

## **EIS Meeting Local Association Minutes Secondary Schools Support Service Building 8.10.14**

### **12.1:1      Constitution of the meeting:**

**Chair:** Gordon Joyce

**Minute:** Teresa Barker

**Present:** Teresa Barker, Wendy Cowan, Lynne Dougan, Karen Farrell, Gavin Hunter, Lindsay Hunter and Gordon Joyce.

### **12.1:2      **Apologies:** Rosie Dempster, Graeme Wright**

### **12.2:1      Minutes Accuracy:**

Minutes agreed as accurate-

Proposed: Lindsay Hunter

Seconded: Lynne Dougan

### **12.3:1      Secretary's Update**

#### Bi Partite

Budget continues to be an ongoing item on the agenda although no specific targets have been set for services as yet, in terms of savings. David Leng has requested that all secondaries move to a 33 period week which currently only affects Alva Academy. It has been suggested that this may result in overall savings. However, in reality, it is often the case that these cannot be translated into staffing cuts as it is small savings across departments throughout the school.

Clacks. to protect teacher numbers next session in line with national agreements.

GH has a summary of suggested savings proposed by staff which he will circulate to EIS Executive members in due course. At this point, these are collated responses to consultation and are suggestions only.

ACAS TU Pay Training will be available in November with a view to up-skilling members working on the business plan for shared

services. It was agreed that this might not be necessary for Executive members as the EIS have a great deal of support mechanisms already in place should they be required.

### 12.3:2 LNCT Update

ICT issues were raised as a concern. The move over to Windows 7 across the authority has caused all kinds of problems for staff. Implementation has been difficult. This was raised as a significant and ongoing concern as these are the tools members need to do their job properly. Concerns were noted and an update on progress will be shared at meeting in November.

### PVG Procedures

Current advice to members regarding payment of PVG costs still stands. The council will be writing to all employees with outstanding payments/mandates to alert them to situation regarding deadlines etc. Stirling Council made an earlier indication that they would pay back costs to staff if the majority of local authorities decided to meet these costs centrally. It would appear that this has indeed been the case, with the majority of LAs funding the costs.

Clacks. Council have suggested that their stance would be in line with that of Stirling Council. This is still an issue being discussed at LNCT.

The SSTA have advised members to pay costs. The local authority have committed to costing the payments across grades 4, 5 & 6 for staff for retrospective checking.

### PRD Procedures

The new PRD Procedures have still to be agreed at LNCT. There are some outstanding concerns regarding the role of managers in reminding/scheduling meetings with staff although the responsibility would remain that of the teacher. There is also a logging sheet enclosed which has been superseded by the GTCS online recording profile. Although not yet compulsory for staff to use, it was felt the online profile is the best place for staff to record this evidence and that awareness should be raised about this in schools. The portfolio is available to **all GTC members**, not just those who are starting the Professional Update process this session.

### CPD Calendars

There are two CPD calendars available to members which should be available in schools. GH has also circulated these to all EIS members in case these have not filtered through in schools. These used to be available in the "staff resources" section on the edu.clacks website but again, staff may not be aware of this shared area. Staff may also need reminded that they are required to logon to Moodle to access these resources.

GJ to check online availability of such resources at next LNCT meeting.

### Working Groups

Two working groups exist for Social Media and Class Observations but have met infrequently, resulting in little progress towards goals of producing new guidance/policies for staff.

### Working Time Agreements

Failure to reach agreements with WTAs should be referred to LNCT. GH has sent reminders to HTs in the past regarding procedures and deadlines. This year however, it was suggested that this is a management responsibility and several WTAs were late or not submitted at all. GH to check local situation with regards to WTAs and how many remain outstanding.

### Area Officer

Leah Franchetti, EIS Area Officer, has been attending LNCT in an advisory capacity and will continue to be available to do so if required. This has proved a useful addition to proceedings.

### Model Learning Agreement

Lynne McClintock has suggested a review of existing arrangements in local authorities to ensure they are in line with new national policy and suggests amendments if necessary. The EIS nationally have suggested that Clacks. be entitled to a provision of two learning representatives and this will be the case after the training of the second rep. has been completed.

### Additional Work Outwith Contract

A recent test case has dictated that holidays can be accrued with regards to additional hours worked outwith contract. This may be applicable to supported study groups, after school clubs etc. This

would allow staff working such times to accrue holiday pay for every hour worked and may have a positive impact on sports development staff in particular. More information to follow.

#### Facilities Time

FT time may have to increase to support work on the shared services model/agenda to allow for consultation/consideration of proposals. SSTA/EIS time may have to be increased to accommodate the extra work to be undertaken. It may be useful for Gordon Joyce, as Assistant Secretary, to undertake some of Gavin's existing duties as Secretary to allow him to be involved in this important work. GH and GJ to meet to discuss proposals for dividing remits and responsibilities, for the length and duration of the business case, to propose at a future meeting with Alan Milliken.

#### **12.4:1** Treasurer's Update

##### Charities

Karen Farrell reported that letters/emails had been received as thanks for the donations to charities agreed at the ABM. She had received these from Breast Cancer Awareness, EIS Benevolent Fund and The Gate.

#### **12.4:2** Audit of Accounts

The books are currently with the accountant for auditing. KF requires a copy of the ABM minutes from March to send to the accountants. TB to forward.

#### **12.4:3** Honoraria

With the additional duties of Assistant Secretary post, it was proposed that committee members should discuss the current honoraria and any potential additions to these at a future date. Members to meet, excluding the Assistant Secretary, to discuss before the next scheduled meeting.

**12.5:1 Learning Rep. Update****CPD Event**

A proposed CPD/PRD Training Event will take place before Christmas. The date is still to be finalised. It will consist of three workshops. One will be run by GTCS, one by the EIS and the other by a member of the Local Authority, probably Kim McGillivray. They will each look at the different aspects of the PRD/CPD process. (EIS - contractual obligations, GTCS - linking and evidencing the standards etc)

**12.5:2 CLASP**

Karen has been invited to join this group as Learning Rep. One of their functions is to provide funding for members wishing to undertake additional training and further study. It works in partnership with universities. She will keep us updated of progress.

**12.6:1 Calendar of EIS Events**

GJ proposed and circulated the attached calendar of EIS events as a useful reminder for executive members. Any additional dates should be forwarded to GJ for inclusion. The content will be discussed in more detail at the next meeting.

**12.7:1 PVG**

Current advice to members stands. See earlier comments.

**12.8:1 LNCT Feedback**

GJ suggested that LNCT minutes be made available to members locally and online. GH to put up on website and to circulate to executive members for distribution.

**12.9:1 A.O.C.B**

Rooms are being held provisionally at five hotels for the Dundee EIS AGM 2016. GH to get a list of these for consideration at next meeting. GJ to provisionally book rooms for 2015/2016, five places for executive members in advance, to avoid difficulties closer to the time. Council members are LH and GH. Other attendees to be decided nearer the time.

**DATE/TIME OF NEXT MEETING:**

**12TH NOVEMBER 2014 @ SSSS, 4.15PM**



