

COUNTY TEACHERS' ADVISORY COMMITTEE

Minutes of the meeting held on 23 June 2006

Present: Ian Froggett (Chair), Sam Kincaid, Hazel Towle, Christopher Watts, John Hopkins, Christine McLean, Tony Souter, Nigel Hutchinson, John Dunkerton (items 9-15), Linda Le Long, Max Hyde (items 9-15), Maureen Boneham, Stella Saje, John Lockwood, Paddy Vickers, Nicki Kelsall, Stephen Levy.

Also Present: Carolyn Brown (item 5), Carol Bunyard (item 6), Keith Thompson (item 6), Chris Hallett (item 8), Mindy Chillery (item 10), Alison John (item 11), Mark Gore, Ross Caws (clerk).

Apologies: Tony Arthur, Peggy Doubleday, Gillian Deery, Marion Davis.

- | | Action |
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| 1. Welcome and apologies | |
| 1.1 Ian Froggett (IF) welcomed Ross Caws (RC) as the new clerk to CTAC. | |
| 1.2 Apologies are noted above. | |
| 2. Minutes of the previous meeting and matters arising
<i>(references to previous minutes in italics)</i> | |
| 2.1 (2) It was noted that some members of County Teachers' Advisory Committee (CTAC) have still not received the Healthy Schools toolkit.* | RC |
| 2.2 (5) John Lockwood (JL) commented that schools that are presenting difficulty are unlikely to have properly consulted with staff when completing their workforce remodelling audit. Mark Gore (MG) said that it was understood that the audit provided an indication of the current situation, rather than the totality of it. Tony Souter (TS) added that the report of the workforce remodelling audit should be circulated to CTAC members. | RC |
| 2.3 CTAC expressed strong professional concerns that Teaching Assistants (TAs) were now being asked to teach lessons during teachers' PPA time and, with the Augmented Teachers' Panel (ATP) will pursue this issue further. | |
| 2.4 (6) IF is now a member of the Warwickshire Safeguarding Children Board and was reassured by the process for Criminal Records Bureau (CRB) checks. | |
| 2.5 TS asked that for it to be made clearer to supply teachers with Direct Solutions that they are reimbursed for the cost of their CRB check when employed. | MG |
| 2.6 (7) MG reported that Cabinet had approved the school term and holiday dates proposed by CTAC. | |
| 2.7 | IF/ MG |

* Please visit www.warwickshirehealthyschools.com for the toolkit.

- (8) IF and MG will consider arrangements to fund supply cover to allow members of CTAC to promote its work.
- 2.8
- (9) IF will keep CTAC members informed of developments in the Children's Workforce. They are holding a meeting on 11 July 2006.
- 2.9 **RC**
- (11) JL proposed changes to the minutes as they were inaccurate on this point. The amended minutes will be posted at www.warwickshire.gov.uk/ctac
- 2.10 **MG**
- (13) JL reported that the Local Authority (LA) had published a document suggesting that travel claims by teachers for training purposes are at a different rate to claims for normal businesses purposes. This contravenes an agreement established circa 2002 and should be checked.
- 2.11
- MG will arrange for TS to meet with the Emergency Planning Unit to discuss contingency plans in case of a bird flu epidemic. **MG**
- 3. Feedback from meeting with Marion Davis**
- 3.1 IF reported that a very positive meeting had occurred with Marion Davis, Jim Fitzgibbon, Max Hyde, Andy Brown and himself. Marion wanted to reassure members of CTAC that schools were at the forefront of the new Directorate for Children, Young People and Families. She had given recognition to the consultative structures between the LA and teachers and expressed the importance of maintaining a dialogue in this area. She saw worthwhile challenges ahead in bringing the new directorate and schools together in order to achieve the outcomes of *Every Child Matters*.
- 4. Strategic Review**
- 4.1 MG informed the group that Hugh Disley had now been appointed as the Head of Services for Young People within the new directorate. The new structure chart has been circulated to schools and can be circulated to CTAC. **MG**
- 4.2 Helen Whiter is leaving the LA to be Director of Learning in Cambridgeshire. On behalf of CTAC, IF wished her all the best in her new post.
- 4.3 On other issues, MG informed CTAC that:
- Examples of the new ways of working in the directorate can be seen in the Integrated Disability Service (IDS) and the Enhanced Support Services (ESS) pilot in Rugby.
 - MG will now be the point of contact between the LA and the teaching trade unions and professional associations.
 - Bishop Wulstan Catholic School are still awaiting a decision by the DfES on the proposal for an academy in Rugby.
 - Manor Hall will soon be replaced by a new building for North Leamington School. The exact timescale is still to be confirmed. The County Council are currently investigating the possibility of a replacement training centre.
- 4.4 TS expressed concern about communication and contact with the officers in the former Special Educational Needs (SEN) division. MG will **MG**

investigate this matter.

5. Teacher Development

- 5.1 Carolyn Brown circulated a paper entitled 'The Learning Process'. She explained that this was an initiative of the Teacher Learning Academy (TLA) and was supported by the General Teaching Council (GTC). The aim of this initiative was to recognise the professional development of teachers in the classroom with accreditation.
- 5.2 Stephen Levy (SL) expressed concern that this was an additional and unnecessary level of accreditation.
- 5.3 Sam Kincaid (SK) commented that if this initiative was linked too closely to a school's Single Integrated Development Plan (SIDP), then teachers could lose the freedom to direct their professional development. Nigel Hutchinson (NH) expressed concern that this encouraged training in a very controlled manner and did not encourage creative learning and development.
- 5.4 Hazel Towle (HT) informed the group that she had taken part in the training and found it very useful, particularly in compiling an evidence base to support her professional development. She also believed it would assist Newly Qualified Teachers (NQTs) in reaching threshold payments.
- 5.5 Maureen Boneham (MB) and TS both expressed concern that, due to limited funds for training, this initiative might result in teachers not being allowed to attend courses that will further their professional development rather than accredit it.
- 5.6 TS commented that poor performing schools often employed staff that had not received sufficient training in recent years. He encouraged the LA to monitor the schools that have not bought Educational Development Service (EDS) training. **MG**

6. Extended Schools – Health and Safety

- 6.1 Carol Bunyard and Keith Thompson presented their draft paper on health and safety guidance in extended schools. They explained that funding for extended services in schools had been made available through the standards grant. In addition to this, the LA had appointed three Extended Schools Development Officers. It was noted that there was a need for greater clarity of health and safety responsibilities within schools. These responsibilities could be delegated to senior management level.
- 6.2 The following points of concern were expressed about health and safety issues in extended schools:
- In line with safeguarding children measures, schools have been made more secure in recent years. This increase in security (and consequently the safety of staff and pupils) could be jeopardised in an extended school.
 - There is likely to be major costs in providing more locks within the school building (eg. doors, filing cabinets).
 - The reference to 'appropriate car-parking' is likely to be contentious.

- There are issues around the security of personal property and personal files in extended schools.
- 6.3 TS also requested that it was made clear to headteachers that teachers participation in extended services was optional rather than obligatory.
- 6.4 MG thanked CTAC for voicing their concerns and requested that any further concerns were communicated to the LA. However, he commented that whilst there were many issues to resolve, the benefits of a school providing extended services at the centre of a community would vastly outweigh work necessary to resolve these issues.
- 6.5 Keith Thompson added that the LA had recently undergone an inspection by the Health and Safety Executive (HSE) and received good feedback. It was suggested that this could be an item for the next meeting.

7. Report from Area Committees

- 7.1 Minutes of each area committee were circulated in advance. The following points were highlighted at the meeting.
- 7.2 *Northern Area*
- Anecdotal evidence suggests that there are less positive relationships between teachers and LA inspectors.
 - There is concern about the existence of a website called *Rate My Teacher*.
 - There are also concerns that headteachers are breaching workload agreements. It was suggested that this item is discussed at ATP. It was noted that governors are responsible for bringing headteachers to account in this area.
- 7.3 *Southern Area*
- The area committee met in September and discussed how to encourage attendance at meetings.
- 7.4 *Eastern Area*
- Issues discussed included the transition from primary to secondary school and the different expectations on supply teachers in each sector.
- 7.5 *Central Area*
- A particular area of concern was damage to teachers' property. Guidance on this will be published soon.

8. Overview of Children in Need Division

- 8.1 Chris Hallett informed the group about the Children in Need division of the new directorate. He explained that the teams within this new division included Fostering and Adoption, the Education of Looked After Children, Safeguarding Children, Education Social Work Service, and Care Leavers Trust. It was noted that most of this division worked with individuals and families and were not based at the central County Council offices.

- 8.2 Chris explained that in order to meet the outcomes of *Every Child Matters* it was important for the teams in his division to work closer together. It is also important for the partner agencies to be fully engaged in providing integrated services, however as other agencies are going through reorganisation themselves (eg. primary care trusts, police, probation service) the vision of fully integrated children's services would take time to be realised.

9. CTAC Membership of the University of Warwick Board of Institute of Education (*discussed after item 12*)

- 9.1 Currently CTAC have three representative places on the above board (Hazel Towle, John Dunkerton, Lynne Gordon). If anyone is interested in becoming a CTAC representative on this board they should contact Hazel Towle. It is an opportunity to influence Initial Teaching Training (ITT) provision.

10. Healthy Schools

- 10.1 Mindy Chillery gave a presentation on Healthy Schools. Mindy explained that teachers now had responsibilities with regard to health education. Health education consists of four main elements: Personal, Social and Health Education (PSHE), Healthy Eating, Physical Activity, Emotional Well-being. An online audit tool for healthy schools is available at www.warwickshirehealthyschools.com
- 10.2 It was noted that educating emotional well-being was very closely connected to the culture and ethos of a school.
- 10.3 It was confirmed that school nurses could be contacted in cases of obesity. Good relationships between schools, parents and children were seen as very important in being able to deliver health education effectively.

11. Communications

- 11.1 Alison John, from the Communications team at Warwickshire County Council, asked for information on the communications that teachers currently received from the LA and would like to receive in the future.
- 11.2 TS advised that most teachers received little information from the LA and that the current level was probably appropriate. However, the quality of communications could be improved.
- 11.3 Paddy Vickers (PV) added that it should not be assumed that all teachers used electronic communication. Many teachers do not access electronic systems at work. Max Hyde (MH) commented that teachers in central services (eg. ICSS, County Music Service) were sometimes omitted from important communication between the LA and teachers.
- 11.4 TS commented that there are lots of documents that teachers should have access too, however in many schools teachers were not aware of important documents as they were not passed on by the headteacher.
- 11.5 HT suggested that it would be useful for teachers to have access to a list

of documents sent to the headteacher. JL suggested that making information available electronically would be a way forward.

- 11.6 Stephen Levy, Paddy Vickers, Sam Kincaid and John Lockwood agreed to form a sub-group to discuss these issues further.

12. Behaviour Strategies

- 12.1 JL introduced the paper that was circulated in advance. He commented that the unions had been allowed significant input into the proposed behaviour strategy. It was necessary for a structure to be in place that managed the inclusion of children with behavioural difficulties without adversely affecting the learning of other pupils. He added that this recognised two levels of behaviour: high-level crises and low-level regular misbehaviour.
- 12.2 TS commented that it is a good document, but accepted that behaviour problems were more difficult to deal with in small primary schools due to less staffing. TS added that illegal exclusions had to be stopped.
- 12.3 Stella Saje (SS) said that some behavioural problems were due to children being mentally ill which restricted the disciplinary measures you can use. The LA should look into this matter. She added that there are some children who display behavioural problems everyday and simply sending them to the headteacher will not always satisfactorily resolve the situation.
- 12.4 John Dunkerton (JD) expressed a need for early intervention on behavioural issues.
- 12.5 TS described the strategy as a deal between the LA and teachers. He added that there were good behavioural management systems in place within schools, but this aimed to create a level-playing field. It was noted that to ensure the success of this strategy, teachers should be given further training in behaviour management.
- 12.6 JL asserted that schools requesting training in assertive discipline should go to the top of the list.
- 12.7 SL expressed concern that no looked after children should be excluded. The phrase 'reduce the number of excluded looked after children' was preferred.
- 12.8 These comments will be fed back to Geoff King. Any further comments should be sent to geoffking@warwickshire.gov.uk

13. Information Sharing

- 13.1 *We-Learn*
MB circulated a We-learn update following a meeting between a CTAC sub-group and John Parmiter. It was noted that the meeting was helpful and that the LA listened to the concerns of the sub-group.
- 13.2 MB reported that there was recognition that different schools had different information and communication technology (ICT) needs. This,

along with issues about training and equipment, will try to be addressed over the next two years, when the We-Learn system is to be refreshed.

13.3 It was confirmed that RM cannot access information saved on tablets.

13.4 Nicki Kelsall (NK) added that anyone with unsuitable wireless equipment should log a call with We-Learn.

13.5 *NUT Reports*

Max Hyde informed the group that the NUT had recently produced reports on the Education and Inspections Bill, NQT induction, and a summary of qualitative research on gay, lesbian and bisexual workers in educational establishments. If anyone would like further information please contact Max or Ross Caws.

14. Any Other Business

14.1 SL raised an issue about the redrafting of job descriptions. It was agreed that this item should go to ATP.

15. Future Meeting Dates

15.1 The next meeting of CTAC will be held on Friday 24 November 2006 at the TechnoCentre, Coventry.

15.2 The following meeting will be held on Friday 2 March 2007 at the TechnoCentre, Coventry.