



The Governors of
Hutchesons'
Educational Trust

Strictly Private and Confidential

28 March 2023

Notice of Termination of Existing Contract and Offer of Re-engagement

I refer to Governors' meeting with all teachers on 21 November 2022 and the Chairman's letters dated 8 February 2023 and 1 March 2023.

We have consulted collectively with staff representatives in relation to the proposed changes to your terms of employment relating to pension and with you individually at your meeting on 6 March 2023. The rationale for these changes was set out in the proposal document – "**A Proposed Change of Pension Provider**" which was shared with you and has been discussed in detail throughout the consultation process.

During the consultation process it was explained that, if the Governors concluded that the pension changes should be implemented, an option of last resort would be to terminate the existing contracts of those employees who did not agree with the changes and offer them re-engagement on new contracts. I understand that, following this period of collective and individual consultation, you have not agreed to the proposed changes.

This letter is therefore formal notice to terminate your existing contract of employment with the Governors of Hutchesons' Educational Trust {previously known as Hutchesons' Educational Trust} (the "School"). The termination of your existing contract will take effect at close of business on 20 August 2023 ("Termination Date").

This letter is also an offer of re-employment by the School under a new contract incorporating the proposed changes to your pension terms referred to in the Chairman's earlier letters ("New Contract"), a copy of which is enclosed. All other terms and conditions of employment will remain the same under the New Contract. If you accept this offer, your employment under the New Contract will start immediately on the day following the Termination Date, 21 August 2023. The New Contract will reflect your substantive role and pay. If you are currently acting up in a different role and will continue to act up in the next academic year (or will begin an acting up role in the next academic year) that arrangement will continue as planned and will be confirmed separately in writing once your signed New Contract has been returned.

If you accept the New Contract, you will not lose your period of continuous service with the School, and there will be no gap in your employment. You will, on the day on which the New Contract takes effect, therefore be treated as having been continuously employed by the School since your original start date.

If you accept the offer of employment under the New Contract, please sign, date and return to myself, **no later than 14 April 2023**, the enclosed copy of the New Contract and the enclosed copy of this letter. I will then sign the New Contract on the School's behalf and a copy will be returned to you for your own records.

21 Beaton Road, Glasgow G41 4NW

The Governors of Hutchesons' Educational Trust, Registered Charity Number SC002922, is the governing body of Hutchesons' Grammar School

The School must insist on this return deadline as, should any teachers choose not to accept the offer of re-engagement, we would need to begin a recruitment process in preparation for the next academic year. We sincerely hope that all offers will be accepted and that it will not be necessary to recruit to replace any of our teachers.

If the School does not receive a copy of this letter and the New Contract signed by you by **14 April 2023**, the offer of re-engagement will be automatically withdrawn and your employment with the School will end on the Termination Date.

When returning the letter and New Contract, please include all pages (not just the signed pages). We can also accept scanned copies to Bursar@hutchesons.org provided these also include all pages.

On behalf of the Board of Governors, I do wish to re-state that the Governors want all of our existing staff to remain with us. This is an important point in time for the School and you have been a valuable contributor to our pupils' success and the wider School community over the years of your employment.

We hope that you will decide to remain with us and sign the New Contract.

Yours sincerely,

John McColgan
Bursar and Clerk to the Governors
For and On Behalf of The Governors of Hutchesons' Educational Trust

Enclosures:

- New Contract x 1
- Duplicate copy of letter

Employee Agreement

I confirm that I accept the offer of re-employment under the terms of the New Contract, which I have signed and enclosed, and that I will be employed by the School under those terms with effect from 21 August 2023.

Signed:

Name:

Date: