

**CAERPHILLY COUNTY BOROUGH COUNCIL
DIRECTORATE OF EDUCATION AND LEISURE**

**JOINT - TEACHING JOINT CONSULTATIVE COMMITTEE (JCC) AND
SUPPORT STAFF ASSOCIATIONS JCC**

Record of Decisions/Action taken at the Meeting held on Thursday, 12th May 2004

PRESENT:	David Hopkins	-	Director of Education and Leisure (in the Chair)
	Bleddyn Hopkins	-	Head of Planning and Strategy
	John Hogan	-	Change Manager
	Sian Phillips	-	Manager, Personnel & Admin
	Greg Price	-	Health & Safety Officer
	Louise Jobbins	-	Principal Personnel Officer - Education
	June Havard	-	NUT
	Colin Vickers	-	NASUWT
	Steve Davies	-	SHA
	Jen Francis	-	NAHT
	Leigh Woodland	-	Unison
	Adrian Jones	-	Transport & General
	Bruce Barrowman	-	GMB
	John Reece	-	UCATT
	Richard Parsons	-	ATL

APOLOGIES FOR ABSENCE: None

AGENDA ITEM NO.		ACTION BY	DATE
	The Director advised the Group that in order to accommodate their previous request for both joint and separate meetings, it was proposed that all items relating to both JCC's would be covered in the first part of the meeting, when these issues had been dealt with, the representatives would split into their respective groups. The Director and Sian Phillips would remain in the Teachers JCC, Bleddyn Hopkins and Greg Price would relocate to an adjacent room with the Support Staff Association representatives. The Director proposed that minutes of both the Teachers JCC and Support Staff Association JCC be addressed as part of the joint JCC agenda. This format was agreed.		
1	<u>Apologies</u> There were no apologies for absence		
	The Director advised those present that this would be Steve Davies' last meeting with the Group as he had been successful in obtaining a post of Headteacher in Bristol. The Director thanked him for his contribution. Steve Davies acknowledged this and stated that he would need to leave the meeting at 2.15 p.m. to participate in selection interviews in Bristol.		

	<p>The Director advised the Group of the recent death of Roland Parsons, who had been a representative of ATL for many years. The Director wished to record his thanks for Roland's valuable contribution over many years.</p>		
2	<p><u>Minutes Of Teachers JCC – 4th March 2004</u></p> <p>The minutes were agreed as a true record.</p>		
3	<p><u>Matters Arising from Teachers JCC - 4th March 2004</u></p> <p>3 - 3.3 Secondary Reorganisation:</p> <p>The Director advised that no decision would be made regarding the future of Bedwelty Comprehensive School before the June election. He advised that Bleddyn Hopkins was shortly to convene a meeting with the Headteachers of Bedwelty and Oakdale Comprehensive Schools to discuss related issues.</p> <p>Richard Parsons expressed his concern regarding an advert he had seen on the internet with regards to the Headship of St Ilan Comprehensive School. He queried a section of the advertisement which made reference to the fact that the school was a 1148 school and he was unaware of what this refers to. No one present was familiar with this issues, it was therefore agreed that Sian Phillips would check the wording of the internet advert.</p> <p>The Director provided the meeting with an update regarding foundation status and the placement of the Headship advert. He advised that he was due to meet with the staff of St Ilan School on the 13th May 2004, following a request from the Acting Headteacher and Chair of Governors.</p> <p>6 – Sickness Absence Management Reporting:</p> <p>Colin Vickers stated that he could see no record in the minutes of the training for headteachers that had been agreed at the last meeting. The Director stated he was happy to confirm that training would be offered to headteachers.</p> <p>9 – Any other Business</p> <p>3 – Exclusions:</p> <p>The Director advised that he had received a draft report on Inclusion Services in which the issue of exclusions was covered in depth. This report had been discussed with Jill Lawrence, the newly appointed Head of Inclusion. The Director stated that he recognised exclusions were an important issue which needed to be addressed.</p>		
4	<p><u>Minutes of Support Staff Associations JCC - 15th March 2004</u></p> <p>The minutes were agreed as a true record.</p>		

<p>5</p>	<p><u>Matters Arising from Support Staff Associations JCC - 15th March 2004</u></p> <p>3 – 5 – Update on Primary School Rationalisation Programme:</p> <p>Bleddyn Hopkins advised that he was expecting an announcement from WAG by the 17th May 2004 regarding the allocation of £9 million.</p>		
<p>6</p>	<p>Workload Agreement</p> <p>John Hogan provided the Group with an update and took them through two handouts which he circulated to the meeting:</p> <ol style="list-style-type: none"> 1. Briefing Note dated 6th May 2004 2. A document entitled ‘Workforce Remodelling Agreement Update’ dated 12th May 2004. <p>Jen Francis enquired whether qualified NNEB’s would have to pursue additional qualifications in order to be eligible for consideration as a Higher Level Teaching Assistant (HLTA).</p> <p>John Hogan confirmed that the National qualification requirements were not negotiable. He advised that applications for funding for training will need to be supported by the headteacher. Numbers of applications will be limited and the LEA will make an application for funding on behalf of schools within the Authority.</p> <p>The Director advised he had been informed by the Assembly Minister that Workload would be funded.</p> <p>June Havard stated that she heard a rumour that WAG will fund NNEB’s to be teachers by undertaking training on site and requested that the Authority check this out.</p> <p>John Hogan suggested that she may be referring to the graduate teacher training programme. This was acknowledged, but June indicated that the qualification held by NNEB’s would not give them graduate status. She went on to query whether all training of staff would take place on school premises in the future.</p> <p>John Hogan stated that consideration had been given to working towards this, but it was still some way off in the future.</p> <p>Steve Davies enquired what would happen should a headteacher not wish to support a member of staff’s application for training.</p> <p>Adrian Jones enquired whether staff who were not supported could appeal against the decision.</p> <p>Sian Phillips advised that it would be likely that in such a situation the governing body’s grievance procedure would need to be invoked.</p>		

John Hogan stated that applicants would need to submit a portfolio of evidence and that obtaining the qualifications would not automatically increase their salary, but would give them a better opportunity to apply for and be appointed to higher level posts. He proposed that the Caerphilly Working Group draft an application form and selection criteria.

June Havard queried what would happen if staff did not wish to follow this route.

John Hogan stated that the requirement for different levels of work would be implemented in 2005, but this did not mean that the requirement for the basic level of work would disappear.

The Director stated that it was possible that structures within schools may change and that in some cases individuals may put themselves into a position that could not be sustained.

Colin Vickers stated that he completely opposed this point of view and stated that all changes should be negotiated with the individual members of staff concerned.

The Director stated that each school would have to examine its structure and go through its normal consultation meetings should they require changes. Members of staff may have to look for employment elsewhere. Structure changes may lead to redundancy situations. He reminded everyone that all staff needed to be involved in the process and he hoped that all would respond positively to the changes that resulted from the introduction of the Workload Agreement.

Jen Francis enquired when schools would know when the training would become available.

John Hogan envisaged that HLTA training would be introduced in January 2005. He advised the Group of the tendering process that needed to be completed.

Jen Francis expressed her concerns with regard to ELWA funding reverting to the former Gwent/Mid Glamorgan split, as this would have implications for training.

John Hogan stated that the HLTA qualification would be provided by higher education and not further education.

The Director suggested that it may be worth waiting to see what develops with regard to the issue of ELWA funding.

John Hogan confirmed that all local providers would be considered, not just the University of Glamorgan.

Leigh Woodland expressed her concerns that colleges would be training more NNEB's but that there would be no NNEB vacancies.

John Hogan stated that this would improve the supply of NNEB's and also suggested that it would be inappropriate to deny an individual in accessing opportunities for progression.

	<p>The Director stated that in his opinion it would ultimately result in more support staff posts being created.</p> <p>June Havard expressed her thanks for the two documents which John Hogan had circulated and stated that she hoped Jane Davidson realised that Wales were trying to catch up with England with less support and resourcing, she felt that this needed to be stressed and that Jane Davidson needed to be reminded of this. She felt that staff in Wales should be congratulated for their efforts so far in trying to make the agreement work.</p> <p>Colin Vickers asked whether there was any targets, with regard to limits for cover, set for future years.</p> <p>John Hogan stated that cover was to be limited at an average of 38% or less for the 1st September 2004, with an expectation that it would be reduced over future years, however, there were no targets set.</p> <p>John Hogan left the meeting at 2.30 p.m.</p>		
7	<p><u>School Term and Holiday Dates 2005/2006</u></p> <p>Bleddyn Hopkins advised the Group of the proposed term dates that had been agreed with Blaenau Gwent and Merthyr Tydfil. He had received no information from other neighbouring authorities. Bleddyn Hopkins reminded the Group that members and parents needed to be advised quickly of the term dates of 2005/2006.</p> <p>Colin Vickers advised that his association via SCEW had advised that term should start on Monday, 5th September, not 1st September, with the term ending on Tuesday, 20th December. He pointed out a printing error with regard to Monday, 28th May, as this should read Monday, 29th May. He stated that previously the LEA had advised that the first day back after a holiday period should be an INSET day, but more recently the dates for INSET training have been left to schools to organise at their own discretion. He stated that he wished to revert to the former arrangement.</p> <p>Bleddyn Hopkins stated that the LEA had never instructed the schools as to which days they should set aside for INSET, it would be for the governing bodies to determine and not the LEA. He went on to advise that the last Cabinet meeting before the election would be 8th June 2004. There may not be a Cabinet meeting for some time after. Dates therefore needed to be agreed as a matter of urgency.</p> <p>Colin Vickers suggested that it would be preferable if term dates could be agreed across Wales. This was supported by all those present, but acknowledged that it is unlikely to happen.</p> <p>June Havard stated that in her opinion the allocation of training days should left to the individual school.</p>		

	<p>Adrian Jones stated that from a DLO perspective, Thursday start days caused more difficulties than if schools were to start on a Monday.</p> <p>Jen Francis disagreed with this as it caused difficulties at Christmas.</p> <p>Richard Parsons stated that he would prefer not to have a Thursday start and that at 72 days, the Autumn 2005 term was too long.</p> <p>Bleddyn Hopkins suggested that schools could start on the 5th September, end on the 16th December and then extend the Spring Term to the 11th April 2006. However, he identified that this would cause problems, as it did not tie in with the dates of neighbouring authorities.</p> <p>All those present agreed to the proposals put forward by Bleddyn Hopkins.</p>		
8	<p><u>School Staff Survey</u></p> <p>Bleddyn Hopkins advised those present of the survey that had been sent out to all non school based employees of the Council. It was now intended that all school based staff be surveyed via a questionnaire in their September salaries. He stated that the questionnaire would need to be adapted from those contained in the main survey. However, he stressed that the information was anonymous and confidential and that there was no compulsion of the employee to complete it. He asked those representatives present to let him know whether they had any questions they would like to suggest to be included on the survey.</p> <p>Richards Parsons stated that Welsh schools should automatically receive a Welsh questionnaire.</p> <p>Colin Vickers stated he was concerned that the survey may highlight individuals or groups of people.</p> <p>Bleddyn Hopkins reminded the Group that some questions of the survey may not be appropriate and would need to be changed.</p> <p>Bruce Barrowman stated that there had been a very poor response to the Corporate questionnaire and wished to stress the importance of employees responding. This was supported by the Director.</p> <p>June Havard stated that whilst she had no problems with this particular questionnaire, she was concerned about question overload. She stated that the decision would need to be made with regard to what percentage return would be required to make a response valid.</p> <p>Jen Francis wanted to know what was the purpose of the survey, since the Council could have no impact on employees terms and conditions. In her opinion, the information should be fed back to the governing body.</p> <p>The Director stated that the Council needed this information to inform policy and decision making.</p> <p>Bleddyn Hopkins asked representatives to let him have their comments by no later than Friday, 28th May 2004.</p>		

9	<p><u>Inclement Weather Arrangements (Scrutiny Report)</u></p> <p>Bleddyn Hopkins drew representatives attention to the paper that had been circulated with the agenda and provided background information to the paper. He asked that representatives provide him with their comments by the 28th May 2004.</p> <p>June Havard left the meeting at 3.00 p.m.</p>		
10	<p><u>Draft Whistleblowing Policy – School Based Staff</u></p> <p>Sian Phillips gave the background to the documentation and asked for representatives to provide comments by the 28th May 2004.</p> <p>Jen Francis requested that in future when this Panel was asked to consider amended Corporate documents, could the amendments be highlighted for ease of use. This was agreed.</p>		
11	<p><u>Draft Capability Policy – School Based Support Staff</u></p> <p>It was determined that in accordance with the agreed Trade Union consultation protocol, the Trade Union representatives would need to consult as a group before offering their comments. It was therefore agreed that John Rees would provide Sian Phillips with a date when all representatives would be available and she would endeavour to organise a venue for their meeting. They would then provide their comments by no later than 9th June 2004.</p> <p>Richard Parsons left at 3.25 p.m. and indicated that Gwenllian Jenkins had offered her apologies for non attendance.</p>		
12	<p><u>Meeting Protocol</u></p> <p>Colin Vickers stated that he was unsure whether this had been adopted. The Director agreed that it had been adopted.</p> <p>Colin Vickers stated that wherever possible, future meetings should be organised for Wednesdays, as this was the day his school had allocated for his trade union duties.</p>		
13	<p><u>Update on Redundancy Situation in Caerphilly</u></p> <p>The Director indicated that prior to leaving the meeting, June Havard had requested that Personnel staff be acknowledged for the sensitivity in which the redundancy situation had been handled. Those present acknowledged this view.</p> <p>Colin Vickers queried the issue of Section 188 notices issued by governing bodies. He said he had received a letter from schools indicating that they were in a budget deficit situation and may have to consider losing staff. He wondered whether these were the Section 188 notices. He also asked why surplus staff could not be used for workload issues or reducing school sizes.</p>		

	<p>Bleddyn Hopkins stated that this can and is being done. Funding has already been given to schools and it was for them to determine how it is to be used. He stated that there was no central budget to employ surplus staff and that Caerphilly has the lowest percentage of class sizes at KS2.</p> <p>Colin Vickers acknowledged that the LEA was doing the best it could with the money it had been given.</p> <p>Bleddyn Hopkins stated that the Authority was challenging why the SSA formula disadvantages Caerphilly County Borough Council, given the high levels of social deprivation.</p> <p>Colin Vickers acknowledged that the redundancy situation had been mitigated by cross matches and appreciates the efforts made to avoid compulsory redundancies.</p> <p>Sian Phillips stated that as part of the Workforce Flexibility Policy, headteachers are required to notify representatives early on in the consultation process of potential staff losses. It was only when all of the processes have been exhausted and an individual is being selected for compulsory redundancy that the redundancy notice is issued.</p> <p>The Director stated that the terminology with regard to Section 188 would be looked into, but it was acknowledged that any teacher being made compulsory redundancy on 31st August 2004 would have to have their notices issued by the 31st May 2004.</p> <p>Sian Phillips stated that to date three people had been issued with redundancy notices, two teaching staff and one caretaking member of staff, both teaching staff were likely to be cross matched. These redundancy notices would therefore be withdrawn.</p>		
<p>14</p>	<p><u>Any other Business</u></p> <p>There was no other business.</p> <p>The meeting concluded at 3.45 p.m.</p>		