



Joint Consultative Committee Meeting

MINUTES

Held on Wednesday 13th February 2019 at 1.00pm
at Lambourne Primary School, 36 Hoe Lane, Abridge, RM4 1AU

In attendance:	
<u>Union Representatives</u>	<u>Trust</u>
Murray Sackwild: NEU	Peter Tidmarsh: CEO
Joe Ledgerton: GMB	Colin Hooker: Essex HR
Jackie Scannell: NASUWT (Essex)	Elisabeth Nunn: Clerk
Hazel Corby: Unison (Essex)	
Steven Sondhi: NASUWT (National)	

The meeting started at 1.06pm.

		ACTION
1	Welcome, apologies and reasons for absence There were apologies for absence from Cherry Locke (Voice), Kudsia Batool (NASUWT), Jeff Fair (NEU) and Tula Smith (Essex HR). Essex HR Manager Mr Hooker attended in Mrs Smith's place.	
2	AOB requests for an end-of-meeting consideration a) Attendance at and membership of meetings.	
3	To note and approve the Minutes of the last meeting on 16th October 2018 The Minutes of the meeting on October 16 th 2018 were approved. Matters Arising a) <u>Agenda item 3: Trade Union Recognition and Facilities Agreement</u> : It was noted that no comments had been received by the CEO from the NASUWT national reps. It was confirmed that Mrs Batool had sent a copy of the TUC Academies Model Agreement to the CEO. b) <u>Agenda item 5c: Facilities fund payment</u> : It was noted that the facilities payment had still not been collected by Essex. A discussion was held about this delay and it was noted that it is expected to be collected soon. c) <u>Agenda item 6: Pay Policy</u> : It was noted that the Clerk had sent a copy of the Trust's Pay Policy to the NASUWT reps. Mr Sondhi reported that he will send comments to the Clerk.	Mr Sondhi to send comments on Pay Policy to the Clerk
4	To receive an update on the Trust from the CEO Mr Tidmarsh gave a verbal update: a) <u>HR matters</u> : Mr Tidmarsh reported that casework continues in schools and there are currently no restructuring plans. b) <u>New member schools</u> : It was noted that High Beech Primary joined the Trust on January 1 st 2019 taking the total membership to 15 primary schools. c) <u>Associate membership</u> : The Trust continues to have a fluid service level agreement with three associate member schools. The Trust is also supporting a local, vulnerable school. d) <u>An update on the recent financial Audits</u> : The Trust underwent two financial audits in the autumn term. The first was the audit of the Trust's annual accounts (April 2018-August 2018) by Haslers; the second was the DfE's Financial Management and Governance Audit. Mr Tidmarsh was pleased to report that both had very positive outcomes. He added that he attended a meeting with the DfE on 30 th January 2019; this is an annual event for all Trusts. e) <u>To note the appointment of two substantive Headteachers</u> : It was noted that substantive Headteachers have been appointed for St John's Primary, Buckhurst Hill and Alderton Junior School, Loughton. f) <u>To note the recent Ofsted inspection of the SCITT</u> : Mr Tidmarsh was delighted to report that the	

	<p>Trust's SCITT received a judgement of 'outstanding' in its recent Ofsted inspection.</p> <p>g) <u>Teaching and Leadership Development Programme</u>: The CEO reported that the Trust wants to invest in its staff and also improve recruitment and retention. He tabled a document which detailed the Trust's Teaching and Leadership Development Programme which is aimed at teaching staff. This programme had been discussed with staff at a Trust-wide Inset day on October 19th. Mr Tidmarsh added that he is also working on developing a similar programme for support staff.</p> <p>The various programmes available to teaching staff were noted and the different pathways for staff progression were discussed. Mr Sondhi agreed to discuss with the CEO the 'valued worker scheme which is being promoted jointly by a number of unions.</p> <p>The CEO also reported that the Trust is in talks with local letting companies regarding the possibility of facilitating accommodation for staff.</p>	<p>Mr Sondhi to send CEO details of 'valued worker scheme'</p>
<p>5</p>	<p>To receive an update on the Trust's Health and Safety Scheme and Structure</p> <p>Mr Tidmarsh reported that before the Trust sets up a Health and Safety Committee, it wants to employ a medium-sized surveying company to lead on health and safety issues across all schools. The Trust will go out to tender to local surveying companies after half term. The appointed company will review the schools' suitability condition surveys, undertaken previously by the LA and DfE, and collate the items which need addressing. It was noted that the Trust has been granted approximately £500,000 by the Government from its School Condition Allocation Fund.</p> <p>Mr Tidmarsh reported that the surveyors would have an overview of the schools' estates and reduce the current workload of the Headteachers who are undertaking this task. They will work closely with the site managers. Mr Tidmarsh hopes the surveyors will be in place by the summer term.</p> <p>Mrs Scannell reminded the CEO that schools should be electing Health and Safety reps from their union members to work towards ensuring compliance and the setting up of the Health and Safety Committee. Each union will provide its school reps with relevant training. Mr Tidmarsh agreed to follow this up with the staff union reps in the schools.</p> <p><u>Compliance</u>: The CEO also reported that all the schools are using a compliance tracker from The Key which provides the Trust with an overview of where each school stands in terms of compliance in eight areas. This term, all schools have been focusing on three areas of compliance: Health and Safety, safeguarding and the website.</p>	<p>CEO to discuss staff H & S union reps with schools</p>
<p>6</p>	<p>Accident Reporting</p> <p><u>To discuss the Trust's current procedure for reporting accidents while the Health and Safety Committee is not in existence</u>: This was discussed in part under agenda item 5. The Trust's Accident/Incident Reporting and Investigation Procedure was noted and will be reviewed further by the unions (see agenda item 10).</p>	
<p>7</p>	<p>To discuss the workload of all staff</p> <p>Mr Tidmarsh reported that all staff meet up and collaborate within their individual groups; the only group who have yet to come together are the site managers.</p> <p>The CEO explained that the Trust wants its schools to retain autonomy, but to collaborate with each other in a bid to reduce workload; an example of this could be teacher planning. Mr Tidmarsh added that the Trust wants to invest in its staff and their wellbeing and, to this end, all schools have been allocated a sixth inset day which is planned for the Friday before the October half term break. All staff will meet on this day, allowing schools to use one of their remaining five insets as a day for valuing their staff.</p> <p>A discussion was held about the various workshops being offered by the unions (Unison, NASUWT and NEU) around using social media, managing stress, bullying at work, confidence building as well as other issues. It was agreed that details of these will be sent to the CEO by the union reps.</p> <p>It was also noted that the CEO is currently investigating the DfE workload toolkit.</p>	<p>Union reps to send details of workshops to CEO</p>

8	<p>To note the pay structure of the support staff</p> <p>It was noted that the Trust is awaiting an update on support staff pay and that there is a briefing to be held on March 6th. Mr Tidmarsh was advised by the union reps to adopt the recommendations being made by Essex.</p>			
9	<p>To discuss gender/equal pay</p> <p>It was noted that the Trust is to report on its gender pay gap in April; the Vine Trust in Chelmsford has shared its proforma with the CEO.</p>			
10	<p>Policies</p> <p>A number of policies had been circulated to the union reps in advance of the meeting. These were: <i>(already approved by the Trust Board)</i>:</p> <ul style="list-style-type: none"> Gifts and Hospitality Procurement Anti-Fraud, Corruption and Bribery Pay Policy Whistleblowing <p><i>(currently under review by the Trust)</i>:</p> <ul style="list-style-type: none"> Sickness Management Accident/Incident Reporting and Investigation Procedure Performance Management Grievance Leave of Absence Capability Financial Reserves Policy Disposal and Write-Off of Stock Code of Conduct Discipline/Dismissal <p>The union reps stressed that while the unions have had sight of these policies, they have not necessarily agreed them.</p> <p>After discussion, it was agreed that the Clerk will recirculate the HR policies (which are currently being reviewed by the Trust) in a Word document format so that the union reps can recommend any changes. These recommendations are to be sent back to the Clerk by March 7th.</p>	<p>Recommended changes to Policies to be sent to Clerk by March 7th</p>		
11	<p>To receive any discussion points from the Unions</p> <p>A general discussion was held about how schools could celebrate their support staff. Mrs Corby reported on the Stars in Our Schools scheme; she will send information to the CEO. It was also suggested that all Trust schools should pay their support staff to attend one Inset day a year.</p>	<p>Mrs Corby to send CEO information about Stars in Our Schools</p>		
12	<p>To agree future Agenda items</p> <p>It was agreed that the existing agenda items were relevant and working well with Policy Review a termly item.</p>			
13	<p>Future meetings</p> <p>The following meeting date was noted:</p> <table border="1" data-bbox="167 1749 1295 1787"> <tr> <td data-bbox="167 1749 555 1787">Wednesday 22nd May 2019</td> <td data-bbox="555 1749 1295 1787">12.00noon for Unions' pre-meeting; 1.00pm JCC meeting</td> </tr> </table>	Wednesday 22 nd May 2019	12.00noon for Unions' pre-meeting; 1.00pm JCC meeting	
Wednesday 22 nd May 2019	12.00noon for Unions' pre-meeting; 1.00pm JCC meeting			
14	<p>AOB</p> <p><u>Attendance at and membership of meetings</u>: A discussion was held about the membership and attendance of the JCC meetings: it was confirmed that there should be a maximum of two members from each union.</p>			
	<p>The meeting ended at 2.10pm.</p>			