

## **LOCAL NEGOTIATING COMMITTEE FOR TEACHERS**

At a Meeting of the Local Negotiating Committee for Teachers held on Monday, 24 April 2006 in Meeting Room 2, Council Offices, Garshake Road, Dumbarton at 2.10p.m.

**Present:** Bob Cook, Director of Education and Cultural Services; Terry Lanagan, Head of Service, Estates; Rae Strang, Head Teacher, Bonhill Primary School; Angela Finn, Head Teacher, Dumbarton Academy; Stewart Paterson, Teachers' Convener, E.I.S.; Jan Cleife, E.I.S.; Josephine McDaid, E.I.S.; Janice Wardrop, E.I.S.; Olean Allison, E.I.S.; Charles Docherty, E.I.S. and Alexander McEwan, S.S.T.A.

**Attending:** Norman Bissell, E.I.S., Adviser; Margaret Mackay, Head Teacher, Personnel/McCrone; Paul McGowan, Personnel Adviser, Education and Cultural Services and Lorraine Beveridge, Administrative Assistant, Legal and Administrative Services.

**Apologies:** Apologies for absence were received from Councillor Denis Agnew and Kathleen Burns, E.I.S.

### **ELECTION OF CHAIRPERSON**

Before commencing with the business of the meeting the Committee agreed that the meeting would be chaired by Ms Jan Cleife, Vice Chair.

Thereafter, Ms Cleife assumed the Chair.

### **CHANGE IN MEMBERSHIP/APPOINTMENT OF CHAIR**

The Committee noted that Councillor Agnew had replaced Councillor McCallum as a member of the LNCT.

After discussion it was agreed that Councillor Agnew would be appointed as Chair of the LNCT until the A.G.M. in September 2006.

## MINUTES OF PREVIOUS MEETING

The Minutes of Meeting of the Local Negotiating Committee for Teachers held on 14 March 2006 were submitted and approved as a correct record, subject to Ms Wardrop being added to the members of the Primary Sub-Group.

### 35 HOUR WORKING WEEK AGREEMENT FOR 2006 – 2007

With reference to the Minutes of Meeting of the LNCT held on 14 March 2006, there were submitted:-

- (a) a report by the Director of Education and Cultural Services on the Teachers' 35 Hour Working Week for the Session 2006 – 2007;
- (b) proposals from the Teachers' Side on the Teachers' 35 Hour Working Week for the Session 2006 - 2007; and
- (c) proposals by the Secondary and Primary Schools Sub-Groups on the Teachers' 35 Hour Working Week for the Session 2006- 2007.

After discussion and having heard both Sides, the Committee agreed to approve the proposals for the 35 Hour Working Week for the Session 2006 – 2007 as set out in the Appendix to the report with the following amendments/additions:-

- (1) under the heading 'Introduction of 35-Hour Working Week – Guidelines for Schools':-
  - (a) that the paragraphs be re-numbered;
  - (b) that paragraph 2.3 should read as follows:-

The precise configuration of the 35 hour week will vary from one establishment to another and, indeed, from one individual to another and will be reviewed on an ongoing basis, at least annually; and
  - (c) that the words 'and agree' be inserted between the words 'prepare' and 'a school plan' in the last bullet point in paragraph 2.6.
- (2) under the heading 'Collegiate Time':-
  - (a) the following paragraph be inserted as 3.2:-

#### Additional Preparation and Correction Time:

Additional time should be allocated for this purpose as for most teachers, preparation and correction time will be the most time consuming activities outwith class contact time.

- (b) the following paragraph be inserted as 3.8

Liaison with Colleagues/Student Teachers:

Staff who have responsibility for Student Teachers should have time allocated for this purpose.

- (c) under the heading 'Reaching Agreement at School Level' the words 'An agreed' be inserted at the beginning of paragraph 4.3; and
- (d) under the heading 'Monitoring' the following additional paragraph be inserted as 5.3:-

Each school calendar should ensure that decisions are monitored on an ongoing basis.

After discussion and having heard both Sides, the Committee agreed that the following amendments/additions be made to the Working Time Arrangements for Teachers for Session 2006/2007 Advice for Schools/Services:-

- (i) under the heading 'Introduction' the word 'principal' in the first line of the second paragraph be amended to read 'principle';
- (ii) under the heading 'Class Contact Time and Cover Arrangements in Schools' the words 'Secondary Schools' at the beginning of paragraph 2.3 should be amended to read 'All educational establishments; and
- (iii) under the heading 'Collegiate Time', paragraph 4.10, the words 'on an annual basis' should be inserted at the end of the last sentence.
- (iv) In relation to Collegiate Time, the Sub-Group would meet to discuss the date to be inserted at the end of paragraph 4.5 on advice on management time to be reviewed, agreed and reissued by the LNCT and thereafter a report from the Sub-Group would be submitted to the meeting of the Committee to be held in September 2006 for approval.
- (v) in relation to Appendix 1 on Advice to Schools/Services that the following sentence be added to last paragraph:-
- 'The programmes for INSET days should reflect national/local/whole school and departmental stage priorities.'
- (vi) in relation to advice to Instrumental Music Service, the Committee agreed that they be amended as detailed in Appendix 1 to these Minutes;
- (vii) In relation to advice to Primary and Secondary Schools and to Services on Collegiate time, the Committee agreed that they be amended as detailed in Appendices 2 to 5 to these Minutes.

Thereafter, the Committee agreed that when approved, the aforementioned authority agreement would be signed by the Education Convener and by the Joint Secretaries, for issue to establishments.

### **DATE OF NEXT MEETING**

After discussion, the Committee agreed that the next meeting of the LNCT scheduled to be held on Tuesday 16 May 2006 be cancelled and rescheduled to be held on Tuesday 13 June 2006 at 2.00 p.m.

The meeting closed at 3.35 p.m.

**Music Instructors****Key elements of The Agreement**

It was agreed that from 1 August 2002 the working week for Music Instructors would continue to be 195 days, of which 190 days would coincide with the school year for pupils.

The working week shall be 35 hours. A maximum of 27.5 hours in any one week shall be devoted to pupil contact and a minimum of 2.5 hours shall be available for preparation, instrument maintenance, transposition and orchestration.

The remaining 5 hours shall be available to be used for an appropriate and agreed balance of the following activities:

- preparation of lessons
- preparation of reports/records etc.
- forward planning
- parental liaison (by appointment)
- staff meetings
- school/pupil performances
- rehearsing school musical ensembles
- instrument provision and maintenance
- rehearsing authority ensembles
- professional review and development]
- whole authority initiatives such as the NOF project
- continuing professional development

From August 2003 an additional contractual 35 hours was introduced as a maximum for all Music Instructors, to consist of an appropriate balance of personal professional development, attendance at courses, involvement in performances, recitals etc. The balance should be based on an assessment of individual need taking account of national priorities and should be carried out at an appropriate time and place. Every Music Instructor will have an annual plan agreed with his or her immediate manager.

Travelling time between schools, during the school day should be regarded as pupil contact time except during the midday break when the Instructor should have a personal break of not less than 40 minutes excluding travelling time.

**Application of the Agreement in West Dunbartonshire Council**

The detail of each Music Instructor's annual contract is negotiated on an individual basis between the employee and his or her immediate line manager, the Principal Teacher: Music Instructors. The results of this negotiation shall be set out of on a proforma (copy attached) to be signed by both parties and which then becomes the Instructor's contractual agreement on working time for the year. A fresh 35 hour week contractual agreement should be negotiated for each Instructor each year. (This is not to be confused with the Instructor's Contract of Employment as issued by the Personnel

section at the commencement of employment with the Council, and which sets out in full the basis of the employee's contract with West Dunbartonshire Council)

### The Allocation of Time

For guidance purposes, the breakdown of the working year shall be as follows:

<b>Total time available for school year</b>	<b>Hours</b>
<b>35 hour week x 39 week year</b>	<b>1365</b>

<b>Breakdown of available time</b>	<b>Hours</b>
Pupil contact(including travelling) 27.5 x 39	1072.5
Personal allowance ( 3.5 hours per week) 3.5 x 39	136.5
Collegiate Time (4 hours per week) 4 x 39	156.0
<b>Total</b>	<b>1365</b>

<b>Additional time ( Continuing Professional Development)</b>	<b>Hours</b>
35 hours in session 2006 - 2007	35

This sub-division of Instructors' time should form the basis of each Instructor's annual contract. Any departure from these allocations should be by agreement between the individual Instructor and the Principal Teacher: Music Instructors.

#### Notes:-

Pupil Contact Time includes formal pupil contact during the pupil's school day. It also includes travelling time during the day between one work location and another.

Personal Allowance, which for session 2006-2007 will be set at a minimum of 3.5 hours per week, will include, for example, the following activities: preparation; report writing; instrument maintenance; arranging; copying; completion of Records of Work.

Collegiate Time, to be spent on the activities outlined below, will total 156 hours in session 2006/2007, averaging 4 hours per week. By agreement between the individual Instructor and the Instrumental Co-ordinator it may be decided to vary the Instructor's commitment from week to week or from one part of the year to another.

Collegiate time will include the following:-

- Out of school hours rehearsals for school musical ensembles, school shows and authority concerts up to a maximum of 110 hours pro rata. Any rehearsal, concert or performance unless end-on to the school day and in the Instructor's current place of work will be assumed to include travelling time of 1 hour.
- A commitment to greater than the maximum time for rehearsals will entitle the Instructor to payment at the appropriate hourly rate for the additional hours, including 1 hour's travelling time per rehearsal. This must be by individual agreement with the Instrumental Co-ordinator.

- Parent Meetings.
- Professional Review and Developments (maximum 2 hours).
- Continuing Professional Development (CPD) – separate from the additional 35 hours' CPD.
- Additional supervised activity.

Entitlement to work at a time and place of the Instructor's own choosing: Certain of the activities which make up Personal Time and Collegiate Time will not require the Instructor to be present in the place of work. The Instructor will inform the appropriate line manager when checking out.

#### Annual contract and Record of Work

Each Instructor will keep a weekly Record of Work to show hours worked, locations and pupil's names, with a note or progress.

The attached proforma, to be completed by each Instructor on an annual basis and signed by the Instructor and Instrumental Co-ordinator, shall be regarded as the annual contractual agreement on working time between the Instructor and his/her employer.

**Advice to Primary Schools**

**Collegiate Time**

The table below outlines the use of 190 hours time. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

<b>Suggested Use of Collegiate hours from August 2006</b>		
Additional Preparation and Correction time	50 hours	
Parents' meetings	21 hours	3.5 hours for end on meetings and 5 hours for evening meetings.
Staff/Stage meetings to include curriculum development	20 hours	Agreed on a school by school basis.
Assessment and Reporting	60 hours	Agreed on a school by school basis.
Forward Planning	24 hours	
PRD	2 hours	Includes time for report writing and interview.
Tasks as specified in Annex D	10 hours	Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D
Trade Union meetings	3 hours	Outwith the school day.
<b>TOTAL</b>	<b>190 hours</b>	

Agreement should also be reached that if and when changes are required after the start of the session, staff will negotiate and agree these changes e.g. HMIE inspection/visit to school.

**Advice to Secondary Schools**

**Collegiate Time**

The table below outlines the use of 190 hours time. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

<b>Suggested Use of Collegiate hours from August 2006</b>		
Parents' meetings/Parental liaison by appointment	Up to a max of 30 hours	5 hours per meeting to include necessary preparation and correction time and travelling time.
Principal Teacher/Departmental/Staff Meetings	Up to 35 hours	Generally outwith the school day but where possible if timetable allows can be within the school day.
Assessment and Reporting/Additional Preparation and Correction Time	80 hours	Staff will prioritise their time for these tasks.
PRD	2 hours	Includes time for report writing and interview.
Tasks as specified in Annex D	40 hours	Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D
Subject business meetings (as applicable)	*6 hours (from 40 hours above)	3 per session to include travelling time. Time for these meetings to be taken from Annex D time.
Trade Unions meetings	3 hours	Outwith the school day.
<b>TOTAL</b>	<b>190 hours</b>	

Agreement should also be reached that if and when changes are required after the start of the session, staff will negotiate and agree these changes e.g. HMIE inspection/visit to school.

**Advice to Services**

**Additional support for Learning Team  
Collegiate Time**

The table below outlines the use of 190 hours time. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

<b>Suggested Use of Collegiate hours from August 2006</b>		
Parents' meetings	Up to a Max of 30 hours	5 hours for evening meetings with a max of 6 per year to include travelling time and preparation time.
Staff meetings/curriculum development meetings/Group meetings/Special Team meetings/Development of staff development	60 hours	Agreed on a team basis.
Assessment	30 hours	
PRD	2 hours	Includes time for report writing and interview.
Tasks as specified in Annex D	65 hours	Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D
Trade Union meetings	3 hours	Outwith the school day.
<b>TOTAL</b>	<b>190 hours</b>	

Travelling time for ADSL team members will be credited from within pupil contact time.

Agreement should also be reached that if and when changes are required after the start of the session, staff will negotiate and agree these changes e.g. HMIE inspection/visit to school.

**Advice to Services**

**Special Education Schools  
Collegiate Time**

The table below outlines the use of 190 hours time. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

<b>Suggested Use of Collegiate hours from August 2006</b>		
Parents' meetings	Up to a Max of 5 hours	
Staff/Stage/Development Planning/Curriculum Development/Departmental Meetings	40 to 50 hours	Agreed on a school basis.
PRD	2 hours	Includes time for report writing and interview.
Tasks as specified in Annex D	130 to 140 hours	Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D
Trade Union meetings	3 hours	Outwith the school day.
<b>TOTAL</b>	<b>190 hours</b>	

Agreement should also be reached that if and when changes are required after the start of the session staff will negotiate and agree these changes e.g. HMIE inspection/visit to school.

**Advice to Services**

**Early Intervention Team  
Collegiate Time**

The table below outlines the use of 190 hours time. Any balance of time not used for specified tasks are to be used at the professional discretion of teachers.

<b>Suggested Use of Collegiate hours from August 2006</b>		
Parents' meetings	Up to a Max of 21 hours	3.5 hours for end on meetings, 5 hours for evening meetings.
Staff/CPD Meetings/Curriculum Planning	51 hours	Agreed on a team basis.
PRD	2 hours	Includes time for report writing and interview.
Tasks as specified in Annex D	113 hours	Professional discretion of teacher. Staff will prioritise their time. Schools will discuss, negotiate and agree hours required for tasks listed in Annex D
Trade Union meetings	3 hours	Outwith the school day.
<b>TOTAL</b>	<b>190 hours</b>	

Travelling time for Early Intervention Team members to be credited from within pupil contact time.

Agreement should also be reached that if and when changes are required after the start of the session staff will negotiate and agree these changes e.g. HMIE inspection/visit to school.