

**WILTSHIRE COUNTY COUNCIL  
EDUCATION ADVISORY PANEL  
JOINT CONSULTATIVE COMMITTEE FOR TEACHERS**

HELD AT COUNTY HALL ON THURSDAY 20 MARCH 2003

Present:	Mrs S Denovan	Assistant Director Schools' Branch
	M Harrison	NUT
	B Knock	NUT
	Mrs S Owen	NUT
	M Short	ATL
	J Hawkins	ATL
	Mrs J Breen	ATL
	M Addleton	NASUWT
	J Hards	NASUWT
	T Sadler	NAHT
In attendance:	Mrs J Tagg	Head of Personnel (CEL)
	R Parker	Assistant Director (Resources & Improvement Branch)
	R Wolfson	Director (CEL)
	J Croft	Head of School Leadership & Achievement
	Mrs J Tubbs	Head of School Support
	Mrs J MacDonald	Recruitment Strategy Manager
		GWIST
	Mrs V Hayward	Head of Music Service

**01/03 Apologies:** M Trobe, I Phillips

**02/03 Minutes:**

M Harrison said that P5 33/02 School e-mail, para 8, needed amendment. J Hawkins had not intended that 'bad' advice led to problems but that 'specific' advice had done so.

P5 33/02, para 5, M Harrison asked that ATL and NAHT should be added to the list of addresses for each school.

P6 34/02, para 4, M Short pointed out that principal should be spelt 'principle' in this context and that the word 'selection' on line two should be removed as it was unnecessary.

P11 45/02, para 2, B Knock said that 'different four next term' should in fact read 'elections for four next time'.

45/02 cont – M Short asked that the first paragraph should be amended to read:

'M Short said that the Teachers' Panel of the TAC had been asked to nominate a representative to the Schools Forum. He understood the legal constraints but suggested that representatives of each professional association should have at least observer status.'

These changes were agreed and the minutes were then approved as being a correct record of the meeting held on 28 November 2002.

### **03/03 Matters Arising**

29/02 - M Harrison asked if the letter from Associations concerning UPS2 had been issued to schools as there were concerns over various issues relating to this item, especially the number of schools that had yet to select and agree who would proceed to UPS 2.

J Tagg confirmed that the letter had been issued to schools and that figures based on funding requests and instructions to change pay scale points did show that the majority of schools had completed their assessments. Obviously as funding requests had been made in advance of actual assessments if schools had received more funding than they were entitled to they would need to repay.

M Harrison was concerned that Centrally Employed Teachers would be judged on the basis of the criteria that had been disputed at the last JCC, and asked if the Associations' letter had been issued to this group of staff.

J Tagg said that some of the criteria had been changed as being not relevant in this context but confirmed that the Associations letter had not been drawn to managers attention.

30/02 – S Denovan asked if everyone had received an invitation to the Special Educational Needs Forum conference held in January.

M Short confirmed that this had happened and that it was a very well attended and worthwhile day. However, he was disappointed that Ms Hudson had said in her closing speech that further consultation would include WASSH and PHF. He had written to her to ask for a wider consultation to include the teachers' Professional Associations via the JCC. He had received a reply to indicate that this would be progressed.

S Denovan suggested that Ms Hudson should be invited to the next meeting to inform and discuss progress on the whole area of Special Needs Strategy.

***Action Point: A Hudson to be invited to next JCC re Special Needs Strategy.***

P3 – 31/02 Three Tier Review – J Hawkins asked if shortened application forms were now available and being sent out to applicants.

J Tagg confirmed that these forms had been sent to all the schools who had agreed to the ring fence. It had also been used for the GES applications.

M Harrison expressed concern over lack of notice for a recent surgery consultative meeting. He said this had caused some problems in availability for attendance by Professional Associations.

J Tagg explained that schools had been given various dates and had been asked to confirm which were suitable. Unfortunately the school concerned was not able to confirm until late in the day, and as she was unwilling to cancel, the meeting went ahead. However, all the schools had been reminded of the Professional Association assistance and contacts.

P5 – 33/02 – School E-mail – M Short said that he understood that electronic communication was the way forward and that there had been teething problems. However, in the past Heads dealt with the mass of papers that arrived at schools, with the advent of e-mail someone has to physically sort through and decide what to print off and copy. This may lead to essential information being overlooked.

S Denovan agreed that this was a cause for concern, and was not sure how to remedy the situation.

M Short thought that schools should be made aware of the importance of careful selection and checking of e-mails.

R Parker added that he was aware that Wiltshire was in the early stage of electronic communication, but would like to reassure that his previous authority had been through this process and that everything did eventually come together.

There was a short discussion over the need to continue to send large attachments in paper format to avoid overloading the system and the need to ensure that e-mails are copied to Heads as well as admin. staff.

P6 – 35/02 – Race Equality in Schools – S Denovan said that a meeting was held in February to address issues raised by R Woodroffe at the last JCC. Several issues were still unresolved and she would report back any progress to future meetings.

J Tagg confirmed that J Anderson –Hill would be chasing the issue of unknown ethnicity re schools staff.

P9 – 41/02 Redundancy Criteria – M Harrison said that County Secretaries had received notice of proposed possible redundancies at schools and were surprised at the numbers involved.

J Tagg confirmed that over 40 schools had started on redundancy consultation, as employment law meant that they needed to start process even though budgets had not been finalised. It was hoped that when budgets were known this would result in a reduction.

P11 – 45/02 – Schools Forum – M Short said that he had written to the Chair of this group to put across the case that all Associations should get observer status and had received a reply stating that anyone was welcome to attend to observe but not to take part. The constitution is to be reviewed in a year and it may be able to amend at that time for more involvement.

#### **04/03 Three Tier Review**

S Denovan welcomed R Wolfson to the meeting for this item.

R Wolfson confirmed that the Schools Organisation Board has agreed the move to two tier and that all Associations Representatives should have received notification of this. The Dorset proposal for Shaftesbury had gone to adjudication, Gillingham had been agreed.

T Lindsay had now been appointed as co-ordinator, initially part-time and full time from September. The Guaranteed Employment Scheme was in place and interviews had taken place for the first ring-fenced positions; one teaching appointment had been made.

Consultation surgeries had taken place in three of the middle schools with dates planned for the other two.

M Short said that the progress of the ring-fenced posts would be followed with great interest, and he asked if all schools had responded yet.

J Tagg said that most schools had now replied with just one definite 'no' so far.

R Wolfson commented that one ring-fenced advert had not received any applications, which was rather a surprise.

J Tagg felt that perhaps it was too early in the process and that staff were holding back until later stages.

R Wolfson said that the Guaranteed Employment Scheme would be most interesting and the signals so far indicated regular applications for this.

S Owen said that her school was in this process and wondered if there were other schools in the situation of not needing extra teachers.

R Wolfson replied that he had asked J Tagg and P Cooch to keep track of such schools to avoid redundancies in the future. It was not easy to merge but there were positive feelings that things are heading the right way. Some teachers were obviously waiting to see which way things go.

J Hawkins was very pleased with the Guaranteed Employment Scheme but thought that there had been rather short notice and that some employees would not have had time to apply.

J Tagg did not agree and stated that the advert had been placed in the 'at-risk' staff vacancy list for two weeks with a closing date of three weeks from the second appearance. She also confirmed that each middle school received the list in good time.

R Wolfson said that there would be other opportunities and everyone would be encouraged to take part in this process.

J Hawkins asked that letters on progress of the review process should be sent to Teachers as well as parents and Headteachers.

R Wolfson said that information would of course be issued to all staff including support staff.

M Short said that one of the most common questions raised during consultation was how many jobs would be available, and would more teachers be needed. He felt that some assurance was needed in this area.

R Wolfson said that actual numbers depended upon varying circumstances such as numbers on roll etc but that under the Guaranteed Employment Scheme if there were not jobs available immediately in the Three Tier schools employment would be made elsewhere. However, this scheme could not continue for an infinite period, as there were associated financial costs.

J Hawkins wished to state that he welcomed the appointment of a Co-Ordinator as he thought that there was a great need for this post. He felt that Personnel would be under a great deal of stress over the coming months due to the inevitable increase in workload. He asked if anything had been done to increase Personnel resources.

R Wolfson confirmed that he had acknowledged the provision of extra support but there would not be any guarantee that there would be one Personnel Officer as a contact. The most senior Personnel Officers were undertaking this work and it was J Tagg's decision how to deploy her staff.

J Tagg agreed that Z Letts and herself were the main contacts, this meant that the workload could be shared and therefore planned and provided for.

R Wolfson took the opportunity to update the meeting on the six-term year. He said that Wiltshire was still awaiting the decisions of neighbouring LEAs. Unfortunately it would appear that they may all be adopting different solutions apart from Swindon who would follow whatever Wiltshire did. Somerset and Gloucestershire looked likely to adopt the standard school year, Dorset and Avon the traditional three term year, Hampshire was consulting again. A meeting of LEA Directors/CEOs was due to take place shortly when it was hoped that more discussion could take place and the wider picture made known. He agreed that a national proposal was needed to avoid the difficulties currently being experienced.

S Denovan thanked R Wolfson for taking the time to attend this meeting to update on these items.

### **05/03 Capability Statistics**

J Tagg stated that she had brought updated statistics to the recent County Secretaries meeting and a request had been made to further analyse the 2000/2001 figures. However, due to the way these had been reported on there were a lot of gaps and the information was not very useful. She had been able to produce some figures without identifying the individuals concerned and these were circulated.

### **06/03 Exit Survey Results/Recruitment & Retention Issues**

S Denovan welcomed J MacDonald the Recruitment Strategy Manager from GWIST to the meeting for this item.

J MacDonald said that an exit survey had been sent to all who left the LEA as at 31 August 2002, and that 40% had been returned which was a good representative sample.

The report on this survey was not yet available but she was able to give some data.

43% left within the first two years of appointment, this figure dropped after the third year.

Resignations – reasons given indicated move to other LEAs and pursuing careers.

Quite a few stated that housing costs were an issue. When early retirement was the reason, workload was quoted as major contributory factor in decision to leave, as was lack of job satisfaction. It was interesting that pay was not mentioned as main reason for leaving.

A few stated moving away from area due to husband/partner's relocation etc.

The age profile of leavers showed the 50 – 55 age group, which may indicate early retirements, this would be backed up by recent GTC statistics.

It was interesting that when these results were put into the District Council areas, Kennet has less of a problem with Salisbury and North Wilts with a higher rate of leavers.

J Hards asked if geography was the problem, did Kennet have as many schools for instance?

J MacDonald said she had split the results in various ways and the result was the same.

There was a general discussion over the results and implications.

J MacDonald said she was able to release new information on the Starter Home Initiative Bid, which had been submitted by North Wilts and Swindon Borough Councils. This second round bid had been successful and fifteen £10,000 equity loans had been made available for key workers. All these had been taken up. North Wilts had allocated five homes under the DIY shared ownership scheme, with one of these being taken up by a teacher. This scheme worked on different criteria than the equity loans and was managed by the Sarsen Association. She was aware that there was some surplus capacity not taken up by Swindon under this scheme and she asked if Wiltshire would like GWIST to ask for this to be made available to Wiltshire.

S Denovan agreed that this was worth trying and asked J MacDondald to put in a bid and to explore options.

J MacDonald took the opportunity to update the Associations on enquiries for the Graduate Teacher Scheme. At a recent recruitment evening 120 people came forward to ask for details. This year GWIST had been able to arrange 90 places, which may cause some problems with tracking training etc but was excellent news for the profession.

***Action point: J Tagg to circulate the survey results to County Secretaries.***

S Denovan thanked J MacDonald for taking the time to attend the meeting and to provide such interesting information.

### **07/03 Facilities Budget**

S Denovan welcomed G Hiscocks to the meeting for this item.

M Harrison stated that there seemed to be a variety of different ways in which costs were charged to the Facilities Budget, and asked if there was a common procedure that could be used.

G Hiscocks said that it was not that easy, as not all schools bought Wiltshire Payroll Service and those that did not had to invoice for reimbursement of their costs, whereas

those that did could have costs reimbursed on production of authorisation by County Secretary concerned.

The advent of 'full-cash' schools meant that instead of being charged automatically to the facilities budget, Payroll had to deduct that cost from individual schools monthly deductions to reimburse them.

The new supply teachers payroll to be introduced in April would mean that automatic central charging would now be possible again.

Payroll Services were reluctant to ask for invoices for schools that bought their services as this was seen to be creating extra work for the school and may affect the buy-back of that service.

It was agreed that the invoicing system was the most effective both for users and for monitoring of expenses processed but that a consensus would have to be reached before changes could be made to the system.

S Denovan suggested that G Hiscocks should investigate the matter further and return to the next County Secretaries meeting for further discussion and thanked him for attending this meeting.

***Action Point: G Hiscocks to be invited to attend next County Secretaries meeting for this item.***

### **08/03 Remodelling**

J Tagg stated that this item had been discussed at the County Secretaries meeting and that since then the LEA had been doing some more work on this issue.

There would be three phases, starting with September 2003 when the contractual changes to teachers' contracts of employment would be made. The changes would be notified in the Terms and Conditions Document, which was not available yet.

The LEA was currently encouraging schools to undertake an audit of tasks that teachers currently undertake that would be carried out by other staff in the future.

It was hoped that there would be national models that schools could adopt re tasks for admin and support staff.

The role of Teaching Assistants was also to be looked at in this review. The Pathfinder Project addressed some of these issues and it was suggested that F Allen could be asked to the next JCC or TAC meeting (whichever was more appropriate) to report on her experience of this.

J Tagg said that the aim was to look at the issues that would be raised in phases two and three now and to be able to give guidance in good time to avoid last minute panic.

M Harrison asked if something would be going to schools re this.

J Tagg said at this stage just recommendation of audit of the 24 tasks mentioned in the DfES booklet.

J Hards said that he hoped that the thinking would look to the future, and that the shortage of new teachers coming into the service now could lead to a shortfall in the future when existing experienced teachers begin to retire.

J Tagg agreed that this was a very valid point to be borne in mind.

M Short said that he appreciated that the LEA never really knew whether to get involved or not and he was really pleased at this response.

J Breen agreed that it was good to see that the response was being awaited instead of just rushing in to make changes.

***Action Point: To ask if F Allen should be invited to JCC or TAC re Pathfinder Project experiences.***

### **09/03 Review of Intervention Strategy**

S Denovan welcomed J Tubbs to the meeting for this item.

J Tubbs stated that she was now Head of School Support and was carrying out a complete review of the Support & Challenge Programme. It was hoped that by 1 April 2003 there would be a clearer picture of where the LEA was in relation to schools performance with a new programme to meet the needs of Heads and the LEA.

The consultation process began at the beginning of February with all Primary and Secondary Heads, and this resulted in a good response which was much appreciated.

The overview of the responses was circulated to the meeting for information, and would be taken to the next meeting of the PHF. It was suggested that representatives should take this document away and take time to look at it.

J Tubbs said that the positive response indicated that all welcomed the consultation process and that there was concern that the LEA would not be able to recruit and meet the need for Advisers. The same questions had been asked at each meeting to give consistency in responses. Each cluster group has had a copy of the minutes of their meeting and each could have a full set if needed. The PHF group will have a complete copy of minutes and JCC representatives are welcome to have access to this.

J Tubbs gave a brief outline of the content of the overview. Schools want a more developed system of reporting with a full day to develop good practice. Common responses were the need for consistency in advice given by Advisers, with the aim to stop mixed messages and perhaps outside appointees being recruited to give a fresh outlook.

There were two more meetings to go and it was interesting to see the differences in the cluster groups. When all the consultation meetings have finished a new document will be produced to express the new support programme for schools, as required by the Ofsted report.

There was a short discussion concerning the resources available and the commitment to additional support. It was recognised that there would be a lot more work to do.

M Short said that he would welcome the move to constructive partnership and support. He noticed that there had been a lot of discussion about Headteachers but no mention of classroom teachers and the leadership group. There was an enormous task ahead to restore the trust and confidence for this group. He would have welcomed consultation with other groups to represent the 3000 + teachers and thought that this should have been addressed earlier.

J Tubbs said that from April all Heads would have the document for consultation for two terms. They could then take the opportunity to talk to staff.

A Sadler said that Heads must use it when it arrives in school and not put it to one side. There has to be informed discussion and consultation with staff in schools to get the most out of what is offered.

Many Heads would welcome the agenda being set from school, operating to discuss the school's agenda.

S Denovan thanked J Tubbs for attending this meeting and suggested that she should be invited to the next meeting to bring the finalised version for further discussion and agreement re implementation date.

***Action Point: J Tubbs to be invited to next JCC to update on this item***

### **10/03 Professional Development – Leadership Achievement update**

S Denovan welcomed J Croft to the meeting for this item.

J Croft said that the invitation to attend this meeting had prompted him to produce a revised Leadership Development Strategy document, this was now in draft format which he then circulated to the meeting for information.

He had recently visited the National College for School Leadership and the suggestion was that there should be an entitlement to contractual development throughout

everyone's career. The draft document showed just what was available for NVQH related activities and there were various stages for various levels from new entrants to established teachers.

There were a few key points that he wished to draw attention to, for example how GWIST can be useful in resolving availability of local training for colleagues in Wiltshire Schools by providing local based access. The use of networks for training – this had lapsed but needs to be reinstated. The web-based facilities for NPQH which has very good materials and is much more user friendly and interactive. The Headlamp programme for new heads which has funding availability for individual professional development, this is to be reviewed in September 2003 and will be much more targeted on needs analysis. Consultant teachers, yet to know what role these will have but will be using consultant heads to support the programme.

There was a short discussion over the national and local programmes and the importance of GWIST in this area.

J Croft circulated a data report on the Wiltshire Individual Child Information Database (WICID) for information. There was a discussion on how individual progress could be mapped and charted. The family grouping data should be available shortly to give access to data to see 'which schools do what'.

J Hawkins welcomed this data and asked if it would be possible to meet outside this meeting to discuss some parts.

J Croft agreed to do this.

S Denovan thanked J Croft for attending the meeting for this item and asked that he be invited to the next meeting to update on progress.

***Action Point: J Croft to be invited to next JCC for update on this item.***

### **11/03 Peri-Music Teachers**

S Denovan welcomed V Hayward, Head of the Music Service, to the meeting for this item.

V Hayward stated that she understood A Sadler had some concerns over the terms and conditions of employment of centrally employed peri-music teachers. She explained that there were 19 teachers employed in the music service on Teachers Pay and Conditions of employment and a further 48 freelance music teachers who provided tuition as and when required by schools. This enabled the service to provide level of flexibility for instruments/time/ and place. The freelance teachers were paid on three different rates according to qualifications and could move from lowest to highest with experience. All

staff were eligible to contribute to the superannuation scheme if they wished to do so and she was aware that several had taken this option.

A Sadler explained that his query related to a specific individual who he understood was not paying superannuation on peri-music teaching but did so on supply teaching.

J Tagg suggested that if a specific individual was concerned that A Sadler should give details to the Personnel Admin Section after this meeting who could then look into the matter.

A Sadler thanked V Hayward for responding to his query and also wished to state that his school had not used the music service for many years, but had 48 very satisfied pupils who were now benefiting from an excellent service provision.

S Denovan confirmed that a review of the music service was in progress, which would address issues such as rates of pay and contracts of employment. She thanked V Hayward for taking time to attend the meeting.

### **12/03 Health & Safety Executive**

S Denovan said that P Collyer was unable to attend this meeting but had sent a briefing note on this issue.

The LEA had been served a notice from the Health & Safety Executive for 'inadequate policy for organisational elements'. Nine schools had been visited during a recent inspection and there appeared to be uncertainties over specific roles within the organisation ie governors, heads etc.

An action plan would be needed to put into place to amend the uncertainties of school staff over the correct procedures. The absence of a robust means of holding people to account had led to confusion over maintenance responsibilities. The routes of information from the LEA to the Schools and the responsibility for contractors on site also raised concerns.

The LEA has until the end of July 2003 to show that plans are in place to address these issues. The Health & Safety Forum is involved in doing this and R Parker will also be involved.

It was agreed that a briefing on the situation would be brought to the next JCC.

***Action Point: This item to be on agenda for July JCC.***

### **13/03 Any Other Urgent Business**

M Harrison asked if the national changes to maternity provisions had been applied locally.

J Tagg confirmed that the statutory changes had been actioned for support staff, but there was still national consultation on going for teachers. Until this was resolved the minimum entitlement would be paid.

S Denovan said that this was her last meeting as Chair and thanked everyone for their co-operation over the last few years since she took over from J Palmer. R Parker would take over as Chair from 1 April and she wished him well in this role. She hoped that her links would continue perhaps as a guest speaker in the future.

As there were no further items to discuss the meeting then closed.

Mar03JCCmins.SJB  
2.4.03