



Union Reps Group Meeting

Meeting Tuesday 30th March 2023 @2.15pm JMS Drama Studio

Present

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

Apologies

Hannah Johnson (NEU)

Copies Heads, SB, ZB.

1	Welcome and apologies
	All were welcomed to the group. Apologies were noted from HJ.
2	Minutes and matters arising from 24th January 2023
	<p>2.3. Ideas to motivate and reward teachers at the top of their pay scale/spine Action: FH/DB agenda item for the next meeting</p> <p>2.6. Cleaning contract update</p> <ul style="list-style-type: none"> Tenders are in, interviews have been held and a preferred contractor indicated. <p>2.7. Directed time/calendar</p> <ul style="list-style-type: none"> CEO has spoken to Sweethaven and once all the schools have migrated to the new system, there will be the ability to have an on-line calendar <p>Action: CEO to let Heads know that this is possible</p> <ul style="list-style-type: none"> CEO has spoken with the acting Head of JMS regarding directed time for 2023/2024 and this is to be published before the end of the Summer Term. FTZ directed time for 2022/2023 has been given to the Union Reps for consultation. CEO – directed time and the calendar should go out for consultation with all staff for two weeks before being published. <p>4. Disability Confident</p> <ul style="list-style-type: none"> One rep looked into this with HR of JMS. Current support available: <ul style="list-style-type: none"> Smart Clinic. This needs a higher profile especially for mental health. Physical health needs, one rep has evidence that it is not as useful for this. In house support – one rep has completed mental health first aid training and this will be looked at within FTZ to see how it can be utilised next term. HR lets the individual's line manager know the situation discretely. HR have an open-door policy for staff to talk to them on a regular basis. External funding is available, for example, for disability access. The school has to apply for this.

	<p>6. ECT course</p> <ul style="list-style-type: none"> • CEO discussed with various people and there is little that we can do as a Trust but hopefully there will be movement on this at a national level. • Anecdotal evidence that schools are avoiding ECT appointments due to the workload and possibly that schools are realising how much work there is with ECTs and “pushing them out.” <p>Action: Reps to feed back to main union groups so that it can be included in any talks going forward.</p>
3	<p>Staff survey</p>
	<ul style="list-style-type: none"> • The overall Trust results with regards to “overall, I am satisfied with my job,” have not changed since last year – 78% • Just under 160 responses. • 2 people at FTZ not satisfied, 1 person at RCS. • Qualitative comments and detailed information on the questions have been given to the Headteachers. Work should be followed up on the areas which are really strong and those which need improving within the schools in the Summer term. <p>Action: FH to arrange for the Trust level overview regarding areas to be sent to the Reps.</p>
4	<p>Health and Safety training and HASAW legislation</p>
	<ul style="list-style-type: none"> • Continues to be a conflict between the Smartlog H&S training requirements and the H&S at work legislation • How can this be rectified? <ul style="list-style-type: none"> - Spread the training requirements out across the year. - Possibility of including the training in the INSET programme. - Staff need to be given the time to do the training and to read the associated documents (as with Safeguarding training) before signing. One school noted that there is evidence to suggest some documents are signed without being read by some colleagues. - Possibility of changing when the Smartlog year begins in terms of training. - There needs to be transparency from the SLT. - Schools determine their own INSET days. <p>Action: CEO to brief Heads on H&S, Safeguarding and Directed Time</p>
6.	<p>Items from around the table</p>
	<p>Key holder policy</p> <ul style="list-style-type: none"> • FTZ Staff are being asked to sign the key holder form when the policy states they do not need to. • CEO – there is an issue in schools around security, too many people seem to have keys/key codes so the data needs collecting. • The form needs streamlining. Too much information is included on the form which schools already have. <p>Action: CEO to discuss with central team regarding an easier and quicker way to collect the data needed.</p> <p>Communication</p> <ul style="list-style-type: none"> • <u>There is a need for transparency and clear communication within the schools.</u> • CEO sent out a letter to all staff regarding closing doors and windows at the end of the day. This was received positively by all staff. <p>Action: CEO/DB to re-send the letter in the Summer.</p> <p>Printers at FTZ</p> <ul style="list-style-type: none"> • This item is no longer needed for discussion as there is a new contract beginning after Easter. (Awaiting new printers as of 18/04/2023) <p>JMS boys</p> <ul style="list-style-type: none"> • Cultural change needed at JMS with regards to boys. • Balanced assemblies and initiatives needed so that no particular group is demeaned.

Next meeting: Thursday 22nd June @ 2.15pm, in the Library at Fitzharrys.