

**West Dunbartonshire Council**

**Department of Educational Services**

**MINUTES OF MEETING OF (Teachers') J.C.C.  
Held on (01 June 2011)**

**PRESENT:**

**Management Representatives:**

Laura Mason (Head of Service), Geraldine Lyden HR(Business Partner)

**Trades Union Representatives:**

S. Paterson (EIS), J.Wardrop (EIS), K.Fleming (EIS), A.McEwan (SSTA),  
Michael Dolan (EIS), Kay Fleming (EIS),

**APOLOGIES:**

**Management Representatives:**

**Trade Union Representatives:**

Josephine McDaid

<b>1.</b>	<b>Minutes of Previous Meeting</b>
<b>1.1</b>	The minutes of the JCC meeting on 11 March 2011 were accepted as a correct record.
<b>2.</b>	<b>Matters Arising from Previous Minutes</b>
<b>2.1</b>	Classroom monitoring visits. It appears that the WDC policy on monitoring/ Visits is not being adhered to in some schools.  <i><b>Action SP will reissue the policy and EIS advice to all schools</b></i>
<b>3.</b>	<b>Departmental Issues</b>
<b>3.1</b>	<b>Regeneration of the Schools Estate</b> no update
<b>3.2</b>	<b>Issues re New Schools.</b>  Fume cupboard in St Peter the Apostle has still not been repaired <i><b>Action the process of reporting faults will be looked at GL will contact Marie Howarth</b></i> Heating is PPP schools remediation work is ongoing.

	<p>Evacuation chairs still problems with new chairs.  <b>Action SP will put this on the agenda for the H&amp;S committee</b></p>
<b>3.3</b>	<p><b>Report from Sub –Group</b></p> <p>GL and SP are working on a paper on promoted post and on a paper on surplus staff.</p>
<b>3.4</b>	<p><b>Assessment &amp; Reporting</b></p> <p>5-14 Assessments  These are no longer required WDC are not collecting data from schools. It is possible to use part of the 5-14 assessment material if they are adapted to fit with CfE.  NAR is still being developed . Some WDC schools are testing resources these will be shared and monitored. Guidance will be issued to schools</p> <p>Primary Reports  A new primary report will be drafted and teachers will be consulted.  Secondary Dept testing in Primaries.  SP had information on this There are different arrangements in different clusters Primary staff do not have to mark these tests.</p>
<b>3.5</b>	<p><b>Holidays</b></p> <p>The holiday options were discusses and amendments proposed. These will be sent out asap.  <b>Action SP will liaise with Laura Mason regarding this.</b></p>
<b>3.6</b>	<p><b>Staffing/ Vacancies</b></p> <p>Surplus staff  All staff who may be surplus have been informed. There are a small number of formally peripatetic staff who will be moved into vacancies.</p> <p>Recruitment  HT's will be supported regarding recruitment. A ½ day has been organised to assist HT's with this.</p> <p>Allocation of Probationer Teachers.  This will be investigated and reported back to the JCC.  <b>Action SP will monitor the above</b></p>

<b>3.7</b>	<b>Curriculum for Excellence</b>  The steering group will meet again , probably with smaller numbers Sub groups will also be set up.
<b>3.8</b>	<b>Heating in Schools</b> Heating has been turned off centrally. If a school is under the minimum temp then the HT should contact central control and request that the heating be turned on. In many cases the temperature readings do not reflect the actual temperature inside classrooms etc. If this request is refused S.Paterson should be contacted.
<b>3.9</b>	<b>PP 5.8 Indiscipline &amp; Exclusions</b>  This PP is out for consultation ,exclusion rates have reduced in WDC.
<b>4.</b>	<b>A.O.C.B</b>
<b>4.1</b>	<b>CPD Records</b> It has been reported that QIO's are requesting to see CPD records <i><b>Action SP will investigate this</b></i>
<b>5.</b>	<b>Date of Next Meeting</b>
<b>5.1</b>	The next meeting will be on Wednesday 1 <sup>st</sup> September 2011 in Leven Valley at 10.00 am

Distribution List

Laura Mason	WDC
Geraldine Lyden	WDC
Stewart Paterson	EIS
Josephine McDaid	EIS
Janice Wardrop	EIS
Michael Dolan	EIS
Kay Fleming	EIS
Alex McEwan	SSTA
Irene Gardiner	WDC

Stewart Paterson

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