



Joint Consultative Committee Meeting

MINUTES

Held on Wednesday 22nd May 2019 at 1.00pm
at Lambourne Primary School, 36 Hoe Lane, Abridge, RM4 1AU

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

The meeting started at 1.00pm.

		ACTION
1	<p>Welcome, apologies and reasons for absence There were apologies for absence from Noel Glover (NAHT), Peter Wermther (NASUWT), Mark Holland (GMB) and Murray Sackwild (NEU).</p>	
2	<p>AOB requests for an end-of-meeting consideration There were none.</p>	
3	<p>To note and approve the Minutes of the last meeting on February 13th 2019 The Minutes of the last meeting on February 13th 2019 were approved.</p> <p>Matters Arising</p> <p>a) <u>Agenda item 5c: Facilities fund payment</u>: The CEO was delighted to report that the facilities fund payment had finally been collected by Essex.</p> <p>b) <u>Agenda item 4g</u>: It was noted that Mr Sondhi has sent details of the valued worker scheme to the CEO. Mr Tidmarsh has subsequently circulated this information to all schools via the Trust's weekly update. (See also agenda item 9.)</p> <p>c) <u>Agenda item 9: To discuss gender/equal pay</u>: It was noted that the Trust did not have to submit any data for 2018/2019; it is, however, already starting to collate the data for 2019/2020.</p>	
4	<p>To receive an update on the Trust from the CEO Mr Tidmarsh gave a verbal update and tabled a printed PowerPoint presentation. The following, in particular, was discussed and noted:</p> <p>a) <u>Headteacher recruitment</u>: Three Headteachers are retiring from the Trust schools at the end of the summer term and another is leaving to work for a school closer to their home:</p> <ol style="list-style-type: none"> I. Jonathan Furness, the current Headteacher at Ivy Chimneys Primary, has been appointed as Headteacher of St John's Primary in Buckhurst Hill. II. Rebecca Sigston, current Deputy Headteacher at Ivy Chimneys, has been appointed as Headteacher from September. III. Tina Kearney has been appointed as Headteacher of Oak View Special School (currently the Deputy Headteacher of St John's RC Special School in Woodford). IV. Sharon Dalby is retiring as Headteacher of Alderton Infant. As her resignation was received very close to the deadline date, the Trust has appointed the current Deputy Headteacher, Tara Bristow, to be Acting Head for a year. This will allow the Trust time to consult with Alderton Infant and Alderton Junior School regarding the future options for both schools and the joint school site. A public consultation will follow. A report will be produced by a working party to 	

	<p>be discussed by Trustees in December.</p> <p>V. Steve Hale is retiring from Chigwell Row Infant at the end of the summer term. Following discussions with Governors, the Trust has appointed class teacher Amy Dowling to be Head of School, while continuing to have responsibility for a class; she will be supported by the Trust's Local Leaders of Education in her new leadership role.</p> <p>VI. Buckhurst Hill Primary has asked to join the Trust; the consultation period ended on 21st May and the school's Interim Executive Board will decide on 24th May if the school is to join the Trust. It was noted that the Trust has almost completed its due diligence process. It is anticipated that the school will make an application to the DfE in June for a conversion date in early autumn. The TUPE meeting has been scheduled for July 4th. Mr Tidmarsh will keep the unions updated.</p> <p>b) <u>Support Staff Career Path</u>: The CEO reported that the Trust wants to continue to invest in its support staff despite increasingly tight budgets. A draft document, outlining the career paths for members of support staff, was discussed; this has also been presented to Headteachers. Mr Tidmarsh reported that a working party, including support staff representatives from all schools, is being set up to discuss the document further.</p> <p>The Union reps thanked Mr Tidmarsh for his report and welcomed the Trust's approach.</p> <p>c) <u>Trust strategic plan</u>: The Trust's strategic plan was discussed; it was noted that the Teaching School, SCITT, vulnerable children hub (FaCSS) and Oak View Special School are the driving force behind the plan which was presented to the Local Governing Bodies in April for review. It was also noted that people development is a key focus for the Trust. The following was discussed:</p> <ul style="list-style-type: none"> • <u>SCITT</u>: It was noted that the Trust has appointed a Deputy Director of the SCITT who will be tasked with accessing apprenticeship levy funds. Mr Tidmarsh reported that this money could be used to pay the salary of some of the SCITT students who may be placed in some of the more vulnerable Trust schools. The Trust also wants to improve recruitment and retention by expanding the SCITT. • <u>FaCSS</u>: The Trust is providing additional training for the family support worker to increase the work being carried out with families across the Trust. • <u>Inclusion</u>: The Trust is carrying out an audit of the EHC plans across its schools in a bid to understand the pupils' significant needs; this audit will help the Trust to 'blur the lines' between special and mainstream schools. <p>d) <u>Academic data collection</u>: It was noted that all year 2 and year 6 pupils across the Trust will be sitting standardised tests in January 2020 and again in March; this is to allow the Trust to analyse how some schools are achieving accelerated progress in this time period. The Unions asked: Q: Will the teachers be given time out of class to mark these standardised tests for years 2 and 6? A: (Mr Tidmarsh) Yes. These tests have to be marked well and analysed if they are to be useful.</p> <p>e) <u>Non-academic data</u>: It was noted that the Trust is to compile data on the 'whole child' in relation to, for example, attendance, clubs, well-being and music participation. The Unions asked: Q: Is there any expectation for teachers to have to run these clubs? A: (Mr Tidmarsh) There is no expectation at all for teachers and support staff. There is no direction from the Trust to schools on how they should be running clubs.</p> <p>Mr Tidmarsh agreed to share this data with the JCC once it has been compiled.</p> <p>The Clerk will circulate the CEO's PowerPoint presentation with the draft Minutes.</p>	<p>CEO to share data with JCC: Summer 2020</p> <p>Clerk to circulate PowerPoint</p>
5	<p>To receive an update on the Trust's Health and Safety processes</p> <p>a) <u>The appointment of a Trust surveyor</u>: Mr Tidmarsh reported that the Trust is in the process of appointing a surveyor. He explained that the original purpose was to appoint a property management consultant who would be involved in the development of health and safety as well as developing the site managers into a team. However, following the initial interviews with some of the short-listed companies, the Trust has decided to issue a reduced tender document to focus on the cost of surveying the schools. Mr Tidmarsh hopes a surveyor will be appointed and in place by June.</p>	

	<p>A discussion was held about employing a health and safety consultant to work with the Trust; Mr Tidmarsh is to liaise with the Vine Trust to see how they have approached this.</p> <p>Mr Tidmarsh also reported on the Trust's use of The Key in terms of compliance in 8 areas such as safeguarding, GDPR and health and safety. It was noted that there needs to be external validation of the information being entered by the schools. Mr Tidmarsh reported that the aim of this exercise is to reduce the workload of the Headteachers in the long-term.</p> <p>b) <u>The election of schools' health and safety union reps</u>: Mr Tidmarsh reported that this will be discussed further once the surveyor has been appointed.</p>	<p>CEO to liaise with Vine Trust</p> <p>JCC agenda item autumn term</p>						
6	<p>To discuss the workshops on offer to staff by the Unions</p> <p>It was noted that information on the various workshops and Stars in our Schools events had been sent to the CEO by UNISON. This information had been circulated to schools via the Trust's weekly update. Mr Tidmarsh agreed to send this out again at regular intervals.</p> <p>The NASUWT and NEU union reps also agreed to let the CEO have details of their workshop events for 2019/2020.</p>	<p>CEO to resend workshops info to schools</p> <p>NASUWT/NEU to send CEO workshops info</p>						
7	<p>An update on the pay structure of the support staff</p> <p>Mr Tidmarsh reported that all schools within the Trust have completed stage 1 of the changes to the support staff pay structure. Stage 2 will be looked at by the schools in the autumn term and will be completed by March 31st 2020.</p>							
8	<p>Policies</p> <p>a) Mr Sondhi agreed to send the Clerk suggested amendments from the NASUWT on the Redundancy and Restructuring Procedure.</p> <p>b) Mrs Scannell agreed to send the Clerk suggested wording for insertion into the draft Health and Safety Policy which will be reviewed by the Unions once the Trust surveyor is in post.</p> <p>The Clerk agreed to circulate the Trust's policy matrix.</p>	<p>Mr Sondhi to send policy changes to Clerk</p> <p>Mrs Scannell to send suggested policy wording</p> <p>Clerk to circulate policy matrix</p>						
9	<p>To receive any discussion points from the Unions</p> <p>Mr Sondhi agreed to put the CEO in touch with Stem 4, an organisation that the NASUWT is currently working with in regard to workshops/sessions for mental health and well-being. Mr Tidmarsh welcomed this information as he reported that the Trust would like to provide a counselling service to support, in the first instance, the schools' leadership teams. A discussion was also held about Mr Sondhi's suggestion of an employee benefits programme; Mr Sondhi will send the CEO further information.</p>	<p>Mr Sondhi to send CEO info on workshops and employee benefits programme</p>						
10	<p>To agree future Agenda items</p> <p>It was agreed that the existing agenda items were relevant and working well.</p>							
11	<p>Future meetings</p> <p>The following meeting dates for 2019/2020 were agreed:</p> <table border="1" data-bbox="165 1711 1295 1816"> <tr> <td>Wednesday 6th November 2019</td> <td>12.00noon for Unions' pre-meeting; 1.00pm JCC meeting</td> </tr> <tr> <td>Wednesday 26th February 2020</td> <td>12.00noon for Unions' pre-meeting; 1.00pm JCC meeting</td> </tr> <tr> <td>Wednesday 20th May 2020</td> <td>12.00noon for Unions' pre-meeting; 1.00pm JCC meeting</td> </tr> </table>	Wednesday 6 th November 2019	12.00noon for Unions' pre-meeting; 1.00pm JCC meeting	Wednesday 26 th February 2020	12.00noon for Unions' pre-meeting; 1.00pm JCC meeting	Wednesday 20 th May 2020	12.00noon for Unions' pre-meeting; 1.00pm JCC meeting	
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12	<p>AOB</p> <p>There was none, although it was agreed that the Clerk will circulate an electronic copy of the Trade Union Recognition and Facilities Agreement to all Unions for signing and returning.</p> <p>The meeting ended at 1.55pm.</p>	<p>Clerk to send recognition agreement to all</p>						