

 **Clackmannanshire Council** | Comhairle Siorrachd Chlach Mhanann
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Apologies: Gordon Joyce, EIS
Colin Bruce, Headteacher, Alloa Academy
Jane Rough, Improving Outcomes Manager
Gavin Hunter, EIS Joint Secretary, Branch Secretary

Item	Action Required	By Whom
1.0	<p>Note of Meeting</p> <p>Matters Arising</p> <p>Minute approved.</p> <p><u>iTrent</u> Gavin and Maggie met with Fiona regarding PRD'S. It was highlighted that some staff still have access issues.</p> <p><u>Term Dates</u> Stirling Council LNCT have agreed term dates for 2020/2021</p> <p>Staff development dates agreed - Tuesday 19th August 2020 and Friday 1st May 2021</p> <p>Proposed dates for 19/20 have been set – Tuesday 20th August 2019 and Friday 1st May 2020.</p> <p>Maggie highlighted that May Holiday would be too late and could possibly have implications for SQA Calendar next session. Michael to investigate</p>	<i>M Boyle</i>

2.0	Working Time Agreement (standing item)	<p>Gavin passed on information that he has received WTA's from 4 primaries and 1 secondary.</p> <p>It was noted that WTA's need to be agreed before the deadline which is 1st June 2019.</p> <p>Teresa noted that there had been a problem with cluster collegiate that 26 hours will be directed by cluster.</p> <p>HT's meeting for April was cancelled due to the RIC events that were taking place.</p> <p>Gavin and Maggie attended a meeting regarding the changing of structure within Kilncraigs. Performance and Place have structures finalised. A Special Council meeting is still to be schedule in order to approve proposed structures.</p>	
3.0	Absence Management	<p>Figures from April were noted.</p> <p>Cascade was issued to managers across Council regarding Maximising Attendance. Nikki Bridle issued notice on Connect regarding Staff Wellbeing.</p> <p>Focus has been on staff absence. HR will be issuing staff absence reports to headteachers each month</p> <p>Maggie questioned as to whether PT's have had iTrent training. HR have said that majority of PT's have had training but sessions are to be undertaken in Alva – date for these have been scheduled.</p> <p>Discussions took place as to whether managers could receive emails/prompts when staff hit trigger points. Leah raised the question if iTrent has ability to do this. Claire and Dawn to speak with Fiona Mongan (HR Administrator) to see if this is possible.</p>	HR
4.0	Recruitment (standing item)	<p><u>Probationers</u></p> <p>Michael noted that there has been no withdrawals from Primary Sector, but there has been some issues with Secondary Sector.</p> <p>All probationers have confirmed that they will be coming to Clackmannanshire. Jacki Dowie wrote to all probationers and all have acknowledged.</p>	

5.0	Budget	The council has established a transformation board and is currently looking for members.	
6.0	Regional Improvement Collaborative (RIC) – Standing Item	<p>The RIC is holding an event tomorrow (29th May) for Middle Leaders. Teresa will be attending.</p> <p>Elaine Cook has not met with professionals yet.</p> <p>A Directors Meeting is scheduled to take place next week. Jackie Halawi will attend on behalf of Education Scotland.</p> <p>The RIC has advised that they would like to use CPD Manager in order to manage CLPL. Donal advised that he has been piloting GTC's CPD system, 'My PL', for the last 3 years. West Lothian is currently using CPD Manager.</p>	
7.0	Promoted Posts	<p>Michael gave thanks for everyone who contributed to Promoted Posts document.</p> <p>Maggie will look over document tomorrow (29th) and will feedback to Michael.</p>	<i>M Nesbitt</i>
8.0	AOCB	<p><u>Norovirus</u></p> <p>There has been a significant of sickness and diarrhoea across schools in the area. Forth Valley Health Board has advised that there should be a 72 hour absence period instead of 48 hours. All inter-school sports and P7 transition days for Lornshill Cluster have been cancelled. Anne has drafted a letter which is to be issued out instructing teachers how to properly wash their hands.</p>	
9.0	Date of Next Meeting	24 th September 2019, MR 3.03	