



Union Reps Group Meeting

Meeting Tuesday 24th January 2024 @ 2.15pm FHS Research Hub

Present

Chair - Fiona Hammans
 Ben Harrison (NASUWT)
 Michael Philbin (NEU)
 Andrew Walker (NEU)
 Dan Whitley (NASUWT)
 Debbie Brooks – taking notes

Apologies

Tracey Miles (Unison)

Copies

Heads, JT, ZB.

Welcome and apologies	
	<p>The CEO welcomed everyone to the meeting. Apologies were accepted from T. Miles. The Rep from RCS has emigrated and there is no replacement at present. The Union Reps agreed to putting an item on the RCS staff newsletter regarding any issues arising to email the Reps from the other two schools. (Post meeting note: a member of RCS staff has agreed to be the person to whom RCS staff send their issues arising, then these will be sent to DB for the next agenda.) Action: DB to ask KF to add this to the staff newsletters.</p>
I. Minutes and matters arising from 16th November 2023	
	<p>1.5 Support staff salary figures: Information went to all staff before Christmas. Pay uplifts according to the national agreement should be paid January 2024. Payroll administration in the central team is double checking the pay slips as mistakes have been made. The pay should be in January pay slips.</p> <p>Action: Staff to check their pay slips and any differences in what they think they should be receiving should be checked with school HR and they will check with Central HR.</p> <p>Pay Statements: Requirements are that a pay statement has to be sent as we follow the School Teachers' Pay and Conditions Document. We therefore couldn't wait until this year's uplifts had taken place and (hopefully only for this year) have had to have two sets sent out at different times. Schools send out two copies of pay statements to each teacher, with one to be signed and returned. Admin staff ask for the return of the signed copy to place in personnel files. The Trust annual audit asked for the signed copies. Too many staff do not return their signed copy and in future to reduce the burden on admin staff, staff will not be chased multiple times.</p> <p>2. JMS working alone policy has now been addressed with AW and there is a greater awareness amongst senior leaders across the Trust that staff should not be left alone with groups of challenging students in the school.</p> <p>5. Photo consent form: wording was revised and has been sent into schools.</p>

2.	<h2>Health and Safety</h2>
	<p>Workload feedback</p> <ul style="list-style-type: none"> JMS staff spot folders task given on the last INSET day with no warning. The task took most of the day and could have been produced digitally or introduced/carried out at the end of last term. Much sensitive information about pupils was photocopied multiple times. The task could have been set for those individuals who needed support in this and followed up by line-managers. A discussion with Union Reps in school on implementing this activity may have helped with change management. CEO: reviews undertaken last term and discussions found that some staff have not adapted their teaching for the needs in the class, so this task begins to address this finding. Taking on new tasks is not the issue, it is how it is introduced and the removal of something else to support the task. Good change management needed. <p>Action: <u>Reps to discuss with AW and have regular meetings going forward.</u> <u>CEO to discuss with AW.</u></p> <ul style="list-style-type: none"> FHS: Workload is a permanent national challenge. The 21 STPCD listed tasks which do not require the professional skills of a teacher which NASUWT used in their “Action Short of Strike Action” are now in a new campaign for all schools entitled “Time For A Limit”. Communication will come to all members that these tasks should not be completed in all settings. The Government’s “Workload Task Force” has proposed two extra items to be added to the STPCD list in the future, but this is not yet in place. WRS is aware of the workload on staff. There are less admin/marketing/reporting cycles than previously and less having to show what staff are doing, to the leadership team. Pastoral comments and individual comments as tutors are now not needed. The focus is on the lessons and not on admin tasks. JMS student behaviour: there is a dominant small number of students who are continually abusive to staff and seem to have no consequences which mean anything to them. This seems to be driving inexperienced members of staff away from teaching. <p>Action: <u>Reps to talk to AW and he will be able to say what the school is doing about this issue, which may not appear to most staff on site.</u></p>
3.	<h2>People Strategy</h2>
	<ul style="list-style-type: none"> This was due to be launched in the beginning of February. There are likely national changes coming related to performance related pay. There will be possible changes to national government administration in Summer. In light of these potential landscape changes, then The people strategy will therefore be launched after Easter.
4.	<h2>Pay and Appraisal report</h2>
	<ul style="list-style-type: none"> CEO carries out an overview analysis each year for the Trustees on how the pay and appraisal policies have been implemented. Currently the appraisal policy is not being correctly and consistently followed in schools. If teaching staff are exceptional on the main pay scale they can move up two points in one year; on the leadership spine or someone is a leading practitioner, they can move up two points but this is not possible on UPS. New proposal will possibly be that on UPS staff will move once every two years unless there is an exceptional reason to move every year. This will need to have clear and transparent criteria to be assessed against leadership criteria and not totally based on performance objectives. Recognising contribution to the community more widely may be one aspect. Balance needed in appraisal targets, not just data driven objectives. The question then arises as to how we motivate staff at the top of their pay scale? Other rewards than payment.

	Action: <u>All</u> please send examples of where appraisal is motivating and positive to the CEO
5.	Items from around the table.
	None.
6.	Next meeting
	Thursday 21 st March 2.15pm, FHS Research Hub.