



Present: Anne Pearson, Chief Education Officer  
Michael Boyle, Improving Outcomes Business Manager  
Donal Hurley, Alva Academy, EIS Learning Rep  
Judith Morrison, Minute Taker  
Teresa Barker, EIS  
Karen Farrell, EIS Local Secretary  
Gordon Joyce, EIS  
Elaine Mulligan, HR Business Partner

**Apologies:**

Dawn Goodwin, HR Business Partner  
Colin Bruce, Headteacher, Alloa Academy  
Maggie Nesbitt, Alva Academy, SSTA  
Claire McHardy, HR Business Partner  
Leah Franchetti, Area Secretary

Item	Action Required	By Whom
1.0	<b>Note of Meeting 24 September</b>	Due to Alistair (minute taker) being absent there was no minute recorded for 24 September.
2.0	<b>Working Time Agreement (standing item)</b>	All agreed on the new structure of Working Time Agreement proforma. Michael has circulated to all Headteachers to use and to ensure they circulate to their reps.
3.0	<b>Absence Management</b>	Elaine highlighted there was a general improvement in absence management. Most schools seem to be recording return to work interviews on ITrent. Elaine advised she is working on Maximising Attendance e-learning. It was noted if there are any concerns regarding work related stress it is important union reps should ensure that Return to Work interviews are undertaken to manage absenteeism. If there are any ITrent issues to contact Fiona Mongan at HR. Michael advised school administrators will undertake ITrent training on the in-service days.

		<p><u>Seasonal Flu Vaccination Programme</u></p> <p>Michael noted an email went out to all education staff advising them of the opportunity to have the flu jab. The clinics will take place in all 3 secondaries.</p>	
4.0	<b>Recruitment (standing item)</b>	<ul style="list-style-type: none"> <li>- Headteacher for Redwell has been appointed</li> <li>- Unsuccessful recruitment for the post of Menstrie Nursery Headteacher</li> </ul> <p>Education are continually processing supply applications to keep the list updated.</p>	
5.0	<b>Budget</b>	Proposed list of budget savings will go through the Transformation Board	
6.0	<b>Regional Improvement Collaborative (RIC) – Standing Item</b>	Donal noted he is delivering training in professional learning for the RIC.	
7.0	<b>Forth Valley Consultation on Pattern of Term Dates for session 2021/22</b>	Michael advised a consultation will take place with Clacks, Falkirk and Stirling to discuss the pattern of term dates with a view to introducing an extra week in the October break and reducing a week in Summer break. This will align with other Local Authorities, particularly Perth & Fife.	
8.0	<b>Empowering Schools / Devolved School Management</b>	Education services will set up a group of Headteachers, professionals and reps to look at the Scheme of Devolved School Management to agree what should be devolved in terms of principles of what is best managed at a school level and what is managed at an Authority level.	
9.0	<b>Additional INSET days 2019/20 purpose and realisation</b>	A copy of the SNCT agreement in relation to these days has been provided to Headteachers. The dates of the additional In-Service days that LNCT have agreed are 20 <sup>th</sup> August 2019 and 8 May 2020.	
10.0	<b>Introduction of CPD Managers: Timescale and Training (D Hurley)</b>	Donal advised an email had been received from Nicola Wiseman highlighting the upcoming CPD Manager database and queried whether training on the system will be available. Michael will clarify with Nicola.	<i>MB</i>

		<p>Karen advised an email was received from Nicola regarding the migration to MyPL. All staff records currently held on MY GTCS will be moved to the new MyPL platform commencing on 18 November.</p>	
11.0	<b>AOB</b>	<p><u>Twilight Sessions</u> Teresa highlighted the concerns of staff (collated at a recent workload event) with regards the volume of twilight CLPL sessions they are expected to attend. There are also concerns over the number of Lead Roles in primary schools and the associated workload these bring. There is limited WTA time available for in school SIP collaborative work as a result of these additional hours. Anne advised this will be looked in to and will take back to the WTA for reflection.</p> <p><u>LNCT Minute</u> Gordon asked if the LNCT minute could be shared on public website.</p> <p><u>Policies and Procedures</u> Donal queried the accessibility of locating Education policies and procedures. Staff no longer have access to the EDU Moodle and Connect is only accessible through the intranet when at work. Michael advised Diane Cherry is working on updating all policy and guidelines which will be updated in Clacks website.</p> <p><u>Principle Teacher Salary Query</u> Donal highlighted the issue surrounding incorrect pension deduction of 3 PTs at Alva Academy. £300 was deducted from their salary with no prior notice. Anne will raise this issued with HR.</p>	