

LOCAL NEGOTIATING COMMITTEE FOR TEACHERS

At the Meeting of the Local Negotiating Committee for Teachers held in Meeting Room 2, First Floor, Council Offices, Garshake Road, Dumbarton on Tuesday, 24 May 2011 at 10.05 a.m.

Present: Councillors Douglas McAllister, Jonathan McColl* and May Smillie; Terry Lanagan, Executive Director of Educational Services; Laura Mason, Head of Service (Quality), Educational Services; Graham Hutton, Head Teacher, Dumbarton Academy; Julie McGroggan, Head Teacher, St Michael's Primary School; Josephine McDaid, E.I.S.; Stewart Paterson, Teachers' Convener, E.I.S.; Olean Allison, E.I.S.; Gavin Corrigan, E.I.S.; Michael Dolan, E.I.S.; James Halfpenny, E.I.S. (for Karen Jakeman, E.I.S.); Janice Wardrop, E.I.S.; and Alex McEwan, S.S.T.A.

*Arrived later in the meeting.

Attending: Geraldine Lyden, Human Resources Business Partner, Educational Services; and Scott Kelly, Committee Officer, Legal, Administrative and Regulatory Services.

Apology: An apology for absence was intimated on behalf of Karen Jakeman, E.I.S.

Josephine McDaid in the Chair

MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Local Negotiating Committee for Teachers (LNCT) held on 15 March 2011 were submitted and approved as a correct record.

TEACHERS' DISCIPLINE AND GRIEVANCE PROCEDURES

With reference to the Minutes of Meeting of the Local Negotiating Committee for Teachers held on 15 March 2011, a report was submitted by the Joint Secretaries to the LNCT seeking approval of the revised Discipline and Grievance Policies for Teachers and Associated Professionals, which had been reviewed and updated in line with the recent review of the Council's Discipline and Grievance Policies for all other employees of the Council.

After hearing Mr Paterson, the Committee agreed:-

- (1) to note that the Joint Secretaries had now reached agreement on specific changes to the Discipline and Grievance Policies, in accordance with the authority which had been delegated to them by the Committee at its meeting on 15 March 2011, and as detailed in the appendices to the report; and
- (2) to approve the amended Disciplinary and Grievance Procedures for teachers and others within the Council covered by the Scottish Negotiating Committee for Teachers (SNCT), as detailed in Appendices 1 and 2 to these Minutes.

PROCEDURES FOR JOB SIZING PROMOTED POSTS

A report was submitted by the Joint Secretaries to the LNCT seeking agreement that the procedures which were shown as Appendix 1 to the report be the procedures to be followed when a job sizing review takes place.

After discussion and having heard both Sides, the Committee agreed:-

- (1) that the procedures detailed in Appendix 3 to these Minutes be the procedures to be followed when job sizing a promoted post, with the undernoted amendments being incorporated:-
 - (a) that on the first page of the procedures, additional bullet points for 'School timetable' and 'Number of classes (primary schools only)' should be added to the list of up to date whole school information which Job Sizing Coordinators must have before undertaking a job sizing; and
 - (b) that on the second page of the procedures, the sentence under the heading 'Newly created posts' should be amended to read as follows:-

'Questionnaires completed by Head Teacher and or Local Authority officer (if there is no postholder).';
- (2) to establish a register of Job Sizing Coordinators; and
- (3) that a plan should be developed to conduct job sizing reviews of all secondary schools in West Dunbartonshire, commencing with Clydebank High School.

Note: Councillor J. McColl entered the meeting during consideration of this item.

35 HOUR WORKING WEEK AGREEMENT FOR 2011-2012

A report was submitted by the Joint Secretaries to the LNCT seeking agreement that the paper shown as Appendix 1 to the report be the guidelines issued to schools and other establishments to assist them in reaching agreement on their collegiate calendar and the use of the 35 hours in the working week.

After discussion and having heard both Sides, the Committee agreed:-

- (1) to approve the guidelines detailed in Appendix 4 to these Minutes;
- (2) that the guidelines be signed by the Joint Secretaries and distributed to all schools and other educational establishments;
- (3) to note the terms of the discussion in relation to the time required by Primary School teachers for report writing; and
- (4) to note that the Trades Unions Side would raise its concerns in relation to the printing and collating of reports with the Head of Service (Quality), outwith the meeting.

PROMOTED POSTS IN PRIMARY SCHOOLS

A report was submitted by the Joint Secretary, Management Side, LNCT, requesting:-

- (a) that the LNCT reviews the current situation with regard to promoted structures in primary schools, the protection against the compulsory transfer of promoted staff, and the application of life time conservation; and
- (b) that approval be given (i) to the removal of these clauses; and (ii) to the revision of the voluntary/compulsory transfer of surplus staff policy to include promoted posts.

After discussion and having heard both Sides, the Committee agreed:-

- (1) to approve the revisions detailed in the report;
- (2) to note the assurances provided by the Executive Director of Educational Services and the Head of Service (Quality) that there would not be a change to the management structure of a primary school whose falling school roll caused it to move to a lower band, provided that there was projected to be an increase in the school roll which would return it to its original band within a 2-3 year period;
- (3) to note, with respect to the transfer of promoted staff, that each situation would be treated on a case by case basis and that the member of staff involved would be fully consulted on any options available to them with reference to the Procedure for the Voluntary/Compulsory transfer of promoted teaching staff; and
- (4) to note that parents would be consulted on any proposed changes to the management structure of a primary school.

The meeting closed at 11.10 a.m.