



Union Reps Group Meeting notes

Meeting Tuesday 24th January 2023 @2.15pm JMS Drama Studio

Present

Chair - Fiona Hammans (CEO)
 Michele Canning (NEU)
 Ben Harrison (NASUWT)
 Tracey Miles (Unison)
 Michaele Philbin (NEU)
 Hannah Schofield (NEU)
 Dan Whitley (NASUWT)
 Debbie Brooks – taking notes

Apologies

Copies Heads, SB, ZB.

1	Welcome and apologies
	<p>All were welcomed.</p> <ul style="list-style-type: none"> The CEO and Trust fully supports members of affiliated unions in undertaking industrial action including strike action when the appropriate processes have been taken.
2	Minutes and matters arising from 17th November 2022
	<p>1. Apologies – for the previous two meetings (17/11/22 and 20/09/22) One member has been unable to attend as they have had to cover a class at very short notice.</p> <p>3. Pay and appraisal policies – training completed with Heads on the pay and appraisal policies, it was stated that there is no point to sending the statements twice each year. They should be sent out just after the performance reviews and uplift process has taken place. Action: CEO to confirm with schools that there will be one pay statement each year post complete uplift process.</p> <p>Ideas for reward for teachers who are at the top of the pay spine and do not want to progress further – Action: DB/CEO to be added to a future agenda.</p> <ul style="list-style-type: none"> One member wanted it stated that Lead practitioners are not limited to 1265 <p>5. The ICT migration at RCS went smoothly.</p> <ul style="list-style-type: none"> There are changes in the timings of the migration for FTZ and JMS. JMS will probably be during the Summer and FTZ will be before, dates will be confirmed and what actions are needed. <p>Tracey Miles joined the group at this point, she was welcomed and introductions made.</p> <p>6. Cleaning</p> <ul style="list-style-type: none"> Out to tender at the moment Cleaning is not consistent across the schools or across each school. Some additional cleaning was carried out over the Christmas holidays. <p>Directed time information has not yet been shared with staff at JMS. It is in process at FTZ.</p>

- This should be finalised by the last week of the academic year for the following year and the calendar updated. The calendar should not then be changed without consultation.

Action: CEO to clarify directed time with Heads and consult with Sweethaven regarding how to make calendar available to all staff and ensuring changes are limited.

- Break-times should be included in directed time. Lunch break can be not included in directed time.
- Trapped time is a concern for next year, when there is not enough time to go home before a meeting for example.

Health and Safety (standing agenda item)

Items from the group: cleaning difficulties, women’s health.

- Do staff in our 3 schools get a verbal or written H&S briefing annually?
FTZ – yes, JMS – yes, RCS – yes.
- The reps were asked to encourage members to complete documents needing a signature and return them eg: Driving at work form, ICT policy, Safeguarding and automated training (Smartlog)
- Smartlog training was refined so staff were only completing necessary training
- Work still needs doing around Smartlog, it was noted no directed time is currently given to complete. Also need to ensure staff are only asked to complete necessary training and that they are spread out across the year.

3 Industrial Action

- CEO making the assumption that Heads are managing the days within their own schools as effectively as they can without asking staff if they are going to be on strike.
- Questions from a union rep for clarity:
 - Do you know what the current working plan is for the strike days at this point?
CEO – No, the likely number of staff striking in each school will be different and there may be some phase differences also
 - What are the schools expecting of striking colleagues?
CEO – I do not know but they should not be expecting to set work for the days that they are striking in advance. (they are non-paid days)
 - What are the schools expecting from non-striking colleagues with regards to covering lessons?
CEO – I do not know what the plans are in each school. These are the questions that should be asked of the Headteachers.
 - Will absence for employees who need to take leave due to their child’s school being closed, due to that industrial action, count for absence management purposes? – lose pay, family days etc
CEO – that would be in the emergency leave scheme as that individual is not striking, they are having to look after their dependant as a result of a school closure somewhere else.
 - What are the ramifications of me not turning up to work that day? Am I supposed to call?
Unions have informed their members that they do not need to call in to say they are striking. Staff members who are ill on that day and not striking, do need to call in as usual to say they are poorly.

Action: FH to let Heads know that these questions have been asked.

- Those on a teaching contract and those who are on teacher contracts (including unqualified) who are not members of any union are entitled to strike
- Teachers who are members of a union that is not striking are not entitled to strike

The CEO stated that she hoped the strike action goes well and that it is impactful enough to un-nerve the government but not so awful that it puts professional relationships asunder.

4 Disability Confident

	<p>The Trust is aiming to be disability confident. The Trust is at level one at present.</p> <ul style="list-style-type: none"> • There are 12 colleagues across the Trust who would be regarded as disabled or with long-term health conditions at the moment. • How might we consult with this group to get feedback about our current practices and how we work with colleagues to make their employment as positive as possible within the Trust? <ul style="list-style-type: none"> - Meet with individuals - It also impacts people who work around the individual - There is a reluctance to discuss disability when the cause is not visible. - Some individuals do not want to talk about it. - Work needs to be done with this. - HR issues/legal issues? – One rep offered to look into this.
6.	A.O.B.
	<ul style="list-style-type: none"> • JMS reps – completed own wellbeing survey last term and looked through the results with the Head. The numbers were not good. One member completed a wellbeing course and shared ideas with SLT which haven't as yet, been used. These could be shared with governors. <p>Action: Reps/CEO <u>The suggestions (not results of the survey) could be looked at as a group and taken forwards.</u></p> <ul style="list-style-type: none"> • Trust wellbeing survey has been sent out. This group decided on the timing of the survey. • The third-year teachers need supporting. The ECT course for year 2 teachers has been patronising and not useful at times. <p>Action: FH <u>to talk to Robin Conway and Heads to see how we can support.</u></p> <ul style="list-style-type: none"> • FTZ support staff could be represented in this group • Shared faculty time with the 6th form was very useful.

Next meeting: Tuesday 21st March @ 2.15pm via TEAMS