

EIS Meeting Local Association Minutes Secondary Schools Support Service Building 13.3.14

9.1:0 Constitution of the meeting:

Chair: G. Wright

Minute: T. Barker

Present: Rosie Dempster, Gavin Hunter, Linsey Hunter Gordon
Joyce, Lynne Dugan.

9.1:2 **Apologies: Karen Farrell**

9.2:1 Minutes Accuracy:

Minutes agreed as accurate-

Proposed: LD

Seconded: LH

9.3:1 Secretary's Update:

9.3:2 LNCT Information

PRD/Professional Update - new paperwork out for consultation and should be available for all staff in schools. Working group still to meet again to discuss final wording of policy. The EIS consultation will also feed into this process. A final draft will be submitted for approval at LNCT level soon. It is likely to be on a rolling programme of renewal to ensure manageability in schools, with the first cohort beginning in August. As PRD sessions can be difficult to schedule, the onus is on staff to ensure that they have a PRD scheduled within appropriate timeframes. However, it was felt that as a safety net, SLT in schools should help to facilitate this process by making dates available in the school calendar and by reminding staff the process is due.

Gavin will email all members a copy for perusal and any feedback should be forwarded to him regarding the draft policy/procedures.

9.3:3 ABM Feedback

Reps. Training WTAs

Local reps. emailed today regarding an invitation to a

training event to improve their skills in negotiating school Working Time Agreements. This is proposed as a twilight session on 24th April 3.30-pm at Lornshill. Reps. will be invited to bring along another member of staff from their establishment. The training will be delivered by Leah Franchetti, EIS Area Officer.

9.3:4 Raising the Profile of the EIS Local Executive

Proposed school visits by members of the exec. to raise awareness of the work of the exec. and the LNCT and the impact this can have on local members' working conditions etc. GJ suggested that he might support some of these visits if they were at appropriate times or if facilities time could be made available for this.

Further to this, a calendar of EIS events for the coming year should be put together for members to ensure they know what is happening locally and nationally.

It was generally agreed that personal contact and increased opportunities to get into schools was the best way forward at local level.

Gavin to request additional facilities time with Heads of Service in light of appointment of second Learning Rep. in Clackmannanshire.

9.3:5 Workload concerns

Most of the workload concerns raised at the ABM were around planning paperwork, excessive bureaucracy in schools, senior phase in secondary and the additional workload created by GIRFEC paperwork. It was agreed some of these issues could best be addressed at school level through better WTAs. Weekly planning in primaries and GIRFEC paperwork were thought to be widespread concerns and should also be addressed through LNCT. It was thought it might also be useful for HTs to be provided with guidance on WTAs in schools too.

9.3:6 Violent Incidents Paperwork

LD raised concerns over increased violence against staff in primary schools and was seeking advice and clarification on when PT6 forms should be completed, In nurseries whereby children be may exhibiting violent behaviours frequently against other children, this form should also be completed. SLT should follow protocols and submit relevant paperwork within the four day period advised in the school ops. manual.

The purpose of these forms is to ensure an accurate record can be kept of such incidents to allow monitoring and appropriate support to be put in place, for pupils and staff.

9.4:1 Treasurer's Update:

Honorarium: Teresa, Gordon and Graeme asked to email Karen payment information in order that payments can be made in this regard.

9.4:2

Real Time Information (HMRC) tracking is now in place for such payments with regards to tax etc.

9.4:3

A payment to SSSS of £300 per annum was agreed for the use of office/storage space and meeting facilities for the Local Executive.

9.5:1 Learning Rep. Update

Recent Professional Update Event a great success and very well attended. The executive would like to thank Karen for her hard work in organising it. Kevin Kellman (Assistant Head of Education) also commented favourably on its success and indicated a willingness to support future events of this nature.

9.6:1 EIS AGM 2014

Gordon Joyce volunteered and was elected as the third member to attend this year's AGM along with Wendy Cowan and Karen Farrell.

DATE OF NEXT MEETING: 30.4.14 4.15PM AT SSSS

9.9:1 A.O.C.B

Wendy and Gordon had attended the recent Professional Update event held in Stirling. It was very well attended and feedback had been very positive. Fifty percent of staff present at the event hadn't seen the new paperwork despite it being available in draft for staff and available for consultation.

9.9:2**9.9:3 .**

DATE OF NEXT MEETING: