriculum & Early Years); 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](http://www.renfrewshire.cmis.uk.com/renfrewshire/CouncilandBoards.aspx)

For further information, please either email [democratic-services@renfrewshire.gov.uk](mailto:democratic-services@renfrewshire.gov.uk) or telephone 0141 618 7112.

## **Items of business**

### **Apologies**

Apologies from members.

### **1 Appointment of Chairperson for the Meeting**

### **2 Minute 3 - 6**

Minute of the meeting held on 25 April 2017.

### **3 Review of Teacher Exchange Scheme 7 - 18**

Report by the Head of Schools.

### **Annual General Meeting**

### **4 Membership of the Joint Negotiating Committee for Teachers 2017/18 19 - 22**

Report by the Joint Secretaries.

### **5 Annual Report Session 2016/17 23 - 26**

Report by the Joint Secretaries.

### **6 Dates for Future Meetings Session 2017/18 27 - 30**

Report by the Joint Secretaries.

## Minute of Meeting

### Renfrewshire Council Joint Negotiating Committee for Teaching Staff

Date	Time	Venue
Tuesday, 25 April 2017	14:00	CMR 2, Council Headquarters, Renfrewshire House, Cotton Street, Paisley, PA1 1AN

#### Representing Renfrewshire Council Management

Councillor Henry; S Quinn, Assistant Director (Education), J Trainer, Head of Early Years & Inclusion, A Hall, Education Manager (Development) and L McAllister, Education Manager (all Children's Services).

#### Representing Renfrewshire Council Teaching Staff

K Fella, A Howie, M Russell and H Whittle (all EIS); and S McCrossan (Adviser to the Teachers Side).

#### In Attendance

P Macleod, Director of Children's Services; and K Brown, Committee Services Officer and S Fanning, Principal HR Adviser (Health & Safety Absence) (both Finance & Resources).

#### Apologies

Councillor M Sharkey; G McKinlay, Head of Schools, (Children's Services), L Mullin, Principal HR & OD Advisor (Finance & Resources), M Convery, Head Teacher (St James Primary School) and M Dewar, Head Teacher (Park Mains High School); R Hannah, J McCusker, JP Tonner and J Welsh (all EIS); and M Greenlees (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 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**

There was submitted the Minute of meeting held on 21 March 2017.

**DECIDED:** That the Minute be approved.

## **3 Violence and Aggression**

There was submitted a report by the Head of Early Years & Inclusion relative to the issue of violence and aggression in schools.

The report intimated that staff in Renfrewshire's Children's Services were covered by the Council's Violence and Aggression Policy. It was highlighted that during the period October 2016 to March 2017 there had been 311 violence and aggression incidents reported in education establishments. During the same period 73 Challenging Behaviour Risk Assessments (CBRA) were prepared. There were no common themes arising from the violence or aggression incident reports or from the CBRAs.

The report highlighted that at the last meeting of the JNC for Teaching Staff, the Teacher's Side had highlighted a concern that there was an inconsistent approach to recording violence and aggression in schools and it was requested that management remind Head Teachers that all violent incidents should be recorded and reported separately even when the incidents were related to the same pupil. A copy of the Violence and Aggression policy had been provided to all Head Teachers with a reminder that staff should be supported to report violent and aggressive incidents. Children's Services were also reviewing the management and response to Challenging Behaviours and had formed a short life working group to take this forward. The Teacher's Side were invited to nominate a representative to the working group. The first meeting of the group would be held in early May 2017 and would include a review of the operation of the Promoting Positive Relationships Policy, the operation of the Violence and Aggression Policy and the challenging behaviour risk assessment.

**DECIDED:**

(a) That the report be noted; and

(b) That the Teacher's Side be invited to nominate a representative to the short life group on Managing Challenging Behaviour.

## **4 EIS Manifesto**

There was submitted a report by the Joint Secretary (Teacher's Side) relative to the publication of an EIS manifesto, a copy of which was tabled at the meeting.

The report intimated that the EIS had no party political links and would never endorse one party over another, however, they were not neutral in recognising the importance of education to pupils, parents and local communities. The EIS believed in standing up for education in Scotland and as such had published a manifesto which highlighted those areas which they believed needed to be targeted to support the improvement agenda. Those areas included investing in our children's future, promoting our primary schools, supporting our secondary schools, meeting additional support needs and promoting social justice.

**DECIDED:** That the report be noted.

## **5 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 13 June 2017 at 2.00 p.m.

## **Valedictory**

Councillor Henry thanked officers and the Teacher's Side for their contribution to the work of the JNC for Teaching Staff and for their assistance to her during her period as Convener.

The Director of Children's Services thanked Councillor Henry for her role and contribution to the JNC for Teaching Staff. The Joint Secretary (Teacher's Side) endorsed the comments from the Director of Children's Services and also wished Councillor Henry the best for the future.



## **Renfrewshire Joint Negotiating Committee for Teachers**

**To: Renfrewshire Joint Negotiating Committee for Teachers**

**On: 13 June 2017**

### **Review of Teacher Exchange Scheme**

#### **Report by the Head of Schools**

## **1. Background**

- 1.1. The Teacher Exchange Scheme was introduced as a pilot for school session beginning August 2016 and has been rolled out again for school session beginning August 2017. This report details the evaluation of the pilot scheme undertaken in March – April 2017.
- 1.2. The scheme was designed to offer permanent teachers the opportunity for professional development, and also to support the Council to build capacity within its teaching staff. The scheme was not intended to cover any redeployment situation which may arise from reasonable adjustments being required to be made on medical grounds, or transfers arising exceptionally due to irretrievable relationship breakdown or arising out of disciplinary action.
- 1.3. The scheme is separate to the other policies / agreements that have been agreed at JNC.

## **2. Evaluation**

- 2.1. In session 2016/17 there were 12 applications received, of which 8 were unsuccessful in their applications due to a lack of suitable match. However there were two successful teacher exchanges – one in the primary and one in the secondary sector.
- 2.2. To assess the pilot scheme feedback was sought from those who participated in the exchange process; the head teachers of the exchange schools and also the trade unions. Feedback was sought via 1-1 discussion with all 4 participants and written questionnaires and via questionnaires to head teachers.
- 2.3. The key strengths identified in the process were as follows:-
  - The application process was straightforward and guidance was clear (100% very good)
  - Arrangements for getting to know the new school/HT/Class (75% excellent or very good)
  - The exchange provided an opportunity for professional development and reflection (75% excellent or very good)

- Exchange organisation and arrangements for getting to know your new teacher (100% excellent and very good)
- The exchange experience (75% very good, 25% good)

2.4. A number of areas identified for further improvement were as follows:

- Induction for the exchange participants could be more actively managed in schools e.g. a mentor within the staff team similar to the NQT model
- The need for a formal 'check in' after the first 6 weeks or so just to make sure everything is going well with the placement
- At least 3-5 days of a 'mini' exchange at least 2 weeks before the end of term (for secondary when the timetable changes)
- A Head teacher report prior to the exchange would be helpful, as would information on teaching experience within the application form

### **3. Implementation**

- 3.1. Following on from the feedback, revisions have been made to the policy and application form, which will be implemented for the teacher exchange programme in 2018/19, once approved by the JNC.
- 3.2. It is intended that there will be an annual briefing session for teachers interested in taking part in the scheme. Head teachers will be updated on the revised procedure at a Head teacher's meeting during session 2017/18. The purpose of these sessions is to enhance existing understanding of the scheme and maximise effectiveness when it's implemented.

### **4. Recommendation**

- 4.1 It is recommended that JNC approves the revised policy in appendix 1 and application form in appendix 2 of this report.

**Renfrewshire Council**

**Teacher Exchange Scheme**

**1. Introduction**

- 1.1. The Teacher Exchange Scheme is designed to offer permanent teachers the opportunity for professional development, and also to support the Council to build capacity within its teaching staff.
- 1.2. The benefits of the teacher exchange scheme include:
  - ✓ Professional development or personal refresh
  - ✓ Develop knowledge in another area and enhance career development
  - ✓ Experience of a different school setting
  - ✓ Experience of a different school ethos
- 1.3 The scheme is for development purposes and it is not intended to cover any redeployment situation which may arise from reasonable adjustments being required to be made on medical grounds, or transfers arising exceptionally due to irretrievable relationship breakdown or arising out of disciplinary action.
- 1.4 The scheme will cover permanent unpromoted teachers who will complete a full evaluation at the end of the exchange. The scheme will continue to be monitored and evaluated on an annual basis by an Education Manager.
- 1.5 This scheme is separate to the other policies / agreements that have been agreed at JNC.
- 1.6 The exchange scheme will be applicable to those on teachers' conditions of service, governed by the SNCT Handbook

**2. Eligibility**

- 2.1. The requirements for a unpromoted permanent teacher seeking a teacher exchange are:
  - at least 2 years' continuous employment, on a permanent basis within Renfrewshire Council;
  - the exchange should be on a like for like pointage between both unpromoted teachers
  - a supporting statement of suitability and agreement for placement from the head teacher after a professional dialogue, the head teacher should confirm that there are no ongoing formally established competence process underway;

- once an application for exchange is approved, undergo a professional dialogue with the HT of the 'base' school and exchange school;
  - a willingness to teach at any stage if seeking a primary exchange but account will be taken of any desired preference, if possible.
- 2.2. Teachers who are on maternity, paternity or adoption leave, and who otherwise meet the criteria set out in paragraph 2.1 above, may apply for an exchange.
- 2.3. For teachers who are about to embark on the final 'signing off' stage of Professional Update during the exchange, the teacher may request an appropriate manager from their base school.
- 2.4. A teacher may apply for up to three individual exchanges within a twenty year service period.
- 2.5. After completion of one exchange the teacher must return to their base school for a period of two years before making a further application.

### **3. Application, Decision and Appeal**

- 3.1. Teachers should submit their application (see attached form) for an exchange to the Head of Schools by the end of March each year for consideration of an exchange in the following session commencing in the August. Thereafter, applicants will have an informal discussion with the education manager (probationer/students).
- 3.2. The process of matching exchange teachers will be managed by the education manager (probationer/students) in conjunction with the head of service.
- 3.3. A match cannot be guaranteed in every case and will depend on the eligibility of all applicants and the needs of schools and the service.
- 3.4. Teachers will be given a written response, setting out the decision in principle normally within four working weeks of application. Where the decision taken has been to refuse the request for an exchange, the council will set out the reasons for this decision in writing. These may include:
- the ability to match subject/pointage/denomination;
  - the ability to meet the needs of the service;
  - the impact on the quality of the service provided;
  - the impact on the performance of the school;
  - planned structural changes.
- 3.5. A teacher who has been granted an exchange and who, prior to the date of commencement, decides not to proceed must give the council four working weeks notice.

- 3.6. Where a teacher has made an application for an exchange and that application has been rejected, the employee may appeal this decision.

The ground for appeal must relate to :

- that the business reason for rejecting the request has not been sufficiently explained;
  - the reason for refusal was not related to business reason;
  - the manager did not fully consider request;
  - the explanation of the business reasons was not correct;
- 3.7 An appeal will be heard by a head of service or nominated officer who had no previous involvement in the exchange agreement, with no further right of appeal.

#### **4. Post Matching**

- 4.1. Once a match has been agreed, the exchange will proceed as follows:

- primary teachers will go to their exchange schools for one day per week over a four week period (or in the case of part time teachers on a pre-agreed date) in May / June in order to get to know the exchange school by undertaking a programme of suggested activities there.
- Teachers and head teachers will work together to ensure that any time commitments fall within the teachers own school's working time agreement. Any time spent in the exchange school over and above this collegiate time can be counted as annual CPD;
- the class teacher in each school will continue to plan for her / his own class for the agreed days;
- any matters arising from teachers or head teachers during the course of the agreed days can be discussed in the first instance with the education manager;
- a secondary teacher's exchange may follow the above pattern, depending on the timetable requirements of both schools. Individual arrangements may require to be put in place.

#### **5. The Exchange**

- 5.1. The full time exchange will take place for a school session from the start of the session in August. In the case of a secondary teacher it may occur at the change of timetable should that be earlier.
- 5.2. The exchange teacher will plan for their exchange class/es for this period and will assess and evaluate as required by the exchange school.

- 5.3. Teachers on exchange will be expected to work within the exchange school's working time agreement, school policies and practices together with council policies.
- 5.4. The education manager will contact both the headteacher and teacher within 6 weeks of the start of the exchange to ensure everything is going well with the placement. Any matters arising from teachers or head teachers following this should be discussed in the first instance with the education manager.
- 5.5. Where possible, the headteacher should appoint a member of staff to 'mentor' the exchange teacher to ensure they are fully inducted and supported during the exchange.
- 5.6. At the end of the exchange, teachers should be willing to produce an informal verbal or a short written report of their experience, detailing how it has enhanced their professional development and how they believe the experience has benefitted the exchange school. A number of staff will be invited to share their reports at authority level.

## **6. Line Manager during Exchange**

- 6.1 During the period of exchange the Head Teacher of the school in which the teacher is working for the duration of the exchange shall be deemed to be the teacher's line manager.

## **7. Conditions of Service**

- 7.1 There will be no effect on pay, including any conservation of salary, incremental progression where it applies, or contractual status. The exchange will be treated as continuous service for statutory and contractual purposes.
- 7.2 There will be no entitlement to claim excess travel expenses.
- 7.3 The majority of the annual CPD plan will be agreed with the exchange school prior to the start of the academic session.
- 7.4 As the exchange is for a year, a teacher will follow the parents' reporting and meeting arrangements in her/his exchange school.
- 7.5 The teacher will be entitled to apply for early return from an exchange should there be unforeseen/exceptional difficulties which cannot be resolved satisfactorily. In these circumstances, the teacher should contact the education manager, with every effort made to resolve matters through discussion with all relevant parties e.g. teacher; head teacher; trade union; human resources; children's services management

- 7.6 A teacher will return to the post which s/he held prior to the exchange. However, if the exchange ends earlier than anticipated, return to the base school may not be possible until the end of the session. In these circumstances, the most suitable arrangements for an individual teacher will be sought e.g. if a primary teacher - a long term temp was available, then the teacher would be placed in this (temporary teacher then backfills this post). But if nothing long term, offer short term cover.

## **8. Contact with Base School during Exchange Period and Preparation for Return**

- 8.1 Prior to the commencement of an exchange, the head teacher / manager and the teacher will meet to agree the nature and frequency of contact with the base school.
- 8.2 The head teacher / manager will in the later stages of exchange (i.e. from April) advise the teacher of any in-service, staff / dept / stage meeting or CPD course which teachers in base school will be undertaking and which might be helpful to the teacher prior to her /his return.
- 8.3 Towards the end of the exchange year, teachers who have been exchange partners will exchange their classes for a maximum of four days (or in the case of part time teachers on a pre-agreed day) in May / June in order to re-familiarise themselves with their home school. The teacher in each school will continue to plan for her / his own (exchange school) classes/ for these days. Timetable requirements in secondary schools may require a more individualised arrangement to be made for secondary teachers. Those who began exchanges early may need to return to their base schools before the end of session.



**Renfrewshire Council**  
**Application for Teacher Exchange (Revised)**

Name:	
Home Address:	
E-mail Address:	
Contact telephone number:	
Name & Address of existing school:	
Post held:	
Date of Commencement of <b>permanent</b> employment within Renfrewshire Council:	
Current pointage (e.g. 1.0fte)	
Current Stage (if primary e.g. P3)	
Have you previously been on a teacher exchange ?	Yes <input type="checkbox"/> If yes state when and duration No <input type="checkbox"/>

**Teaching Experience:**

Please provide a brief summary of your teaching experience to date:

**Exchange Details:**

Identify professional development benefits	
School(s) into which you wish to exchange (account will be taken of any desired preference, <b>if possible</b> )	
<p>I certify that the information which I have given in this application form is true and complete. I have read the conditions under which a teacher exchange arrangement is granted and I agree to abide by these conditions. I understand that any incorrect or inaccurate information supplied by me in this form shall render my teacher exchange null and void.</p> <p>Signed: _____ Date: _____</p>	

**Reason for Applying for Teacher Exchange  
(Identify any specialist skills you may have)**

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(please continue on a separate sheet if necessary)

**Head Teacher's supporting statement of suitability and agreement for placement**  
(confirming that there is no ongoing formally established competence process underway).

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Signed (Applicant): \_\_\_\_\_

Date: \_\_\_\_\_

Signed (Head Teacher): \_\_\_\_\_

Date application received: \_\_\_\_\_

**Applications to be returned to Gordon McKinlay, Head of Schools, by**

**Approval to be completed by Education Service Manager**

I approve the Teacher Exchange Application

I do not approve the Teacher Exchange Application

Signed:

Date:



## **Renfrewshire Joint Negotiating Committee for Teachers**

**To: Renfrewshire Joint Negotiating Committee for Teachers**

**On: 13 June 2017**

**Report by  
Joint Secretaries**

### **Membership of the Joint Negotiating Committee for Teachers 2017/18**

#### **1. Background**

- 1.1. This report establishes the membership of the JNC for session 2017/18. The composition of each side is determined by the sides separately and will not exceed 10 members on each side. The membership lists for each side is attached.
- 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 membership of the JNC for session 2017/18
  - agree chairpersons and secretaries for each side.



### **Management Side:**

Councillor Jim Paterson  
Provost Lorraine Cameron  
Steven Quinn, Assistant Director  
Gordon McKinlay, Head of Schools  
John Trainer, Head of Early Years and Inclusion  
Laura McAllister, Education Manager  
Margaret Convery, Head Teacher, St James' Primary School  
Michael Dewar, Head Teacher, Park Mains High School  
Linda Mullin, Principal HR and OD Adviser  
Amilia Hall, Education Manager

### **Teachers' Side:**

K Fella, EIS  
M Russell, EIS  
R Hannah, EIS  
J Welsh, EIS  
J McCusker, EIS  
A Howie, EIS  
H Whittle, EIS  
JP Tonner, EIS  
M Greenlees, SSTA

S McCrossan, EIS Officer as Adviser to the Teachers Side.

### **Proposed Joint Chairs:**

J Welsh, EIS, Teachers' Side  
Provost Lorraine Cameron, Management Side

### **Proposed Joint Secretaries:**

K Fella, Teachers' Side  
Gordon McKinlay, Management Side



## **Renfrewshire Joint Negotiating Committee for Teachers**

**To: Renfrewshire Joint Negotiating Committee for Teachers**

**On: 13 June 2017**

**Report by  
Joint Secretaries**

### **Annual Report Session 2016/17**

#### **1. Background**

- 1.1. Since the previous Annual General Meeting of the Renfrewshire Council Joint Negotiating Committee for Teachers held on 14 June 2016, 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 14 June 2016 until the Annual General Meeting of 13 June 2017.

**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 M Sharkey  
Steven Quinn, Assistant Director  
G McKinlay, Head of Schools  
J Trainer, Head of Early Years and Inclusion  
L McAllister, Education Manager  
L Mullin, Principal HR and OD Adviser  
M Convery, Head Teacher, St James' Primary School  
M Dewar, Head Teacher, Park Mains High School  
Amilia Hall, Education Manager

**Joint Secretaries:**

K Fella  
G McKinlay

**Reports Agreed by the Committee**

- Annual Leave and School Closure Days
- Named Person Scheme – Supreme Court Judgement
- SQA Appeals Process
- Education Scotland Statement for Practitioners
- Review of Teacher Job Sizing Procedure
- Renfrewshire's Attainment Challenge
- Learning Reps
- Indiscipline in Schools
- Periods of Notice
- Teacher Workload
- Salary Placement of Teachers on the Chartered Teacher Spine Who Move to Teaching Posts in Other Council Areas

- Early Years Teachers Revised Remits
- Changes to National Qualifications
- National Improvement Framework
- The Role of SNCT and LNCT
- Violence and Aggression
- EIS Manifesto

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, PRD and Professional Update, Early Years, Teacher Workload, Tackling bureaucracy and Working Time Agreements.

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**

**To: Renfrewshire Joint Negotiating Committee for Teachers**

**On: 13 June 2017**

**Report by  
Joint Secretaries**

### **Dates for Future Meetings Session 2017/18**

#### **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 proposed list of dates for the meetings from September 2017 to June 2018 as approved by Council.

#### **2. Recommendation**

- 2.1. Members of the JNC are asked to note the schedule of meetings for session 2017/18.



**Schedule of Meetings Session 2017/18**

**All Meetings at 2.00 pm**

Tuesday 5 September 2017

Tuesday 14 November 2017

Tuesday 6 February 2018

Tuesday 20 March 2018

Tuesday 24 April 2018

Tuesday 12 June 2018 (Annual General Meeting)

