

**DIRECTORATE OF EDUCATION & LEISURE**

**JCC MEETING – SCHOOLS**

**10 November 2015**

<b>PRESENT:</b>	
Keri Cole	Chief Education Officer
Lisa Haile	HR Manager
Mererid Lewis Davies	UCAC
Matthew Ferris	NASUWT
Pamela Ireland	NUT
Neil Funnell	GMB
Juan Garcia	UNISON
Kelly Andrews	GMB
<b>APOLOGIES</b>	
Ravi Pawar	ASCL
Gary Enright	UNISON
Clare Walsh	NAHT

<b>AGENDA ITEM NO:</b>	<b>DISCUSSION / DECISION</b>	<b>ACTION BY/DATE</b>
<b>1</b>	<b>Welcome and Apologies</b>  Keri Cole (KC) welcomed everyone to the meeting and all apologies were acknowledged.  KC outlined her position within the recent structure changes and confirmed her position as Chief Education Officer with statutory responsibility, reporting directly to Mr Chris Burns (Chief Executive).	
<b>2</b>	<b>Minutes of the previous meeting 18 09 2014</b>  Were agreed.	
<b>3</b>	<b>Matters arising from the previous minutes</b>  Lisa Haile (LH) confirmed that the disciplinary procedure had been launched to schools and had been in operation now for more than 12 months.	
-	<b>EWC Support Staff Registration (Agenda Item 9)</b>  Juan Garcia (JG) confirmed that he would have to leave this meeting after 15 minutes to attend a meeting at Bedwas High School. He requested that <b>Agenda Item 9</b> be brought forward for this reason, <b>i.e. support staff registrations with the EWC.</b>	

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	<p>JG advised that UNISON and GMB were doing a lot of work with focus groups and forums and that working together to create a positive position for the staff was going well.</p> <p>He confirmed that employees are concerned about the registration fee and that Cardiff and Bridgend Councils had agreed to pay the registration fee for its support staff. He hoped that Caerphilly would follow suit. This he advised would give a positive message to the staff and be respectful of their professional position.</p> <p>KC confirmed that EWC support staff registration had featured in a recent Headteachers meeting, at which Hayden Llewellyn of the EWC was present. Heads appeared to be very supportive.</p> <p>LH confirmed that the decision relating to who pays the registration fee had not been made by Caerphilly yet. Lynne Donovan (Acting Head of HR) was looking into this.</p> <p>Neil Funnell (NF) advised that costs are likely to be circa £27K and confirmed that the GMB also hoped that Caerphilly would follow Cardiff and Bridgend's lead.</p> <p>LH confirmed that she would keep the unions updated in this regard.</p>	<p>LH to update the unions when decision re: support staff registration payment is made.</p>
4	<p><b>Maternity; Adoption; Paternity; Parental and Shared Parental Leave Policies</b></p> <p>LH referred to the suite of policies she had circulated in anticipation of this meeting and advised that these had been re-launched corporately recently to ensure legal compliance in respect of Maternity; Adoption, Paternity; Parental and Shared Parental Leave.</p> <p>She confirmed that current school policies are outdated and not reflective of actual practice to ensure legal compliance. With the approval of the JCC, these policies would be recommended to schools for adoption.</p> <p>PI advised that the unions would welcome track changed policy documents. LH confirmed that she would certainly look to produce documents in this way in the future for JCC consideration. She confirmed that these policies were written in such a way that they could be easily cross referenced to the legislation. The shared parental leave policy was brand new for schools.</p>	<p>Unions to give feedback by 24 November 2015.</p>

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	<p>LH confirmed that staff in schools were being advised of their legislative entitlements in all of these matters but they would not be able to cross reference advice received with their policy documents in school. School policies were no longer legally compliant.</p> <p>MF confirmed that the position of pay was not clear in the paternity leave scheme and asked that this be made clear.</p> <p>All agreed that they would review these policies over a period of two weeks and give feedback by the 24<sup>th</sup> November 2015</p>	
5	<p><b>Flexible Working Policy and Procedure</b></p> <p>LH confirmed that a number of schools had requested this policy to come forward as one of the first policies requiring review.</p> <p>In line with the Corporate Policy and legislation, this policy and procedure is no longer linked specifically to a childcare responsibility. Everybody with the relevant qualifying service has the right to apply to work flexibly.</p> <p>From 30 June 2014 every employee has the statutory right to request flexible working after 26 weeks employment service.</p> <p>(Before 30 June 2014, the right only applied to parents of children under the age of 17 (or 18 if the child is disabled) and certain carers.)</p> <p>This policy also looks to support schools in managing the length of time the flexible working arrangement should apply for on a temporary basis.</p> <p>The policy and procedure are legislatively compliant and a supportive tool for schools.</p> <p>Discussion ensued re: the temporary position and asked for further clarification on whether this could be extended with the express permission of parties. MF advised that staff generally seek 3 years. LH advised of her belief that the policy is written in such a way that restricts 'temporary' to one year. All agreed to review the policy in this regard and feedback.</p> <p>LH advised that some schools had found it extremely difficult to manage temporary changes over a long period of time and that this would become more and more difficult as school budgets come under increasing pressure.</p>	<p>Unions to give feedback by 24 November 2015.</p>

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6	<p><b>Pay Policy</b></p> <p>LH confirmed that alongside our SEWC Colleagues last year we looked at the changes in the 2014 STPCD and how this impacted the 2013 model policy that sits in our Caerphilly Schools currently.</p> <p>LH confirmed that our SEWC Colleagues are slightly ahead of us on this policy. Regional Officers were consulted on this amended model policy in the Spring Term of 2015. The following unions were in agreement with the amended position – NASUWT, NAHT, UCAC and ASCL. Whilst not all unions are stated, LH confirmed that she did not believe that there was any contention with the other unions and this model policy.</p> <p>LH confirmed that she had planned to seek authorisation of this JCC to bring this policy to the school’s attention. She was however conscious of the fact that the changes largely related to the headteachers position and these staff were not represented today at this JCC (apologies had been received).</p> <p>LH confirmed that this was not a policy that could be commended but schools should be afforded the opportunity to be consistent with SEWC Colleagues.</p> <p>LH reiterated that the changes in this model policy include:</p> <ul style="list-style-type: none"> <li>- A paragraph on unattached teachers</li> <li>- A clearer description of how pay awards will be applied under the heading ‘Annual determination of pay’</li> <li>- A revision of the Headteacher’s pay section in relevance to the 2014 STPCD</li> <li>- References to ISR removed and replaced with pay range</li> <li>- A clean up of the TLR Section</li> </ul> <p>The Headteacher pay review and Deputy Headteacher pay range briefing papers that were circulated alongside this model policy are working papers. Advice in this regard is issued consistently on request. Schools are working in line with their STPCD Requirements in this regard.</p> <p>MLD confirmed that she had seen this revised policy before and that she had been included in individual authority consultations with Newport and Monmouth Councils. MLD clarified that she had not been included in a regional consultation this time.</p>	<p>Unions to give feedback by 8<sup>th</sup> December 2015.</p>

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	<p>LH apologised for any confusion in this regard. She was confident that Newport had consulted the regional officers who were included in the initial 2013 pay policy negotiations when giving feedback to their SEWC partners. She understood however that they may have done this under their local umbrella.</p> <p>Feedback on this policy was requested by the 8<sup>th</sup> December 2015</p>	
7	<p><b>Capability Policy; Social Media and Code of Conduct</b></p> <p>LH confirmed that <u>Social Media and the Code of Conduct</u> Policies had been revised and relaunched corporately.</p> <p>In anticipation of the next JCC, the HR Business Team will ask for volunteers to review the corporate policies from a schools position.</p> <p>Social Media and Code of Conduct Policies fit for purpose of schools would be brought forward to the next JCC for consideration.</p> <p>Ian Timberell (St. Gwladys) was recommended as potentially ideal for this group</p> <p><u>Capability Policy</u> Welsh Government in November 2013 issued Guidance for managing the capability of teaching staff in Schools. Welsh Government in this regard is seeking a consistent approach across all Local Authorities.</p> <p>Working alongside our SEWC Colleagues we will be bringing a recommended model policy to the next JCC and will be circulating it to you at the earliest opportunity for consultation purpose.</p>	<p>LH to contact St Gwladys and seek other volunteers for this group and bring back policy documents to the next JCC.</p>
8	<p><b>21<sup>st</sup> Century Schools</b></p> <p>KC confirmed that when most people refer to 21<sup>st</sup> Century Schools, the building of new schools comes to mind and an overview of these project developments generally follow.</p> <p>The 21<sup>st</sup> Century Schools position is far wider. School Strategy, 6<sup>th</sup> Form Funding and Increased collaboration for example.</p>	

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	<p>KC advised that we still have infant and junior, small rural schools that are struggling. We are looking to secure schools survival where we can. An example of good work in this area would be Rhydri. With the help of a neighbouring headteacher with relevant expertise, a shared headship has supported the school out of financial difficulty and out of special measures. This arrangement supported the sharing of professional development, planning and expertise. The Bedwas Junior School and Rhydri Primary School combination turned out to be a fantastic arrangement.</p> <p>The group considered pressures on headteachers in this regard and KC confirmed that it does add to the workload of headteachers when they have to commit to two sets of Governors, manage two budgets, etc. KC gave the example of a married couple currently running 4 schools between them.</p> <p>21<sup>st</sup> Century Schools Strategy includes reviewing what works well and looking at options for deploying that learning when opportunities arise.</p> <p>KC confirmed that there had recently been 2 infant school headship appointments. She clarified that in the current financial climate it might be practical and prudent to consider combining Infant and Junior when these opportunities present themselves.</p> <p>Our aim is to build a strategy that clearly states this is what we will look at to secure a sound educational way forward.</p> <p>KC referred to Mererid Lewis Davies (MLD) and confirmed that welsh schools are finding it difficult to recruit headteachers. There are problems to overcome and opportunities to explore in all cases.</p> <p>All agreed that effective collaboration can work. Competent leaders are often ready for a greater challenge and can thrive when this opportunity arises.</p> <p>MF asked KC for her thoughts on 6<sup>th</sup> forms. KC confirmed that with Cardiff, Crosskeys and other colleges close by, competition was high. Headteachers were finding the position of sixth forms financially challenging.</p> <p>KC confirmed that there are soft collaborations in place, Lewis Girls and Lewis Pengam for example.</p>	

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9	<p><b>EWC Support Staff Registration</b></p> <p>Referred to earlier in this meeting as above.</p>	
10	<p><b>VER/Redundancy</b></p> <p>KC confirmed that schools were currently well supported by Finance teams to identify their financial pressures early.</p> <p>A large number of schools are moving toward a budget deficit in the forthcoming academic year and to this end there are two meetings scheduled for next week, i.e. one for primary headteachers and one for secondary headteachers.</p> <p>Aside from sharing information and good practice, these meetings will enable heads to see that they are not alone.</p> <p>KC confirmed that schools are supported to manage their budget deficit position over a period of 3 years. Any period beyond this would lead to far more drastic action needing to be taken as finances can easily spiral outside of any reasonable control.</p> <p>KC confirmed that meetings will also be undertaken with Headteachers in regional groups in terms of the Medium Term Financial Plan. It is important that Headteachers are aware of all information that will reach the public domain. Other service areas, not necessarily within the direct control of the school are affected by the MFTP – catering, cleaning, school crossing patrol, LEI service, etc. for example.</p> <p>MF requested that schools receive advance warning of risks where possible. KC advised that she did not want to share the names of the schools in difficulty until that position was certain. Situations change on a regular basis in schools, staff resignations, pupil numbers growth, etc and this can have a marked impact on individual school budgets. She confirmed that the unions would be kept informed in this regard.</p>	
11	<p><b>Any Other Business</b></p> <p>Meetings will be held on a Quarterly basis. Dates for January, March and July to follow.</p> <p>PI requested for these meetings to be held on Tuesdays where possible.</p>	