



Joint Consultative Committee Meeting

MINUTES

Held on Tuesday 16th October 2018 at 2.00pm
at Lambourne Primary School, 36 Hoe Lane, Abridge, RM4 1AU

In attendance:	
<u>Union Representatives</u>	<u>Trust</u>
Jeff Fair: NEU (ATL)	Peter Tidmarsh: CEO
Trevor Trout: NEU (NUT)	Tula Smith: Essex HR
Jackie Scannell: NASUWT (Essex)	Elisabeth Nunn: Clerk to the Trustees
Hazel Corby: Unison (Essex)	
Steven Sondhi: NASUWT (National)	
Kudsia Batool: NASUWT (National)	

The meeting started at 2.00pm.

	ACTION
<p>1 Welcome, apologies and reasons for absence There were apologies for absence from Noel Glover (NAHT), Nicholas Binder (ASCL), Cherry Locke (Voice), Simon Smith (Voice), Murray Sackwild (NEU) and Mark Holland (GMB).</p> <p>The Trust's CEO, Mr Tidmarsh, gave a verbal report on the MAT. The following was noted:</p> <ul style="list-style-type: none"> • There are 14 member schools in the MAT plus one further school which is in process of converting, High Beech. These schools were all part of the local Epping Forest Consortium which worked together for over 20 years. • The schools converted to academies in three waves: on April 1st 2018, July 1st 2018 and September 1st 2018. • The MAT has three Associate Member schools. <p>Unions asked: Q: Are the three Associate Member schools going to join the Trust formally? A: (CEO) They will potentially join in two years' time. A: (Mrs Smith) All schools have worked together collaboratively as part of the Epping Forest Consortium and have all chosen to form the Trust. There are regular Headteacher meetings set throughout the academic year. All Finance/Admin staff meet regularly sharing information, supporting the development across the Trust.</p>	
<p>2 AOB requests for an end-of-meeting consideration There were none.</p>	
<p>3 To discuss and approve the Trade Union Recognition Agreement A discussion was held about the previously circulated document and the following changes were made:</p> <ol style="list-style-type: none"> a) The title should be changed to The Epping Forest Schools Partnership Trust Trade Union Recognition and Facilities Agreement. b) Section 5 should read: <i>The Trust recognises the following trade unions: Unison, GMB and Unite for support staff and NEU, NASUWT, NAHT, ASCL and Voice for teaching staff.</i> c) Section 7 should also include a bullet point to read: <i>The pay structure appropriate for the JCC.</i> d) In Section B: Facilities Agreement/Facilities, the following bullet point needs to be added: <i>The Trust will provide the following facilities to trade union representatives: Secure storage.</i> e) On page 5, Time Off: edit the typo in the final sentence to read: 'or' national representatives. 	

	<p>The Agreement makes reference throughout to the Health and Safety Committee; JCC members noted this has not yet been established. A discussion was held about its membership and it was noted that the schools' health and safety reps could sit on this committee, or even external health and safety reps, alongside the Trust's Health and Safety Officer.</p> <p>The NASUWT National reps had not seen the previously circulated document, but agreed to send their comments to the CEO after the meeting. They commented that the Trust could have made use of the TUC Academies Model Agreement and this was also sent to the CEO following the meeting by Mrs Batool.</p>	<p>NASUWT reps to send comments to CEO</p>
<p>4</p>	<p>To discuss and approve the Terms of Reference and future membership</p> <p>The draft Terms of Reference had been previously circulated and were discussed:</p> <ul style="list-style-type: none"> a) <u>Point 6</u>: It was agreed that the Unions can send two representatives each to the JCC meetings (this representation would be by local reps unless there was an issue that would engage a national rep); while the Trust has a maximum membership of four. b) <u>Point 10</u>: It was agreed that paperwork should be circulated 10 working days in advance of the meetings. It was also agreed that Trust-wide policies will be sent to the union representatives at the same time as they are circulated to schools for review (see agenda item 7). c) <u>Point 12</u>: The following was agreed: <i>The quorum for all meetings shall be a minimum of two unions and two members of the Trust.</i> d) It was agreed that a point 14 be added to the Terms: <i>14. Facilities for a pre-meeting shall be provided for the union representatives, if needed.</i> 	
<p>5</p>	<p>To receive an update from the Trust on areas listed in Agreement</p> <ul style="list-style-type: none"> a) <u>A report on schools that are considering joining the Trust</u>: This was discussed under agenda item 1. b) <u>HR update</u>: Mrs Smith from Essex HR introduced herself: she is a Senior HR Consultant for EES HR for schools, has been the link to all 14 schools prior to transferring to the Trust and will continue to be the Senior Link and Trust HR Adviser. She will be supporting schools with all aspects of HR, particularly complex case work, restructures and TUPE Transfers. The schools will also have a second link, Veronica Flynn HR Consultant from EES HR for schools, who will continue to support schools on the first stages of case work such as sickness and performance capability. Mrs Smith confirmed casework continues in schools, but there are no restructuring plans at the moment. She is also working with the Trust to review HR development in the schools. c) <u>To discuss the facilities fund payment</u>: It was noted that facilities payments is £1.00 per pupil which equals 4080 pupils (when including the 15th school, High Beech). A discussion was held about the Trust making this payment and it was agreed that Mrs Scannell and Mr Fair will discuss this with Yannick Stupples-Whyley at Essex. d) <u>Trust Central Team</u>: Mr Tidmarsh reported that he produces a weekly update which he will ensure is mailed to the union representatives; he noted that the NASUWT national reps would prefer not to be included in this mailing. <p>Mr Tidmarsh explained that the MAT has a very lean central staffing team which operates within and is funded by the old top-slice of 2.5%. He explained that the team consists of a CEO (full-time), a CFO (full-time), admin (16 hours a week) and Company Secretary (10 hours a week). The Trust is recruiting a Finance Officer (25 hours a week) to support schools and ensure compliance with the financial regulations.</p>	<p>CEO to send weekly mailing to union reps</p>
<p>6</p>	<p>To note the Trust's Pay Policy</p> <p>The Clerk agreed to forward a copy of the policy to the national NASUWT reps after the meeting. Mrs Batool and Mr Sondhi will send their comments to the CEO.</p> <p>The unions asked: Q: What is the 11-point Main Pay Range? A: (CEO) The former Epping Forest Consortium created this 11-point range to allow more flexibility to Headteachers. The minimum and maximum pay scale remains the same. It allows for schools to award</p>	<p>Clerk to send Pay Policy to NASUWT reps</p>

	<p>two points for fully meeting performance objectives and one point for a partial meeting of the performance management criteria. We have only ever used this in a positive way.</p> <p>The unions felt that, although this was written into the Pay Policy under 6.2, it needed to be defined better. The CEO agreed to look into this.</p> <p>A discussion was held about 3.3.3 and the use of the word 'discretionary': <i>'The values of all other allowances are discretionary and will not increase other than where a re-determination of the value is deemed appropriate due to a change in the nature of the associated responsibilities or duties.'</i></p> <p>The unions stressed that it is rational and logical for everybody to receive an increase. It was agreed that the Trust Board will look into this further.</p> <p>A discussion was held about the MAT's agreed pay awards: 3.5% for Main Pay Range; 2% for Upper Pay Range and 1.5% for Leadership. It was noted that 3.5% will be offered across the board to Main Pay Range teachers. Mr Tidmarsh reported that he had benchmarked this decision against other Trusts. The unions pointed out that some Trusts are also offering 3.5% across the board to Leadership and Upper Pay Range teachers.</p> <p>Q: What is the Trust's approach to pay regarding teachers who join the MAT from outside and are on Upper Pay Range 3? Will they be kept on that level? A: (CEO) We have the scope to have flexibility, but as a norm we would expect to continue to pay them at that level.</p> <p>Q: What is the policy for staff movement within the Trust? A: (CEO) Staff may be asked to move within the Trust schools, but will do so only with their agreement. We have to remember that our schools have chosen to join the Trust and collaborate. A: (Mrs Smith) For new employees, there will be a general clause in their contract to say there will be an expectation that they may need to move to another school, but again this will be done only with their agreement.</p>	<p>CEO to look at wording of 6.2 and 3.3.3</p>
<p>7</p>	<p>Policies</p> <p>The CEO explained that the Trust Board reviews six policies each half term. It was agreed that these policies will be circulated to the unions at the same time as they go to the schools for review. With regards to Essex HR policies, the Trust noted that the unions had been consulted on them but that they had not necessarily been agreed by them. The Clerk agreed to circulate the following policies which have been agreed by the Board of Trustees:</p> <p>Accounting Complaints Financial Regulations Commercial Cards Child Protection (The unions had already received and discussed the Pay Policy.)</p> <p>The seven policies for review in the second half of the autumn term are:</p> <p>Anti-Fraud and Corruption Whistleblowing Sickness Accident/Incident Reporting and Investigation Procedure Procurement Gifts and Hospitality Performance Management</p>	<p>Clerk to circulate policies to union reps</p>
<p>8</p>	<p>To receive any discussion points from the Unions There were none.</p>	
<p>9</p>	<p>To agree standard Agenda items for future meetings The following standing items were agreed:</p> <ul style="list-style-type: none"> • Update on the Trust as schools join. 	

	<ul style="list-style-type: none"> • Policies. • Health and Safety: to receive an update on the relevant scheme and structure. • Accident Reporting while Health and Safety Committee is not in existence. • Workload of teachers. • Pay structure of support staff. • Gender/equal pay discussions. 					
10	<p>To agree dates for future meetings and any other procedural/protocol issues The following dates were agreed:</p> <table border="1"> <tr> <td>Wednesday 13th February 2019</td> <td>12.00noon for Unions' pre-meeting; 1.00pm JCC meeting</td> </tr> <tr> <td>Wednesday 22nd May 2019</td> <td>12.00noon for Unions' pre-meeting; 1.00pm JCC meeting</td> </tr> </table> <p>Venue to be agreed.</p>	Wednesday 13 th February 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	
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11	<p>AOB There was none.</p>					
	The meeting ended at 3.00pm.					