

**Minute of Meeting**  
**Clackmannanshire EIS Local Association**  
**ABM**  
**Redwell Primary School**

**4.3.15**

**1. Constitution of Meeting**

Chair: Gavin Hunter (GW apologies)

Minute: Teresa Barker

Present: Teresa Barker, Wendy Cowan, Lynne Dougan, Karen Farrell  
Gavin Hunter, Gordon Joyce and five members of EIS.

Apologies: Rosie Dempster, Linsay Hunter and Graeme Wright

**2. Approval of the Order of Business**

Agenda approved

Proposed: Lynne Dougan

Seconded: Wendy Cowan

**3. Minutes of the ABM 2014**

Minutes approved.

Proposed: Lynne Dougan

Seconded: Wendy Cowan

**4. Secretary's Report**

**4.1:1**

The Joint LNCT Group had been rebranded the "Partnership Working Group" this session to ensure the title reflected the work of the group and did not cause any confusion for members with regards to the remit and reach of the group. This group now does the work of considering policy for both local authorities, with a view to harmonising policies and procedures, but the separate LNCT groups for Stirling and Clacks. still exist and have to ratify any decisions made by the group.

#### **4.1:2**

Travelling Expenses for Music Instructors had been considered after movements to change procedures by service managers. This was brought to the attention of LNCT and the provisions were made in accordance with locally agreed procedures. These procedures were a matter for LNCT, delegated by SNCT and could not be altered in this way.

#### **4.1:3**

Short Term Supply Cover has been a recurring issue at LNCT throughout the session. Six permanent supply posts were agreed and created at the start of the session with two allocated per cluster. However, these teachers were quickly absorbed into other posts and the issues quickly resurfaced locally. This coming year, nine teachers will be appointed to the supply pool, three per cluster. These teachers will be offered a post in a school, should they want one, after one year to make posts more attractive to candidates. The local authority have agreed to advertise only permanent posts to ensure consistency of cover in all schools and make posts more attractive to teachers. Temporary posts will not be advertised.

#### **4.1:4**

Issues surrounding Non- Contact Time have been increasing recently with local members reporting that this is not always available in schools. Members have been contacting the local secretary more frequently for support/ advice. In the first instance, non-contact time should be covered internally from within management time. Staff who choose to cover in the short term are doing so of their own volition and this shouldn't be considered standard practice in schools. If this is an ongoing issue in schools, HTs should seek advice and support from the local authority.

Classes being split and allocated to other teachers may cause problems in relation to class sizes and recommendations for composite class size agreements (i.e. 25 pupils per composite class). This shouldn't be considered a solution to shortages in supply cover either.

Flexible Working Time arrangements are not a solution to this type of problem either. These have to be agreed before the session begins, be agreed by all parties and can often be difficult to implement in larger schools. See the Flexible Working Time Policy for further details on implementation.

#### **4.1:5**

Nursery teachers are often being pulled into classes to provide cover too and whilst they are GTCS registered, it is obviously preferable they maintain their role in supporting the teaching of nursery pupils. Budget proposals regarding the withdrawal of nursery teachers as a saving, were dismissed by elected members. This session, it is likely that nursery teachers will be included as part of the staffing ratio in nurseries, rather than supernumerary as has been the case this year. This will make them less vulnerable to removal from nursery classes as a result. Part of the consultation process involved in the budget highlighted the fact that some nursery classes had not had regular access to a teacher due to cover implications. This situation was not viewed favourably by elected members.

#### **4.1:6**

Budget Savings Proposals also included a review of school transport provision and the distances involved for the cover of costs (currently at a two mile radius). Review of the secondary school timetables (to be realigned, with a suggested saving of 9FTE) was also likely to take place. However, as secondary schools have already converted to a thirty three period week, it was felt that the savings might not be as significant as had been suggested in the proposals.

#### **4.1:7**

Business for next session at LNCT is likely to include the PWG considering the thirty five hour per week agreement, workload issues and tackling bureaucracy. The LNCT will look at these policies and procedures again locally. The EIS will seek to ensure these provide the best possible support for teachers to enable them to keep their workloads manageable. As this is a national issue at present, this has added momentum to the local position.

### **5. Treasurer's Report**

Karen Farrell submitted accounts for approval.

#### **5.1**

Audited accounts finalised. Auditors found everything to be in order. Accounts available and presented to all attending ABM. The short

deficit can be explained by falling fees and an increase in insurance costs.

Proposed: Gavin Hunter  
Seconded: Wendy Cowan

ABM approves accounts.

5.1:2

Local subscriptions to remain at the lowest band for the next year, £10.08 per month.

Proposed: Karen Farrell  
Seconded: Lynne Dougan

5.1:3

Haines Watts Edinburgh to remain as accountants for the Local Association.

Proposed: Karen Farrell  
Seconded: Donald Hurley

ABM approved appointment of accountants.

## **6 Donations**

6.1:

Honoraria to increase by two percent in line with pay rise.

Proposed: Karen Farrell  
Seconded: Donald Hurley

AMB approved honoraria.

6.1:2

Charity donations for the coming year:

EIS Benevolent Fund £100

Proposed: Karen Farrell  
Seconded: Gavin Hunter

Play Alloa, Hawkhill £100

Proposed: Lynne Dougan  
Seconded: Gordon Joyce

Local Food Bank , The Gate £100  
Proposed: Ann Johnson  
Seconded: Judith McCombie

ABM approved all donations.

## **7. Constitutional Amendments**

There are no constitutional amendments.

## **8. Election Results**

**Gavin Hunter: Secretary**  
**Gordon Joyce: President**  
**Karen Farrell: Treasurer**  
**Teresa Barker: Committee**  
**Wendy Cowan: Committee**  
**Rosie Dempster Committee**  
**Lynne Dougan: Committee**  
**Linsay Hunter: Committee**

AMB approved the proposal that the Local Executive could co-opt further members onto the committee at future meetings.

EIS Council Members: Gavin Hunter and Linsay Hunter  
EIS National ABM Reps: KF, WC, GJ. Reserve place for Miriam Cox.

## **9 President's Address**

President Absent. Gavin thanked all members for their attendance.

## **10 Date of AMB 2016: Wednesday 2nd March 2016**

## **11 AOCB**

Gordon congratulated Gavin on his election to council. A brief summary of how council works was given to the ABM. More details can be found on the EIS website. Gordon pointed out that

Clackmannanshire EIS historically have not submitted motions for council to consider and this may be something we want to think about in future.

Miriam suggested that all LNCT and Local Executive minutes be circulated to local members as these were not readily available for access by staff. These should be made available on the edu.clacks website by the local authority but seem to be difficult for staff to locate. In the interim, Gavin agreed to circulate these directly to members. Dates of executive meetings will also be circulated after they are agreed for next session.

Gavin to undertake a local data check to ensure membership information and union rep. information is up to date.

Local agreements stipulate that union reps. are entitled to twenty minutes per week facilities time to be able to undertake union duties in school. It is currently at headteachers' discretion how this is covered. Members did not feel that the use of assembly time was suitable as this meant reps. often missed out on important school business.

Gordon emphasised the willingness of the local executive to encourage further engagement with the union at all levels and to increase its membership. It is hoped that extra facilities time of 0.2 would be available soon and used to help the committee to extend their role in local schools and encourage greater local engagement.

The remainder of the meeting involved a discussion about workload issues affecting local members.