



Union Reps Group Meeting

Meeting Thursday 22nd June 2023 @2.15pm FTZ Library

Present

Chair - Fiona Hammans (CEO)
 Michele Canning (NEU) via TEAMS
 Ben Harrison (NASUWT) via TEAMS
 Michaele Philbin (NEU)
 Andrew Walker (NEU) via TEAMS
 Dan Whitley (NASUWT)
 Debbie Brooks – taking notes

Apologies

Tracey Miles (Unison)
 Hannah Johnson (NEU)

Copies Heads, SB, ZB.

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| 1 | Welcome and apologies |
| | All were welcomed to the group and introductions made. Apologies were noted from HJ and TM. |
| 2 | Minutes and matters arising from 30th March 2023 |
| | <p>2.2.7 Directed time/calendar</p> <ul style="list-style-type: none"> CEO has spoken to the Headteachers about electronic calendars which could be read by all but only written on by a few – this should be in place for September where schools choose. Directed time for training should be on next academic year's calendar for both secondary schools. <p>Action: <u>Reps to check with Headteachers how many hours training will be allocated.</u></p> <p>2.4 Disability Confident</p> <ul style="list-style-type: none"> This group suggested that discussions were held with colleagues who have long term health conditions or disabilities. One colleague came forward and a very useful discussion was held regarding disability across the Trust. The outcome of discussions is that a volunteer is to be sought to become a disability confident champion for the Trust working across the schools. The role will involve listening to colleagues who have long term health conditions or disability/ies, signposting them to support services and advocating on their behalf to Central HR. <p>2.6 ECT course</p> <ul style="list-style-type: none"> National research was carried out into the usefulness of the ECT programme. ECTs and their mentors were found to value the time spent together. FTZ - Possible that the issues were school related rather than the programme itself. JMS – ECTs felt that the sessions they had to attend were not relevant to them. The in-school sessions were very useful. Very little we can do about the programme itself as it is a national programme which we have signed up to – ECTs could feedback to the course leaders. |

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| | <p>3. Staff Survey</p> <ul style="list-style-type: none"> JMS have re-instated the well being committee lead by R Conway. It has been suggested that training carried out by one rep could be used within the group and then shared with colleagues. The next Trust well-being survey will be carried out in January. <p>6. Key holder policy</p> <ul style="list-style-type: none"> The policy and paperwork have been streamlined and is becoming embedded within processes. |
| 3 | Ideas to motivate and reward teachers at the top of their pay scale/spine |
| | <ul style="list-style-type: none"> Decision made to create a simple two or three question survey regarding motivation and what works, before the end of term to all teaching staff. This could be anonymised with only the person's paygrade to collect the data. The results of this can be looked at in the next meeting. Follow up questions could then be incorporated into the well-being survey for January. HR introduction sessions with new teachers could include this and the CPD opportunities available. The amount of information available for new teachers is vast. Leavers interviews important to capture the strengths of the school and the areas for development. NPQs to be encouraged as they remain free and have portability anywhere in England. Also OU courses <p>Action: FH to create a small survey to be sent out to teaching staff before the end of term. FH to encourage Heads to look at introductory sessions and leavers interviews. All to give thought to Teacher Professional Development across the Trust</p> |
| 4 | H&S |
| | <ul style="list-style-type: none"> Emergency H&S fund held centrally. If for example, fans are needed because of the heat, ask the appropriate person within the school to let Zoe Bratt know. Schools can buy the equipment and be reimbursed (to an appropriate level) Working in the hot weather is a problem across the schools. Possibility of using reflective film on windows? Pregnant colleagues and the heat – FH to follow this up locally with Heads <p>Action: FH to discuss the problem strategically</p> |
| 5. | Driving for work policy |
| | <ul style="list-style-type: none"> This policy and paperwork have been streamlined. Any member of staff who is using their vehicle for work purposes (commuting is not included in this) eg: driving to a course or meeting etc must have business insurance, an up-to-date MOT on their car and a valid driving licence. This information needs to be shown to the nominated checking member of staff once a year. If you have to take a child in your car in an exceptional emergency situation, then the Trust's insurance will cover you. The advice from the trust is not to take children in your car. Changes to insurance at time of renewal do not normally incur extra costs. The cost arises when the change is required mid-term. |
| 6. | Items from around the table |
| | <ul style="list-style-type: none"> FTZ new printers are in school and working but functionality is not yet as it should be. Programme "button" need setting up eg to create booklets. New printers were sourced so that across the Trust, staff members can pick up their printing and copying in any area. If there are issues with the new printers and their functionality, this needs to be brought to the attention of the person in the school who has the contact with ICT. There has been no training on the use of the copiers. |

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| 7. | Dates for 23/24 |
| | <p>Provisional dates to be added to the calendar:</p> <ul style="list-style-type: none"> • Tuesday 19th September 2.15pm, JMS • Thursday 16th November 2.15pm, FTZ • Tuesday 23rd January 2.15pm, JMS • Thursday 21st March 2.15pm, FTZ • Tuesday 7th May 2.15pm, JMS • Thursday 27th June 2.15pm, FTZ <p>Action: All. Any issues with these dates are to be sent to DB and the dates will be revised. <u>FH to remind Heads to prioritise the Union Reps Group meetings when it comes to cover.</u></p> |
| 8. | AOB |
| | None |
| 9. | Thanks and Farewells |
| | <p>Thanks were extended to the full group for all the contributions made to discussions through the year. Michele was given a special vote of thanks for her contributions and the group wished her well for the future.</p> |

Next meeting: Tuesday 19th September @ 2.15pm JMS