

DIRECTORATE OF EDUCATION & LEISURE

JCC MEETING – SCHOOLS

Wednesday, 18th July 2012

PRESENT:

Sandra Aspinall	Corporate Director Education, Lifelong Learning & Leisure
Lisa Haile	HR Manager
Keri Cole	Interim Manager, Learning, Education & Inclusion
Andrea West	Senior Admissions and Placement Officer
June Jones	GMB
Neil Funnell	GMB
Gary Enright	UNISON
Juan Roberts-Garcia	UNISON
Michelle Matthews	ATL
Philip Jones	NAHT
Sue Rivers	ASCL
June Harvard	NUT
APOLOGIES:	
Graham Smith	UNITE

AGENDA ITEM NO:	DISCUSSION / DECISION	ACTION BY/DATE
1.	WELCOME AND APOLOGIES SA welcomed everyone to the meeting and the apologies that were received were noted as above.	
2.	Minutes of the previous meetings held on 18th July 2012. The minutes were reviewed. Point 4 (last paragraph should read SA and not SR as stated).	
3.	Matters arising from previous minutes Point 22 – The question was raised about staff payment if directed to undertake training out of regular working hours. LH confirmed that if instructed to attend training by the manager outside of working time, payment would apply. It would not be appropriate however to apply this blanket answer to all events as the contract of the person may include a flexibility clause, reference to requirement to attend training at certain times, etc.	

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4.	<p>Term Dates</p> <p>Andrea West confirmed that following her circulation of Term Dates; she had received no observations thus far.</p> <p>The question of whether term dates was set consistently across the SEWC area was asked. Andrea confirmed that Newport and Monmouth matched Caerphilly's dates. Torfaen and Blaenau-Gwent had not set their dates yet.</p> <p>Andrea confirmed that she would circulate to schools now.</p>	
5.	<p>South East Wales Consortium Update</p> <p>System Leader appointments have been made.</p> <p>A Governor Support Manager and Team Leaders – East and West will be appointed shortly. The opportunity to apply was limited to those already in position to be transferred.</p>	
6.	<p>Leave of Absence (LOA) Policy follow up</p> <p>Discussion ensued. Business Managers did not like the form. LH confirmed that the form was designed to clarify entitlements and for ease of administration. This could be discussed at the next Bursar's meeting. The Policy to be brought back to next meeting.</p>	
7.	<p>Managing Sickness Absence – Procedure review</p> <p>This is ongoing and comments are welcomed.</p> <p>GMB and UNISON confirmed that they were involved in discussions already regarding the corporate review of the same policy. In particular, they were looking at the issues of rewording and re-branding in some instances. Disability considerations in the policy are under review.</p> <p>Unison advised that HR is seeking consistency and that; in some instances this would not be appropriate. LH agreed that each case needed to be looked at in terms of its own circumstance and that the policy allowed for this. The safeguard for the Schools and the Authority however is to ensure that employers are operating the policy consistently and as fairly as far as they can. Challenge to any process, usually relates to inconsistency in application and this should be avoided wherever possible.</p>	

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	The policy would be brought back to JCC following corporate consideration of it.	
9.	<p>Any other Business</p> <p>SA extended her thanks to Sue Rivers for her service and commitment to these meetings. All wished Sue a very happy retirement.</p> <p>Sue confirmed that Chris David would be taking over from her.</p>	
	<p>Date, Time and Venue of Next Meeting</p> <p>17th October 2012, 2.00 p.m - Sirhowy Room, Penallta House.</p>	