



Union Reps Group Meeting

Meeting Tuesday 16th November 2023 @2.15pm FTZ Research Hub

Present

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

Apologies

Copies Heads, JT, ZB.

1	Welcome, apologies and Minutes and matters arising (19th September 2023)
	<p>All were welcomed to the meeting.</p> <p>Minutes and matters arising</p> <p>3. Following the DfE commissioned surveyor's visit and the two additional surveys commissioned by the trust, no RAAC was found to be present in any of the Trust's School buildings.</p> <p>4. FTZ printers and whiteboards: Training material was sent out. Discussions were held with the Headteacher, and a solution clarified. Staff are getting used to the printers.</p> <p>5. Update of pay awards: a note is in the process of being sent to schools to say that the performance related up-lifts will be paid at the end of this month (November). The national pay increase will be paid in January salaries. Staff that are leaving at the end of this term will get an additional payment in January to cover this. Action: CEO to check the support staff salary figures and circulate after the meeting.</p> <p>Workload: Discussions with Headteachers regarding putting things in place for staff to gain a sense of more manageability. Action: CEO/DB: workload to be kept as an agenda item throughout this year.</p> <p>6. Teacher survey responses: CEO included information in the last staff newsletter.</p> <p>Minutes from the last meeting (19th September 2023) were accepted.</p>
2	Health and Safety
	<p>Will there be a Trust Women's health policy?</p> <ul style="list-style-type: none"> • There will not be a stand alone policy. • A people strategy is going to be created. This piece of work will begin with engagement with current employees and be inclusive of all groups. An external consultant will be carrying out the consultation and putting together the strategy. This will then be brought to the Union Reps group amongst other trust groups and then presented to the Board.

	<p>JMS working alone policy</p> <ul style="list-style-type: none"> • Suggestion that this policy needs reviewing to include times when staff are alone with groups of challenging pupils. • Suggestion that cameras record sound as well as pictures in these areas. <p>Action: <u>CEO to look at with AW and then across the Trust.</u></p> <p>Cleaning</p> <ul style="list-style-type: none"> • There was a meeting with all involved this morning. (16/11/2023) and this will be discussed with Headteachers.
3	<p>Pay policy and appraisal review</p>
	<p>How the process has gone this year</p> <ul style="list-style-type: none"> • Pay policy did not change this year. • Appraisal policy changed slightly to allow a teacher on M5 who meets the Upper Pay Spine criteria can move to the Upper Pay Spine. • FTZ – concern that target one is data driven. Target one: “<i>Students who are or have been in receipt of PP and those with SEND to attain in line with their cognitive peers (from baseline data).</i>” Within the appraisal the actions carried out to aim to achieve this target are looked at but on paper the target looks to be data driven. <p>Action: <u>CEO a change to the wording of target one to be looked at.</u></p> <ul style="list-style-type: none"> • JMS – there is a focus on exam classes for appraisal at present. <p>Action: <u>CEO: to discuss with Headteacher of JMS although this does make sense in the school’s current context</u></p> <ul style="list-style-type: none"> • CEO took the pay recommendations to the Trust Board and noted that those who were in a position to have a performance related pay lift were recommended to receive them. • Staff have not yet been told about pay and uplifts. • Previously staff have received their pay statement in September and then another after appraisal with pay being back-dated to September. This year there will be two statements due to the late notification of the teacher pay increase. Support staff pay increase back-dated to April. • JMS – confusion around movement through the Upper Pay Spine with the information not in the Trust Pay Policy. <p>Action: <u>CEO to look at the Pay Policy</u></p> <ul style="list-style-type: none"> • JMS - Support staff appraisals due to take place in December. Support staff move up an increment each year, appraisal is not pay related. For support staff at the top of their pay grade there is no incentive. CEO – The survey carried out was directly as a result of this understanding. This can be discussed within the people strategy consultation as all need the opportunity to achieve.
4	<p>Workload</p>
	<p>Wellbeing and workload charter survey</p> <ul style="list-style-type: none"> • To be carried out at the end of January. • Sweethaven have asked for a few extra questions. <p>Action: <u>FH to send the survey to union reps if requested.</u></p> <ul style="list-style-type: none"> • JMS union member survey carried out: morale slightly lower last year. Some members have been directed to undertake activities within lunchbreaks. Workload and admin tasks increased over the past two terms and the weekly bulletin is unmanageable. Admin being generated by pupil behaviour. Pastoral lead leading lunchtime detentions almost every day. <p>Action: <u>FH to discuss with JMS Headteacher.</u></p> <ul style="list-style-type: none"> • The role of the tutor has changed in the secondary schools with more of an expectation to deliver PHSE/Personal Development programme activities in tutor time. No time is given for discussions with individual pupils where they are needed. PPA is given for the teaching role and not for tutor role. <p>Action: <u>CEO to discuss how to make sure there is time to build relationships with students, with Headteachers and the Director of Education.</u></p>

5	Items from around the table
	<p>RCS: TAs are being asked to cover at the preschool.</p> <ul style="list-style-type: none">• CEO: the preschool is an integral part of the primary school and staff across the primary school can therefore be asked to cover where necessary, as long as the staff member has the appropriate professional capability to do this.. This can be two way. Once the preschool is on site, this will become easier. <p>Photograph consent form</p> <ul style="list-style-type: none">• Wording within the form needs to change with regards to changing consent.• Difficulty for admin in collating the information on the form and for staff to access the information when needed. <p>Action: FH/DB <u>Change to the consent form needed to state that consent can be withdrawn at any time and for any reason. Review the document and send into schools.</u></p>

Next meeting: Tuesday 23rd January 2024 in JMS Drama Studio.