



## Union Reps Group Meeting

**Meeting Tuesday 2nd July 2024 @2.15pm via Teams.**

### Present

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

**Apologies** None

**Copies** Headteachers, Director of Education (JT), Chief Operations Officer (ZB).

<b>1</b>	<b>Welcome, apologies, minutes and matters arising from 7<sup>th</sup> May 2024</b>
	<p>All were welcomed to the meeting.</p> <p><b>7<sup>th</sup> May minutes</b></p> <p><b>Budget 24/25 onwards.</b> There were no concerns regarding the budget from colleagues. The budgets are tight but balanced.</p> <p><b>Action:</b> CEO to look at Attendance register coding across the Trust. This will be looked at in September.</p> <p>Actions were completed or covered in this meeting's agenda.</p> <p><b>Previous discussion on Appraisal</b></p> <p>Government advice on appraisal for the next academic year has not been published and with the election we have to wait to see what any new administration might do.</p> <p><b>Action:</b> CEO to send out briefing notes for headteachers to remind them of what is needed for the October review of teachers and guidance should then be sent to all appraisers/appraisees.</p>
<b>2</b>	<b>Health and Safety</b>
	<p><b>Hot spots</b></p> <p>The H&amp;S committee has looked at this in detail.</p> <p>The COO and Estates and Facilities manager walked the school sites with a map to identify hot spots. Recommendations for mitigation were requested and these matched with OCC's heat health strategy which were for example, for below 35/36 degrees Celsius: cold water available in the staff room, fans purchased and put in key areas, blackout blinds, movement to cooler areas of the school where possible. These are short term solutions. Longer term, air conditioning will be looked at for the hottest areas, but this will require data logging of the temperature range over time. Roof blinds for conservatories and an adapted dress code for high heat are possibilities.</p> <p>It was noted that at FHS students start to complain about the heat at 27 degrees Celsius (based on anecdotal evidence).</p> <p>Temperature sensing over time will be monitored by the Estates and Facilities manager and it needs to be carried out at the same time each day and in the same place in the room, when there is a class of students.</p>

	<p><b>Action: CEO</b> to feed back to the Estates and Facilities manager.</p> <p><b>Action: Union reps</b> to discuss with Headteachers the possibility of an adapted dress code for their school in line with the students change of dress for hot weather.</p> <p><b>Classroom safety</b></p> <p>It was noted that some rooms at JMS are not lockable which renders these areas vulnerable in the even of a lockdown procedure. Students have been told to run to another classroom which is lockable. The hall is also a vulnerable space which needs to be made secure.</p> <p>FHS some classrooms do not lock, and staff have been instructed to barricade the door in the event of a lockdown procedure.</p> <p><b>Action: CEO</b> to follow-up this item with regards to keys and clarity of lockdown procedures.</p>
3	<p><b>People Plan feedback and annual staff survey.</b></p>
	<p>Noted high concerns from the survey feedback: the perception of the Trust and high workload. Each school has its own responses which Headteachers and Senior Leaders will work on. The Trust is paying for the same survey with possibly slightly different questions over the next two or three years so improvements can be noted.</p> <p>JMS undertake Pulse surveys two or three times a year and then the reps use this to inform their meetings with the Headteacher.</p> <p><b>Action: JMS</b> reps to send the pulse survey and information to DB to share with the group.</p> <p>The group decision was to have the two surveys sent out to staff next year; Edurio survey and the wellbeing survey with the understanding that filling it in is voluntary.</p>
4	<p><b>Items from around the table</b></p>
	<p><b>FHS.</b> A discussion was held last year regarding a perceived irregularity over the timetable reduction time which some teaching staff were getting for TLRs. Could you let the group know about the work which has been undertaken to make sure that the arrangements are transparent?</p> <p>CEO: Clarity was needed within the schools as to the arrangements for the balancing of the budget. Consistency within the schools should now be clear and teaching staff will now be able to state which time is non-contact/PPA time/ Leadership time. This will not necessarily be the same in each school but the principles behind it will be the same across the Trust.</p> <p><b>JMS.</b> A member of staff works in the isolation room for seven hours each day and doesn't always have cover for lunch.</p> <p><b>Action: CEO</b> to raise the issue with the Headteacher urgently.</p> <p><b>JMS.</b> The wellbeing and workload charter is in place and staff would like a wellbeing policy to be created. There is one which was created in 2019 but it has not been approved or implemented since then.</p> <p><b>Action: JMS</b> to send a copy of the policy to the CEO.</p> <p>CEO: The People Plan survey said that we have some good resources for wellbeing but not everyone knows about them. Wellbeing is very important and if workload can be reduced this will also improve wellbeing. Currently being advertised for is a Head of HR for the Trust and one of their jobs will be to put in place a wellbeing policy.</p> <p><b>JMS</b> There has been much change within the past few years for staff and some staff are not feeling valued. There is a need for an understanding of the amount of work being requested of middle leaders and the impact when new tasks are introduced on teachers, and nothing is taken away. Not everything needs a written document. The phrase "Ofsted would like to see..." and similar phrases should not be used. Ofsted want to see the school working well.</p> <p><b>Action: CEO</b> to raise this.</p>

	<p><b>FHS:</b> the NASUWT has created this document <a href="https://www.nasuwt.org.uk/static/78b5eabb-a99c-48ac-97c1eb4aa0a319bd/Example-of-a-Workload-Impact-Assessment-Guidance-for-Reps.pdf">https://www.nasuwt.org.uk/static/78b5eabb-a99c-48ac-97c1eb4aa0a319bd/Example-of-a-Workload-Impact-Assessment-Guidance-for-Reps.pdf</a> which is relevant for new and existing policies.</p> <p>The NEU created this document: <a href="#">NEU workload audit sheet.pdf</a></p> <p>It was noted that other unions have produced other similar documents.</p> <p>CEO: The Headteachers have been asked to have workload as a key strand across next year using the DFE materials.</p> <p><b>FHS:</b> Directed time for part time colleagues. There is not a clear system in place for what responsibilities are for individuals and how it is worked out.</p> <p><b>Action:</b> CEO to work on a mechanism to share with Headteachers.</p>
<b>6.</b>	<b>Dates/times for meetings in 24/25</b>
	<p>Tuesday 17<sup>th</sup> September- FHS Research Hub</p> <p>Thursday 14<sup>th</sup> November - JMS JMA meeting room</p> <p>Tuesday 21<sup>st</sup> January - FHS Research Hub</p> <p>Thursday 20<sup>th</sup> March - JMS JMA meeting room</p> <p>Tuesday 6<sup>th</sup> May - FHS Research Hub</p> <p>Thursday 3<sup>rd</sup> July - JMS JMA meeting room</p>