

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
29th May 2024 - 2pm - 4pm**

In-Person Waverly Court

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED] [REDACTED], [REDACTED], [REDACTED] [REDACTED], [REDACTED] (minutes)</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED] [REDACTED], [REDACTED], [REDACTED] [REDACTED]</p>
Welcome	Noted that it is the final meeting of session. [REDACTED] welcomed everyone to the meeting. [REDACTED] will pass chair to [REDACTED] for 2024/25.
Notes of Previous Meeting	The previous minutes were approved as a correct record.
Matters arising from meeting 29/05/2024	<ol style="list-style-type: none"> 1. Voluntary Transfers - Action: Take to EPHTA and Secondary HT meetings start of Session 24/25 ahead of launch for discussion and promotion. 2. Acting Up/Secondments guidance - guidance has been circulated to LNCT for feedback. Action: To be rolled over to next meeting 28/08/24 for comment. 3. Steering group to share information about Support Worker review - [REDACTED] updated LNCT - working progress - still ongoing work. SLWG formed to map existing job roles with job descriptions - present to [REDACTED] over summer recess to resume work with TUs in new session. 4. WTA - signed and agreed. [REDACTED] to agree a process to distribute earlier next year. Action: [REDACTED] to schedule meeting. 5. [REDACTED] - not working effectively - work is in progress to fix it through a third party. Has been escalated as far as we can escalate it through Directorate Risk Register and on Corporate Risk Register. 6. GIRFEC/Inclusion Review - survey is closed. High volume of responses. Keen to align as much work as

	<p>possible through learning communities. We are past the deadline but moving at pace.</p> <p>7. Transitions Teachers' - budget for TTs is in place for Session 24/25. Savings will potentially come into play for Session 25/26. [REDACTED] met with teachers to make them aware of the future financial savings for Session 25/26 and to assume that monies used for additional workstreams will be put forward as savings. Action: [REDACTED] to be invited to Learning Community SLWG led by [REDACTED] ([REDACTED])</p> <p>8. Meet to address access to work - potentially briefing SLTs and BMs - Team being developed to pull together guidance. TUs met with [REDACTED]. Action: HT briefing after the summer to include [REDACTED]</p> <p>9. Meeting regarding flexible working requirement/career break and other requests that are presented to Education Workforce panel - Action: brief [REDACTED] to make sure our policies are clear.</p>
SNCT Standard Circulars and Letters	No relevant advice issued since last LNCT meeting.
LNCT Policy Register update	<p>Update from [REDACTED] To report back to LNCT 28/8/24 regarding inconsistent practices surrounding recruitment policy.</p> <p>[REDACTED] - brought the social media policy to the table - in terms of how schools use social media to communication with families and in-house. [REDACTED] thinks the current CEC social media policy doesn't reflect what goes on in schools and what is application to schools for safety and reputational purposes. [REDACTED] suggested carrying out research by looking at SNCT website to see if there are examples of these and double check against acceptable user policy, if so, then bring back to LNCT.</p>
<p>Budget Update</p> <p>➤ Finance Committees</p>	<p>Every school has a finance committee. They should meet 3-4 times a year. Terms of Reference on the website under the DSM guidance. They meet to approve big spend items / budget. Team comprises of Business Manager / HT / Chair of Parent Council and one other. Action: [REDACTED] to be invited to future Finance Board.</p>
<p>Workforce</p> <p>• Recruitment Guidance</p>	<p>Update by [REDACTED]. [REDACTED] involved in updating HT recruitment pack. Looking at how to promote jobs in the City. [REDACTED] meeting with [REDACTED], Lead HR Consultant,</p>

<ul style="list-style-type: none"> • NQTs • Compulsory Transfers for 24/25 	<p>Workforce Planning and Information to develop Education Workforce Improvement Plan to improve the recruitment, allocation and retention of a highly skilled workforce across all sectors. Gathering data a working progress.</p> <p>Currently 92 in secondary and 90 in primary schools. Considerably less than we normally allocate.</p> <p>Good learning from Primary compulsory transfers to be shared with secondaries.</p>
<p>HMI Feedback analysis T&L</p>	<p>shared PowerPoint presentation outlining Learning Themes. been working on a pre-inspection support model with South Lanarkshire to support our schools ahead of inspection.</p>
<p>Attainment</p>	<p>shared with retaining the measures that looked at literacy and numeracy and added depth and breadth measures for cohort S4, 5 & 6 and will share the schools overview in September which will form the basis of schools attainment report – form the basis of Committee reports. Pupil Tracker is about to be introduced which will allow production of the same report for Tracking 1, 2 & 3. The aim is to give schools consistent measures so they can look at performance over time, look at ACEL data and how it compares to Senior Phase data so they can identify areas of improvement. Action: Pupil tracker demo 30/5 - to be invited.</p>
<p>GIRFEC/ Inclusion Review</p> <ul style="list-style-type: none"> • 	<p>chairs the National Group that have developed the Included, engaged and involved part 3 which takes a relationship and rights-based approach to physical contact /physical intervention in schools. It's been ongoing for 3 years – draft has gone out for consultation. Consultation was published in April with the hope guidance will be issued by June. A private members bill has been raised in the interim which could delay issue.</p> <p>CEC Policy needs to be reinforced to our colleagues, particularly to those who feel there is risk of harm and require clarity surrounding intervention.</p> <p>CAHMS training readily available online.</p> <p>Action: to check that CAHMS training is on our list of Behaviour of Concern training.</p>
<p>AOB</p> <ul style="list-style-type: none"> • NASUWT Workload • ADHS Workload? • HT Supervisio 	<p>NASUWT current campaign is about workload which is still the main factor that has been responsible for creating work-related stress for teachers. Action: to send workload survey results.</p> <p>Meeting pending – Action: to report back</p> <p>In-house and procurement model to run side by side –</p>

<p>n</p> <ul style="list-style-type: none"> • SQA trial of access to marked exam papers 	<p>to compare.</p> <p>From next session 24/25 parents will be able to access N5 paper on a trial basis (only for certain subjects). Action: raise at next LNCT.</p>
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Huge thanks to [REDACTED], on behalf of [REDACTED] and LNCT, it's been a pleasure working with you, you've been very solution focused across the years in lots of different arenas, very professional and helpful.

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Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
12th March 2025: 2pm - 4pm**

Online (Microsoft TEAMS)

<i>Theme</i>	<i>Notes/Action</i>
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED]</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED] (minutes)</p> <p>No apologies submitted.</p>
Welcome Introductions	<ul style="list-style-type: none"> • Introduction
Notes of Previous Meeting	<ul style="list-style-type: none"> • [REDACTED] and [REDACTED] were incorrectly noted as Teacher's side, rather than management side. The remainder of the minutes are approved.
Matters arising	<ul style="list-style-type: none"> • Class Charts <ul style="list-style-type: none"> ◦ Discussed at Secondary HT meeting 12.3.25. Working to timescales to introduce it at start of next term. T&C being reviewed. • Statement from Nicola Harvey - early adoption vs secure adoption <ul style="list-style-type: none"> ◦ CEC position is they are encouraging of trends (including AI). Pedagogy trails behind other local authorities. ◦ Difference of opinions of using AI in the classroom or for work. Needs to be implemented safely and with risks understood. Young people are using it so should be part of a curriculum around digital literacy. ◦ Action: [REDACTED] to contact Nicola Harvey to discuss further. • SSE communication to staff <ul style="list-style-type: none"> ◦ Staff are now being contacted ahead of SSEs with guidance. • Delegated powers <ul style="list-style-type: none"> ◦ Hold until next LNCT meeting

	<ul style="list-style-type: none"> • Inclusion Review update <ul style="list-style-type: none"> o Going to committee on 25th March. Elected members have been briefed on stresses on the service. o Further deputations possible. Additional motions could still be put forward while it is noted.
SNCT Standard Circulars and Letters (■■■)	<ul style="list-style-type: none"> • No update
Budget Update ■■■	<ul style="list-style-type: none"> • Budget formally approved on 20 Feb. ■■■ briefed and asked to share with their staff.
Health and Safety (TB) <ul style="list-style-type: none"> • MyHS reporting • H&S committees • Wellbeing as CEC priority • Protected time 	<ul style="list-style-type: none"> • MyHS Reporting – consistency of approach <ul style="list-style-type: none"> o With new platform and QR code (and auto email to HT and BMs). Keen to take forward for people to be able to report incidents themselves. o Unclear if posters have been sent/arrived in schools. Poster is available on the Orb. o ■■■ noted concerns about all staff being able to submit themselves, additional workload, professionalism, etc. Wants to make sure proper guidance is out there. ■■■ suggests offering training on how to fill out the form. o ■■■ working with ■■■■■■■■■■ (following BoC) to create an engaged guidance for individuals. MyHS would allow H&S committees to monitor entries and intervene with individual teachers if necessary. o To be provided to all teacher staff (as they are CEC staff) and monitored over the next few months. o Action: ■■■ to bring up at next council HS forum how these issues are addressed in other areas of the council. o Action: ■■■ to follow up at next Behaviours of Concern meeting. • H&S Committees <ul style="list-style-type: none"> o Short survey sent out around H&S committees. Less than half of respondents stated their H&S committees met monthly. Another survey on H&S committee meetings to go out on how BOC

	<p>is addressed.</p> <ul style="list-style-type: none"> Regular training is necessary on BoC framework and how it is meant to function in school. Messaging will continue being reinforced and discussions ongoing around H&S needs within WTA Wellbeing as a CEC priority <ul style="list-style-type: none"> Hold until [REDACTED] returns Local agreement on protected time for H&S reps <ul style="list-style-type: none"> Giving increasing prominence and need for H&S reps, argument for these reps to have some amount of ring-fenced time to undertake these duties. Alternative argument that this should be on the onus of the HT to schedule regular meetings and put this within the WTA. Action: [REDACTED] to speak to staff around H&S time requirements and if this has affected them standing for the role.
<p>Teaching and Learning [REDACTED]</p> <ul style="list-style-type: none"> WTAs SIPs and Teacher Charter CTCS guidance - PRDs 	<ul style="list-style-type: none"> WTAs, SIPs, and Teacher Charter <ul style="list-style-type: none"> No plans for major changes to the WTA at the moment. [REDACTED] to update dates/links/etc. Strip out some ringfenced items and ensure core essential learning is included. WTA agreement to go out next week. Messaging from CEC is around empowering teachers to make the decisions that are right for their school. Framework meetings are taking place. GTCS guidance on PRDs <ul style="list-style-type: none"> GTCS published guidance in 2021 and CEC guidance published shortly thereafter. Prd provides opp for teachers to reflect on their practice. Engagement with Professional standards are core. Greater importance needs to be given to prd for professional learning. GTCS document speaks about key features of a successful PRD. Ethos – set in climate of mutual respect. Reviewers should be trained in coaching conversations. Resources available around planning and learning cycle, what a successful PRD should look like, top tips on roles and responsibilities of the

	<p>reviewee and reviewer</p> <ul style="list-style-type: none"> o 2-part course for reviewers exists and individuals invited to this. Possible another half-day coaching offer should be created. o No particular timeline established, important to raise awareness of need for training and demonstrate availability of training that is available. o Action: [REDACTED] to take back to HT colleagues and raise awareness of this issue.
<p>Digital [REDACTED]</p> <ul style="list-style-type: none"> • EL2 update • Collective grievances re ICT 	<ul style="list-style-type: none"> • EL2 update <ul style="list-style-type: none"> o Digital estate to update WAPS nearly completed. Windows estate refresh is ongoing, but delays are coming through (number of devices, contract with CGI. Large discussion around platform for EL2 (iPad vs Chromebook). o Consultation to go out to colleagues. • Collective grievances re ICT <ul style="list-style-type: none"> o 2 are still ongoing (based around Windows refresh)
<p>Workforce Update [REDACTED]</p> <ul style="list-style-type: none"> • Transfers • Supply Issues • Shortage subjects 	<ul style="list-style-type: none"> • Transfers <ul style="list-style-type: none"> o Spoke at last meeting about large number of Primary Teachers who will need to be transferred due to falling numbers. Meeting to take place next Monday for colleagues in scope of this. o Permanent teachers who were temporarily placed in one location where permanent jobs are now available. If the teacher and HT both want to stay, [REDACTED] and [REDACTED] would like to ask LNCT to agree to match these individuals to these schools ahead of time. <ul style="list-style-type: none"> ▪ The LNCT formally agrees to this option so long as both parties are in agreement, and this is a legally allowed process. • Supply Issues <ul style="list-style-type: none"> o Classes being collapsed with individual teachers, higher teachers pulled out of class to cover younger years, etc. happening with more frequency. Reason for happening because of lack of supply or schools trying to save money? Concern from a safety standpoint, risk assessments needed, etc. o Action: [REDACTED] establish how often this is happening. o Keeping a supply teacher on for several weeks or months on Teacher Booker rather than

	<p>offered a contract. Emphasis on more than 2 days of supply should be a fixed term contract (even if no contract is sent out, it is still their employment status from CECs views).</p> <ul style="list-style-type: none"> o Clear out of Teacher Booker of people who haven't worked/only worked one or two days, so there is a more realistic idea of how many supply teachers are there. • Shortage subjects <ul style="list-style-type: none"> o Tranche 2 recruitment going on this week with matching to start next week. There will be certain subjects that will be left with vacancies. Primary teachers being recruited in to teach S1 and S2 English, numeracy and support for learning. o Action: ████████ to chat with ████████ about sending out communication to flag this to teaching staff.
LNCT Policy Group Update ██████	<ul style="list-style-type: none"> • ████████ Recruitment rewrite. ████████ and ████████ to examine and possibility for sign off at the next LNCT in ████████. • Next items: 1) Fixed term contract guidance/permanency. 2) Voluntary transfer for teachers (on hold)
AOB	

Next meeting to be held 28/05/2025 in person.

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
28th August - 2pm - 4pm**

Online (Microsoft TEAMS)

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]. Not in attendance: [REDACTED]</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED] (minutes)</p> <p>No apologies submitted.</p>
<p>Welcome</p> <ul style="list-style-type: none"> • Membership & Voting rights • Chair 	<p>Welcome from [REDACTED], first LNCT of the year. Introduction of [REDACTED] as current chair.</p>
Notes of Previous Meeting	<p>Correction: On page 3, Survey action should not have been listed as [REDACTED] but [REDACTED]. Following correction, record is approved.</p>
Matters arising from meeting 28/08/2024	<ul style="list-style-type: none"> • Feedback from launch of voluntary transfer policy (unpromoted staff) with [REDACTED] <ul style="list-style-type: none"> o Still to happen. Discussed at SH meeting on 28/08. Action: Take to staffing board to manage remaining concerns. • Feedback on secondments/acting up policy <ul style="list-style-type: none"> o No additions from Teaching or management side. Action: To be circulated before next LNCT. • Update on plans to brief [REDACTED]/SLTs re: reasonable adjustments. <ul style="list-style-type: none"> o Current toolkit exists, discussion on possible short briefing for [REDACTED]/BMs for signposting. [REDACTED] and [REDACTED] to discuss possibility of bespoke session. Action: Query HR regarding resources/timing [REDACTED]. • Rollout of pupil tracker <ul style="list-style-type: none"> o Carry over to next LNCT meeting.

	<ul style="list-style-type: none"> • CAHMS – is it listed on BoC training? <ul style="list-style-type: none"> o To be picked up in next BOC meeting. • Any further update on [REDACTED]? <ul style="list-style-type: none"> o Progress has been made, any ongoing issues should be directed through [REDACTED]'s office. • Update on parents being able to access N5 papers <ul style="list-style-type: none"> o No updates. Watching brief
SNCT Standard Circulars and Letters	<ol style="list-style-type: none"> 1. SNCT 24/97 Changes to SNCT Handbook of Conditions of Service – Family Leave <ul style="list-style-type: none"> o Actions: Changes need to be publicised amongst [REDACTED], BMs and Staff. Possible to be released in the upcoming operations newsletter. [REDACTED] to discuss comms issues. 2. SNCT 24/96 SNCT Handbook Changes to Paragraph 2.10 <ul style="list-style-type: none"> o [REDACTED] queried how to raise concerns about work done by principal teachers outwith their 35 hours as outlined. HT in the first instance is current procedure. o Action: Teaching unions to discuss areas of concern with membership, any systemic issues found will be shared with LNCT.
Budget Update • [REDACTED]	Budget papers prepared for ECF committee. Offer budget for year and proposed savings for future years. Will be further discussed at finance board.
Health and Safety • H&S Committees • Staff Wellbeing	<ul style="list-style-type: none"> • [REDACTED] reported that all schools have been asked to set up H&S committees. Action: [REDACTED] to pass around model. • Risk assessment training will be put up online and tracked so it is easier to see who has attended and completed it (historic data won't be available). Stats should be passed around H&S committees in schools. • HT supervision pilot will be sent out via Edinburgh Learns news. Action: [REDACTED] to circulate to LNCT group when it is released. • EIS sent out snap heatmap survey to staff at start of term, Issues highlighted: workload, pupil behaviour, IT. Action: [REDACTED] to circulate survey answers around to

	LNCT management side and [REDACTED]'s HR team.
<p>School Cohesion</p> <ul style="list-style-type: none"> • [REDACTED] 	<ul style="list-style-type: none"> • Members concerned about riots, potential abuse, and pupil impact, and are requesting support about how to address these issues in classroom and for themselves. • Discussion that data from Pupil Tracker and lived experiences were not showing an increase in racially targeted violence in schools. • Resources sent out from Edinburgh were seen as positive. Possible for future LNCT to seek out more specific resources/ toolkit around these issues - i.e. Nurture International access to learning, etc.
<p>Teaching and Learning / Attainment</p> <ul style="list-style-type: none"> • S&Qs • School Improvement Plans • WTAs • ACEL • SQA 	<ul style="list-style-type: none"> • [REDACTED] shared detailed slides on trends in literacy and numeracy. This was largely positive and discussion was held on how effective numeracy techniques are being adapted to literacy. • Special schools (including ACEL data) were discussed. • Action: [REDACTED] to attend teacher panel this term to discuss data in more detail.
<p>Inclusion Review</p> <ul style="list-style-type: none"> • [REDACTED] 	<ul style="list-style-type: none"> • HR has built models based on needs analysis and stakeholders. Service will be renamed Inclusion Service. Consultation on models will go out on 16 September and last for 45 days.
<p>Boards/ governance</p>	<p>Request for a document/database of who is responsible for what and who has what job.</p> <p>Action: [REDACTED] to share with Teacher's panel an existing document with SEO and Central team remits.</p> <p>Action: [REDACTED] to circulate document on current state of boards ahead of Teacher's Panel on 4 September.</p>
<p>LNCT Policy Group 2024/2025</p>	<ul style="list-style-type: none"> • Acting up guidance completed; will be circulated for sign off following next meeting. • New recruitment questions have been added to all new posts. • Still to be done (no particular order): <ul style="list-style-type: none"> o Refresh of recruitment guidance o Rewrite of DHT/CL/CL/Principal teachers o Refresh of fixed term contracts, notice periods, end dates, etc. o Social Media Policy - Discussion to be held with corporate colleagues about policy and how it can apply to school context/if any changes are needed. When decided, possible to go out as a good practice reminder in Operational Newsletter. o Voluntary transfer for promoted staff - Work has started

	on this. Issues with jobsizing and complex requirements of CLs in Edinburgh.
AOB	<ul style="list-style-type: none"> • Has Edinburgh's mobile phone policy been updated? <ul style="list-style-type: none"> o Previously waiting for Scottish gov guidance. LNCT to help discuss/distribute. • Concern about IT's auto shutdown. Causing teachers problems with outdated equipment and increased workload. • ■ sent out software requirements to ■ - what responses have been received? <ul style="list-style-type: none"> o A working group is taking this forward with subject leads. Issues are a combination of IT, budget, curriculum, etc. Action: ■ to be brought in to look at scale and issues and get feedback. • Accessible software for additional support needs is also difficult to get to those who need it. Should be included in further conversations around IT issues.

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Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
6th November: 2pm - 4pm**

Online (Microsoft TEAMS)

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED]</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] (minutes)</p> <p>No apologies submitted.</p>
Welcome Introductions	<p>Welcome from [REDACTED], Note: that Agenda says this is the AGM, but this was in error.</p> <p>[REDACTED] extended formal thanks to [REDACTED] for her work with LNCT over the years, her contributions are greatly appreciated. Additionally, formal thanks are extended to [REDACTED] for her years of support with the LNCT ahead of her retirement at the end of the month.</p> <p>Change to the agenda: [REDACTED] has requested to speak first on Inclusion Review.</p>
Notes of Previous Meeting	<ul style="list-style-type: none"> No adjustments to minutes from last LNCT meeting. Minutes are approved.
Inclusion Review	<ul style="list-style-type: none"> It was noted that multiple workstreams are within the inclusion review, not just restructuring, though this is the main focus at this time. [REDACTED] has held lots of meetings with staff, schools, unions over 45 days - ASL, educational psychologists, pupil support, etc who are within scope and under her management. Consultation was extended by a week due to October Break, and now ends on this Friday (08/11/24). Final structure to be presented to staff on Monday (11/11/24) - Budget still to be approved. [REDACTED] has prepared a paper that will be presented to the next EC&F committee on the 21/01/25. Committee papers to be released on Wednesday. Updates will continue with staff and SLT. It was noted that some staff feel they haven't been well informed, and this feedback will be taken into consideration at sessions moving forward.

	<ul style="list-style-type: none"> ■ noted it is important to offer continued support within the learning communities – bring consistency into how it is managed.
Matters arising	<ul style="list-style-type: none"> Formal agreement on secondments/acting up policy. Was agreed at previous meeting – Action: ■ to add ■ and ■ signatures and backdate to previous LNCT meeting. Circulate to ■, highlight in Operations Newsletter. Headteacher supervision – update note on pilot (circulated). Action to be reviewed in March meeting. Update on use of Education Operations Team Newsletter to alert managers re: policy launches and other relevant matters, it was noted that responses have been positive thus far. From last AOCB: Larger Digital board meetings have been stopped, ■ has requested a new chair so they can continue. Action: Heads of schools to take away and respond.
SNCT Standard Circulars and Letters <ul style="list-style-type: none"> ■ 	<p>SNCT Standard Circulars and Letters:</p> <ul style="list-style-type: none"> SNCT/24/100 - Part 2 Appendix 2.5 Annex A Revised 1024 SNCT/24/100 - Part 2 Appendix 2.1 - Revised 1024 SNCT/24/100 - SNCT 24-100 Pay Agreement August 2024 SNCT/24/99 - SNCT 24-99 Educational Psychologists SNCT/24/98 - SNCT 24-98 Remote Schools Allowance
Budget Update <ul style="list-style-type: none"> ■ 	<ul style="list-style-type: none"> Fiscal Challenge In all committee reports, difficulty of the situation is recognised – pushing least worst options. Principles: Best value, statutory provision, services which prevent statutory provision, poverty mitigation Overview of proposals Other areas of review: edge of care, EY max capacity, contracts and commissioning, central education staff, wider achievement - income, printing in schools, business support <ul style="list-style-type: none"> IIA for each of the above areas – scoping groups to be set up. Asked HT exec to be involved (■, LNCT to be involved ■). Potentially reaching out to local gov unions. ■ asked if remedial works/discovery of RAAC would have any effect on the budget. Word of such scope of work has not reached the desks of ■ and ■

	<ul style="list-style-type: none"> Unions will be campaigning for more allocation of funds in the budget for education.
<p>Health and Safety</p> <ul style="list-style-type: none"> H&S Committees Staff Wellbeing BoC Risk 	<ul style="list-style-type: none"> Management side <ul style="list-style-type: none"> Update on commitment to BOC, more training dates in next few weeks (Nov 27 and Dec 3). Quality improvement team to be conducting review on information through from consultations and portals. working on guidance on how H&S committees and should be responding. To be circulated when it is finalised. Teacher Side <ul style="list-style-type: none"> Staff wellbeing - meeting was planned at Drummond Community HS, but this date had to be moved. Still to go forward with new dates TBD. and met with around Reasonable Adjustments, OH, etc. How can improvements be made in education and council wide. New dates for training to be rolled out soon. Something more bespoke to be developed for SLT and school reps re: front line support. Possible for to deliver training in visits to schools or in clusters - exact shape of these visits TBD. met with (Head of H&S for CEC) along with to discuss the use of a risk matrix in the school risk assessments. This was agreed in the context of the council's new MyH&S which is replacing the SHE portal.
<p>Teaching and Learning / Attainment</p> <ul style="list-style-type: none"> SQA and Insight - presentation on data CEC Stretch aims Pupil tracker - union update 	<ul style="list-style-type: none"> Attainment Data - Fragmented approach over the last couple of years between committees. This has now been brought in line. Attainment in Edinburgh Schools data to be published separately from national as it includes cohorts. Trying to capture core aims, core stretch aims, and plus stretch aims. Numeracy and literacy are both greater than virtual comparator (VC) in all aims. Edinburgh is above national and VC in all measures. In most measures Q1 v Q5 are improving over several years. Gap is still unacceptable large, and it is larger at the higher levels. FSM and looked after children are far too low compared to VC measure. Possible hidden poverty issues not being addressed. Participation measures are among the highest they have ever been. Introducing core stretch aim on staying-on rates S4 to S5 and

S4 into S6. Students should be encouraged to stay on in school until they have a sustained plan. New aim on exclusions for care experienced young people.

- Special schools attainment - primary has established aims, more nuanced with secondary and looking to work with teachers to set realistic aims.
- Every school has new data pack this year that is same as all other schools so measure and reports can be more accurate and attention can be best focused. Still in development.
- **Action: [REDACTED] to send around PowerPoint with full data.**
- PACT being reviewed by EIS - possibility of working together on this to address some of the issues that are being missed.
- [REDACTED] requested discussion on pathway data at future teacher panel.



EIS surveyed reps on pupil tracker -

- Majority think it is worse than previous system. Majority are tracking things they weren't before. Majority feel it is increasing workload.
- Some schools are only tracking 1, 4, and 7 in Pupil Tracker and everything else in their previous system.
- Reliability and stability: 3 stars; Ease of use: 2 stars.
- Discussion occurred on the feedback, what can be taken up by CEC team, and how we can progress forward (training, changes, etc). Bring back to Teacher Panel for further discussion.

Supported self-evaluations -

- Feedback that there is a lack of support in the process and a feeling of added workload from communication. Leave for later discussion.

Workforce Update

- [REDACTED]

- [REDACTED] gave update on support worker element of inclusion review. Consultation process has been extended to 18/11/24. The purpose is to improve recruitment and retention.

- o Introduce opportunity for moving posts
 - o Evaluated job descriptions

Another update to be published on 15/11/24, with new structure in place for staff by new financial year.

- [REDACTED] gave update on challenges with recruitment across entire council.
 - o Education is looking at secondary shortage subjects and retention of support staff.
 - o Trying to recruit as many permanent posts as possible since start of year.
 - o Ongoing pupil support assistant recruitment.
 - o 16 new [REDACTED] will have been appointed by the winter break.

	<ul style="list-style-type: none"> • [REDACTED] raised issue around supply workers doing multi month posts who need to be moved to temp contracts. [REDACTED] is looking to see how TeacherBooker can flag these instances to CEC. Supply teachers who have not worked for CEC since moving to TeacherBooker will be removed. • [REDACTED] raised issue around people working without having contracts. Issues from this frequently come up later, causing extra work and cost. Further discussion elsewhere (possibly in staffing board).
LNCT Policy Group 2024/2025 • [REDACTED]	<ul style="list-style-type: none"> • Working on recruitment for permanent promoted posts – hope to bring to next meeting for sign off. • Continuing work on other policies (discussed in previous LNCT meeting)
AOB	<ul style="list-style-type: none"> • Timetable alignment in secondary schools – Next LNCT agenda item. Explore concerns before then. Action: [REDACTED] to send questions raised to [REDACTED] • Scottish government guidance on behaviours in schools – to be discussed further next LNCT. • Absence of [REDACTED] (and [REDACTED]) is putting pressure on many members of staff. Interim arrangements are going to be managed by CEC management.

Next meeting to be held 22/01/2025.

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
22nd January 2025: 2pm - 4pm**

Online (Microsoft TEAMS)

<i>Theme</i>	<i>Notes/Action</i>
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED] [REDACTED]</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] [REDACTED] (minutes)</p> <p>No apologies submitted.</p>
Welcome Introductions	<ul style="list-style-type: none"> • Introduction. <ul style="list-style-type: none"> ◦ Welcoming [REDACTED] as new joint chair of LNCT. ◦ [REDACTED] (area officer for the EIS) is observing, [REDACTED] is the acting Quality Improvement Officer for secondary.
Notes of Previous Meeting	<ul style="list-style-type: none"> • No adjustments to minutes from last LNCT meeting. Minutes are approved.
Matters arising <ul style="list-style-type: none"> • Inclusion Review • Pupil Tracker • AI 	<ul style="list-style-type: none"> • Update on IR from [REDACTED] <ul style="list-style-type: none"> ◦ Proposal to be discussed at the next ECF committee meeting. Another date has been added for 27th June and round table events to be organised. ◦ Currently condensing information. Any changes to the proposal that are needed are to be taken to the March ECF. ◦ Seeking input from [REDACTED]; ECF will determine if any other actions needed or it is ready to take forward. ◦ Cannot offer any permanent contracts until March-June. ◦ National budget is proposing more funding for inclusion. ◦ Note: This committee acknowledges the amount of work [REDACTED] has put into this review. • Update on Pupil Tracker from [REDACTED]

	<ul style="list-style-type: none"> o A number of asks have been made to improve the use of Pupil Tracker (1-click column entry, easier parent/pupil access, UI descriptors/highlight to be enacted, etc) o Ongoing work on ways to autosave and improve data input. o Query raised about any movement on Class Charts. <ul style="list-style-type: none"> ▪ Needs to be fully compliant with procurement frameworks and legal conditions accepted. Previous data breach cannot happen again. Undertaking due diligence with safeguards. ▪ Would be funded at a school level, so it will be up to individual [REDACTED] to implement it. • AI update from [REDACTED] <ul style="list-style-type: none"> o Schools have blocked AI platforms [REDACTED] some schools have approved use by staff only). o Service directors attended workshops on the positives and negatives of using AI in the workplace. AI is part of the digital transformation programme - request that this be taken forward and look at using it more efficiently. <ul style="list-style-type: none"> ▪ Noted a necessary balance around early adoption and secure adoption. Recommended getting a statement from [REDACTED].
SNCT Standard Circulars and Letters ([REDACTED])	<ul style="list-style-type: none"> • No Updates
Budget Update ([REDACTED])	<ul style="list-style-type: none"> • Updated savings proposals to be published Friday lunchtime. These will not be set until 20th February. • Budget update to the Education Committee is unknown. It would be the recommendation of officers if so.
Health and Safety ([REDACTED]) <ul style="list-style-type: none"> • ToR for H&S Committees • MyHS • Staff Wellbeing 	<ul style="list-style-type: none"> • Terms of Reference for H&S Committees <ul style="list-style-type: none"> o Current draft doesn't refer to BoC at all. Does state that school H&S committees can meet 3 times a year. [REDACTED] looking for reassurance BoC will be included. Action: [REDACTED] to bring it

- BoC
- Risk

up with colleagues. ■ to send the draft document to rest of LNCT.

- MyHS

- o Started roll out. ■ requests training be put in place for staff as soon as possible. Poster with a code to training exists and should be distributed to schools. **Action: ■ to speak with colleague to get this distributed.**
- o Current guides are good. Query if joint training would be possible?

- Staff Wellbeing

- o First meeting taking place on Thurs 20th February at Drummond HS (Staff Wellbeing Steering Group)
- o Query if wellbeing can be used as part of staff PRD? Possible to have Mhairi-Louise Teden at a future LNCT/Teacher Panel or to have her share a presentation on this topic.

- BoC

- o Training and Coordinators being arranged. Update need on local framework to align with national work. **Action: Group to draft framework to match national guidance and go back to working group with it.**
- o Need to have recording systems in place for restraint so these can be followed up.
- o Round table at St. Crispin's to take place on 7 February.
- o MSP Jenny Gilruth is looking at National Behaviour Action Plan.
- o ■ notes that staff are asking how to respond in specific scenarios. Currently on 2 examples available on restraint. **Action: ■ to put together further guidance based on case studies and practical examples.**
- o ■ notes his concern over a 'black and white' list.
- o ■ provided an update on the thematic review of the guidance. Looking to make a scoping group of CEC staff and teachers to create an action plan. To start following February break with a report on findings ahead of Easter.

	<ul style="list-style-type: none"> o ■ requests for communications to go out stating Edinburgh guidelines (not national) still stand. • Risk Matrices <ul style="list-style-type: none"> o Push on the timeline since MyHS has the capacity to write assessments and create risk matrices. New templates being piloted in a few schools at the moment.
<p>Teaching and Learning (■ / ■)</p> <ul style="list-style-type: none"> • SSEs • Timetable alignment • WTAs and SIPs 	<ul style="list-style-type: none"> • SSEs <ul style="list-style-type: none"> o Communications to go out to staff. TU ready to send out guidance. o Potential for a follow up conversation after half term to discuss some more detailed items. • Timetable alignment <ul style="list-style-type: none"> o ■ queried how it will look for a classroom teacher. Would wish to speak to someone from the working group about practical implementation. o The actual alignment shouldn't cause too many changes to schools. Main impact will be on young people traveling or learning online. o Action: Send any questions to ■ to bring to Pathways board. o Action: A separate chat around online learning guidelines to be arranged. • WTAs and School Improvement Planning <ul style="list-style-type: none"> o Working to get WTA discussions started earlier in the year. o There are queries around the place of Digital (in the essential learning rollout). o Quarter 1 for SIPs will be shifted into Term 4 (summer). Action: ■ and ■ to meet to discuss.
<p>Digital</p> <ul style="list-style-type: none"> • Governance/boards • Social Media • Pupils and phones 	<ul style="list-style-type: none"> • Governance/boards <ul style="list-style-type: none"> o Empowered learning 2.0 board – an extension to 1.0 for now. Wider strategy will go through digital board (all under 1 group moving forward) o Grievances – response includes process of device review; not ignoring concerns.

	<p>Action: [REDACTED] to send out a response with dates and a priority list.</p> <ul style="list-style-type: none"> • Social Media <ul style="list-style-type: none"> o Use of social media to communicate with parents has been brought up before and PP would like to discuss it again. o Other councils, children's charities, and organisations have all come off X. Schools should focus on the use of email and school websites. o [REDACTED] recommends this is taken back to the digital board. Legal does not have any current intention to do anything. o Internal comms should only be through Teams/Microsoft. o Action: [REDACTED] to discuss separately as part of wider communications policy. • Pupils and Phones <ul style="list-style-type: none"> o Authority view is that [REDACTED] take this issue on independently. o Short life working group put together on this issue. o Request that this group look at creative ways of engaging with parents/carers as well as with students on this issue. o An update will go out in the ECF bulletin in June.
<p>Workforce Update</p> <ul style="list-style-type: none"> • Staffing returns/Compulsory Transfers • Recruitment/shortage subjects • Special School staffing 	<ul style="list-style-type: none"> • Secondary - <ul style="list-style-type: none"> o Tranche 1 jobs closed on 21st January. CDT is most concerning subject. [REDACTED] to put in probationer bids, but Edinburgh has fewer numbers for first choice. o Looking at training to develop literacy and numeracy in primary teachers for secondary classes. o Tranche 2 jobs to be posted the Monday of February break. • Primary - <ul style="list-style-type: none"> o Similar situation as last year. Looking at around 30 less classes, but this will change as P1s enrol. Unlikely to do mass recruitment. Comms to go out today to [REDACTED] and BMs.

	<ul style="list-style-type: none"> Recruitment group to meet again after receiving staffing returns. Compulsory transfers to be called redeployment. Currently looking at secondary, will look at primary later on. Special Schools - <ul style="list-style-type: none"> Increased use of special support assistants to cover classes. This [REDACTED] be a misunderstanding. Action: [REDACTED] to get back to schools to confirm correct practice/guidance.
<p>LNCT Policy Group 2024/2025 ([REDACTED])</p> <ul style="list-style-type: none"> Sabbatical Agreement Update on work of group 	<ul style="list-style-type: none"> Sabbatical Agreement <ul style="list-style-type: none"> These changes were accepted. [REDACTED] and [REDACTED]'s signatures to be added. Work of group <ul style="list-style-type: none"> Procedure around promoted posts (excl. [REDACTED]) recruitment. To be discussed at next LNCT. Next items: 1) Fixed term contract guidance/permanency. 2) Voluntary transfer for teachers (on hold)
AOB	<ul style="list-style-type: none"> School Holidays - Approved at this LNCT Some things should be coming to LNCT but aren't. When documents are updated, joint secretaries should be notified. A document should be circulated about these topics. Delegated powers - [REDACTED] is formally the only one able to dismiss teachers. Guidelines and guiderails around this should be put in place and refreshed at certain intervals. Action: Meeting with [REDACTED] to discuss and bring forward at next LNCT

Next meeting to be held 12/03/2025.

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
29th May - 2pm - 4pm**

In-Person Waverly Court

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] (minutes)</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED]</p>
Welcome	Noted that it is the final meeting of session. [REDACTED] welcomed everyone to the meeting. [REDACTED] will pass chair to [REDACTED] for 2024/25.
Notes of Previous Meeting	The previous minutes were approved as a correct record.
Matters arising from meeting 29/05/2024	<ol style="list-style-type: none"> 1. Voluntary Transfers - Action: Take to EPHTA and Secondary HT meetings start of Session 24/25 ahead of launch for discussion and promotion. 2. Acting Up/Secondments guidance - guidance has been circulated to LNCT for feedback. Action: To be rolled over to next meeting 28/08/24 for comment. 3. Steering group to share information about Support Worker review - [REDACTED] updated LNCT - working progress - still ongoing work. SLWG formed to map existing job roles with job descriptions - present to [REDACTED] over summer recess to resume work with TUs in new session. 4. WTA - signed and agreed. [REDACTED]/[REDACTED] to agree a process to distribute earlier next year. Action: [REDACTED] to schedule meeting. 5. [REDACTED] - not working effectively - work is in progress to fix it through a third party. Has been escalated as far as we can escalate it through Directorate Risk Register and on Corporate Risk Register. 6. GIRFEC/Inclusion Review - survey is closed. High volume of responses. Keen to align as much work as

	<p>possible through learning communities. We are past the deadline but moving at pace.</p> <p>7. Transitions Teachers' - budget for TTs is in place for Session 24/25. Savings will potentially come into play for Session 25/26. ■ met with teachers to make them aware of the future financial savings for Session 25/26 and to assume that monies used for additional workstreams will be put forward as savings. Action: ■ to be invited to Learning Community SLWG led by ■ (■).</p> <p>8. Meet to address access to work - potentially briefing SLTs and BMs - Team being developed to pull together guidance. TUs met with ■. Action: HT briefing after the summer to include ■.</p> <p>9. Meeting regarding flexible working requirement/career break and other requests that are presented to Education Workforce panel - Action: brief ■ to make sure our policies are clear.</p>
SNCT Standard Circulars and Letters	No relevant advice issued since last LNCT meeting.
LNCT Policy Register update	<p>Update from ■ To report back to LNCT 28/8/24 regarding inconsistent practices surrounding recruitment policy.</p> <p>■ - brought the social media policy to the table - in terms of how schools use social media to communication with families and in-house. ■ thinks the current CEC social media policy doesn't reflect what goes on in schools and what is application to schools for safety and reputational purposes. ■ suggested carrying out research by looking at SNCT website to see if there are examples of these and double check against acceptable user policy, if so, then bring back to LNCT.</p>
<p>Budget Update</p> <p>➤ Finance Committees</p>	<p>Every school has a finance committee. They should meet 3-4 times a year. Terms of Reference on the website under the DSM guidance. They meet to approve big spend items / budget. Team comprises of Business Manager / HT / Chair of Parent Council and one other. Action: ■ to be invited to future Finance Board.</p>
<p>Workforce</p> <p>• Recruitment Guidance</p>	<p>Update by ■. ■ involved in updating HT recruitment pack. Looking at how to promote jobs in the City. ■ meeting with ■, Lead HR Consultant,</p>

<ul style="list-style-type: none"> • NQTs • Compulsory Transfers for 24/25 	<p>Workforce Planning and Information to develop Education Workforce Improvement Plan to improve the recruitment, allocation and retention of a highly skilled workforce across all sectors. Gathering data a working progress.</p> <p>Currently 92 in secondary and 90 in primary schools. Considerably less than we normally allocate.</p> <p>Good learning from Primary compulsory transfers to be shared with secondaries.</p>
<p>HMI Feedback analysis T&L</p>	<p>■ shared PowerPoint presentation outlining Learning Themes. ■ been working on a pre-inspection support model with South Lanarkshire to support our schools ahead of inspection.</p>
<p>Attainment</p>	<p>■ shared with ■ retaining the measures that looked at literacy and numeracy and added depth and breadth measures for cohort S4, 5 & 6 and will share the schools overview in September which will form the basis of schools attainment report – form the basis of Committee reports. Pupil Tracker is about to be introduced which will allow production of the same report for Tracking 1, 2 & 3. The aim is to give schools consistent measures so they can look at performance over time, look at ACEL data and how it compares to Senior Phase data so they can identify areas of improvement. Action: Pupil tracker demo 30/5 - ■ to be invited.</p>
<p>GIRFEC/ Inclusion Review</p> <ul style="list-style-type: none"> • ■ 	<p>■ chairs the National Group that have developed the Included, engaged and involved part 3 which takes a relationship and rights-based approach to physical contact /physical intervention in schools. It's been ongoing for 3 years – draft has gone out for consultation. Consultation was published in April with the hope guidance will be issued by June. A private members bill has been raised in the interim which could delay issue.</p> <p>CEC Policy needs to be reinforced to our colleagues, particularly to those who feel there is risk of harm and require clarity surrounding intervention.</p> <p>CAHMS training readily available online.</p> <p>Action: ■ to check that CAHMS training is on our list of Behaviour of Concern training.</p>
<p>AOB</p> <ul style="list-style-type: none"> • NASUWT Workload • ADHS Workload? • HT Supervisio 	<p>NASUWT current campaign is about workload which is still the main factor that has been responsible for creating work-related stress for teachers. Action: ■ to send workload survey results.</p> <p>Meeting pending – Action: ■ to report back</p> <p>In-house and procurement model to run side by side – SLT</p>

<p>n</p> <ul style="list-style-type: none"> • SQA trial of access to marked exam papers 	<p>to compare.</p> <p>From next session 24/25 parents will be able to access N5 paper on a trial basis (only for certain subjects). Action: raise at next LNCT.</p>
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Huge thanks to [REDACTED], on behalf of [REDACTED] and LNCT, it's been a pleasure working with you, you've been very solution focused across the years in lots of different arenas, very professional and helpful.

DRAFT

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
24th January 2024**

MS Teams

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED] [REDACTED] (minutes)</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]</p> <p>Advising: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]</p>
Welcome	[REDACTED] welcomed everyone and introduced advisors.
Notes of Previous Meeting	The previous minutes were approved as a correct record.
Matters Arising from previous meeting:	
<ul style="list-style-type: none"> Documents still to be agreed and signed – action sitting with [REDACTED]. CEC / Eis to make sure that our versions of this group correlate with SNCT version of this group – [REDACTED] Compulsory Transfer Policy for promoted staff: [REDACTED] to upload by cop 26th January after gone out to Headteachers. Job sizing – [REDACTED] to meet offline to discuss points raised regarding 3.1 Deputes remit. Flexible working Action: working progress. [REDACTED] to meet offline and take to working group before bringing back to LNCT. [REDACTED] to discuss offline. Teachers' additional salary points – Action: [REDACTED] working with HR. [REDACTED] to confirm to [REDACTED] once everything finalised so that a line can go out in the News. LNCT website – Action: [REDACTED] / [REDACTED] started cleanse of policies currently sitting on website. Still a working progress. Private Assessments: [REDACTED] reviewed document which is now ready to be circulated to Teacher Panel. [REDACTED] to send document to LNCT for final sign-off prior to doing so. Winter Toolkit - Action: [REDACTED] to meet to discuss. Prevent training – [REDACTED] developing Prevent training and will be rolling out to school staff between now and the end of Session. [REDACTED] is the single point of contact for Prevent for the Directorate and [REDACTED] for Corporate. GIRFEC – Children's Partnership Group looking at refreshing GIRFEC. 	

Agenda items:		
SNCT Standard Circulars and Letters	Refreshed and nothing relevant to us.	[REDACTED]
Budget Update	Budget proposals to be discussed by all elected members at the next full Council meeting on 22 February.	[REDACTED]
	Finance Committee – [REDACTED], [REDACTED] to see if ToR	[REDACTED]

Agenda items:		
	<p>was written and guidance created with the intention of all schools having a Finance Committee.</p> <p>██████ to raise at next HT meeting.</p>	██████
██████	<p>Frustrations / stresses Secondary ██████ experiencing caused by the ██████ system not working. Emergency sessions have been laid on for Business Managers by ██████ and ██████.</p> <p>Action: A report to go to CLT about our concerns over the inability to deliver a service with the ongoing issues with ██████. Also raise at the Directorate and Risk and Assurance Committee.</p> <p>██████ suggested that ██████ at Unison is informed once report goes through.</p> <p>██████ to put on Risk Register.</p>	<p>██████</p> <p>██████</p> <p>██████</p>
<p>LNCT sub-groups</p> <ul style="list-style-type: none"> Acting-up posts/Secondments Compulsory Transfers (Promoted Posts) Voluntary Transfers 	<p>Currently writing up Acting-up post / secondments policy. Action: ██████ meet to look at draft.</p> <p>Comprises of 2 separate documents (main grade and promoted posts). ██████ has minor adjustments. EIS happy with them. Important document for Primary ██████ due to dropping role situation and transfers expected as a result. Secondary unlikely to have any transfers. ██████ from each sector have been involved in the sub-group. Any final feedback to MMCD ahead of circulating documents by week ending 9th February.</p> <p>██████ to share draft policy with ██████. Action ██████ to discuss when meet.</p>	██████
<p>Workforce</p> <ul style="list-style-type: none"> Recruitment/staffing returns/staffing numbers 	<p>Secondary ██████ staffing returns were issued in December 2023 and being received. Primary and Special going out to ██████ w/c 29th January. Tranche 1 jobs are advertised and gone external. We are in a dropping role situation for Primary 1. Currently working on our class</p>	██████

Agenda items:

<ul style="list-style-type: none"> • Supply teachers • Support Worker Review • PSAs 	<p>organisation. Potentially 31 classes less across the Primary Estate in August. Currently 30-40 teachers to be placed for August. Centralised recruitment not out yet as a result. [REDACTED] have been informed.</p> <p>[REDACTED] suggested it would be ideal if there was a permanent supply pool. Once [REDACTED] and [REDACTED] completed analysis then take to Staffing Board.</p> <p>[REDACTED] is currently working on the interim feedback for Support Worker Review – more consultation going out to staffing groups.</p> <p>PSA shortage – [REDACTED] informed it's an ongoing piece of work. Working closely with Business Managers and [REDACTED] with a view to advertising 4 time a year. Process [REDACTED] refers to will be captured in the staffing guidance currently under construction.</p> <p>Action: [REDACTED] to circulate document [REDACTED] [REDACTED] shared outlining all posts/vacancies across the sector.</p> <p>[REDACTED] has joined the team as HR Director. His role will be to develop workforce toolkits / storyboards and creating an organisation workforce plan to support workforce challenges</p>	<p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p> <p>[REDACTED]</p>
<p>Digital Learning and Refresh</p>	<p>Survey going out to all teaching staff containing the 4 prominent themes from initial strategy. [REDACTED] to sign off before circulating.</p>	<p>[REDACTED]</p>
<p>Health and Safety</p> <ul style="list-style-type: none"> • H&S Committees • SORT update • Staff Wellbeing 	<p>Behaviours of Concerns training due to take place with H&S Committees.</p> <p>SORT briefings go out as required.</p> <p>Group set up – [REDACTED] reported group moving towards more practical matters. Just a case of keeping process going and see what develops from it.</p> <p>[REDACTED] introduced CEC to an organisation called Education Support. Meeting set up with [REDACTED].</p>	<p>[REDACTED]</p>
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • Teacher's Charter 	<p>[REDACTED] to setup a working group under the Learning</p>	<p>[REDACTED]</p>

Agenda items:		
<ul style="list-style-type: none"> and Differentiation • SSEs • SCE • Thematic Reviews 	and Teacher Assessment Board.	■■■
<ul style="list-style-type: none"> • WTA and School Improvement/Renewal Planning 24/25 	<p>■■■ suggested waiting until after 22nd February Budget before setting up working group. Tracking system – good feedback received. August implementation is possible.</p> <p>TiE is a sweet of resources where ■■■ will share through the Equalities network if teachers want more work on LBGT this is the resource to use.</p>	
Inclusion Review	<p>■■■ attending Inclusion Review advisory group w/c 29th January. ■■■ to feedback.</p> <p>■■■ to invite ■■■ to Teacher Panel meeting.</p>	■■■
New Term Dates	■■■ sent out proposal. Feedback received. ■■■ shared proposal with Teacher Panel to discuss.	■■■
AOB Primary CPMs - feasibility/ desirability for class teacher to be granted time to attend CPMs.	<p>■■■ reported that some teachers do not attend CPMs.</p> <p>■■■ suggested this be part of the GIRFEC refresh – pass on to ASL colleagues.</p>	■■■

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
30th August 2023, 2.00pm**

MS Teams

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] (minutes)</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]</p> <p>Advising: [REDACTED], [REDACTED]</p>
Apologies	[REDACTED], [REDACTED]
Welcome	[REDACTED] welcomed everyone and apologies were noted. [REDACTED] has taken over from [REDACTED] as Chair for Session 23/24, albeit with [REDACTED] co-chairing. [REDACTED] wanted to set the tone for the year ahead, hopefully by being as collaborative and productive as previous years by reaching solutions for the learners of the City of Edinburgh.
Formal Constitution	<p>Formerly known as "Voice" now to be known as "Community". To be agreed at LNCT AGM each year.</p> <p>Action: [REDACTED] to upload to LNCT website.</p>
Notes of Previous Meeting	<p>The previous minutes were approved as a correct record.</p> <ul style="list-style-type: none"> • BAME Recruitment and Retention • Teachers' Charter and PRD <p>To be raised at subsequent meeting.</p> <p>An update is required at relevant point throughout the course of the year.</p>

<p>Matters Arising</p> <ul style="list-style-type: none"> • LNCT agreements update <ul style="list-style-type: none"> ◦ Teacher Grievance ◦ Voluntary Transfer ◦ Compulsory Transfer • Protocol for claiming additional salary points • Policies for Review 23/24 • Private Assessments • IT access to devices for staff 	<p>Matters Arising:</p> <ul style="list-style-type: none"> • LNCT Agreements - ■ reported: <ul style="list-style-type: none"> ◦ The grievance policy has been updated across CEC. Signed off at the Policy Sustainability Committee and was circulated around management for feedback. There will be a launch plan in relation to the policy followed by communications and training. <p>The only change to the policy agreement is the Avoidance, Bullying and Harassment policy which will be incorporated into the wider grievance policy.</p> <p>Proposal for joint training between Unions/CEC (HT/BMs).</p> <p>Option to link training on to other meetings arranged due to HT time constraints.</p> <p>Action: ■ to link in with ■, Lead Consultant for Employee Relation when launch date agreed. Confirm what communication plan is going to look like and provide a schedule of planned updates and revisions to policies.</p> <p>Address it at HT meeting 04/09/2023.</p> <ul style="list-style-type: none"> • Compulsory Transfer - complete, although requires ■ sign-off for upload on LNCT website as well as the Orb and BMs toolkit. To be launched with ■. Ideally shared by November. Action: ■ to forward to ■ for signature, but before doing so check final wording to make sure it's gender neutral. • Voluntary Transfer - nearly finished, hoping to be signed off by next LNCT meeting. ■ still to view before circulating. • Stepping Down Policy - agreed can be dealt with through the Reasonable Adjustments Policy. • Shared parental leave form - not an LNCT agreement. Needs to be updated on CEC website. ■ confirmed this policy is being reviewed. • Job sizing - approved by LNCT - awaiting sign-off. Action: ■ to forward to ■ • Compulsory transfer for promoted posts - offline discussion before bringing back to LNCT. • Flexible working - current policy on Orb doesn't reflect a time limit. Action: working group to provide output before presenting to LNCT for an informed view. • Teachers additional salary points - dashboard on Halo where employee can upload their requests for pay increase. BMs testing. When requests come in
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	<p>they are presented to Workforce Panel. Going live w/c 4th September.</p> <p>Action: [REDACTED] to update Unions when system goes live.</p> <ul style="list-style-type: none"> • Policies for Review 23/24 – [REDACTED] to produce list to [REDACTED] ahead of next LNCT • SNCT website – some policies are out of date. Produce list of policies on website and cleanse. Action: [REDACTED] to produce paper • Private Assessments – problems arising with Primary teachers being asked to complete lengthy reports/forms. Potentially firm up as an LNCT agreement on clear guidelines. Forward to [REDACTED] to cast an eye over it before taking it to HT community. Action: [REDACTED] to take forward and update electronically in advance of next meeting. • IT access to devices for staff – Instrumental music service – problems they are having accessing IT, predominantly intermittent wifi often in non-teaching areas. Wider issues; iPads having screen time, limited access to IT equipment for supply teachers. Eis unable to access the Orb. Shared devices – two-factor authentication problematic for peripatetic workers to name but a few Action: meeting to be arranged with CGI to include [REDACTED] / [REDACTED] to look at specific issues arising.
SNCT Standard Circulars and Letters	No relevant advice issued since last LNCT meeting.
<p>Health and Safety</p> <ul style="list-style-type: none"> • H&S Committees • SORT • Staff Wellbeing • Behaviours of Concern 	<p>[REDACTED] reported on:</p> <ul style="list-style-type: none"> • Risk/H&S committee meetings have been discontinued. [REDACTED] will report at meetings, offer bitesize briefings and continue with Risk Matters as and when required. Schools, must independently, take on this responsibility of H&S committee in-house. Equally the Finance committee also. • Action: group to be formed ([REDACTED]). [REDACTED] to suggest one other. • Staff wellbeing – [REDACTED] has been leading wellbeing roadshows. [REDACTED] to produce future roadshow dates to LNCT. • Ongoing talks happening with [REDACTED] around reasonable adjustments and neurodiversity. Be good to cascaded more widely. • Action: [REDACTED] / [REDACTED] to meet. • Behaviours of concern – [REDACTED] met to discuss “how to support employees in the workplace”. As a result, pulled together a framework document which has

	<p>been released in draft form. Behaviours of concerns groups have been set up and Terms of Reference has been prepared. 1st meeting 6th September.</p> <p>■ - agreed that CEC work to date has to be commended however, in some cases it's not having the impact we need.</p> <p>■ - CEC committed to putting the effort in and working collaboratively.</p>
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • S&Qs • School Improvement Plans • WTAs 	<p>No slide for S&Qs or SIPs although ■ presented PowerPoint slide deck with a detailed analysis on schools who have not provided their working time agreement amongst other documents i.e. evaluated and new pupil equity fund plans. ■ reached out to colleagues seeking timeframe for submission of these documents which included a line that ■ is happy to support the negotiations in schools where colleagues experiencing difficulties.</p> <p>Action: ■ to provide detailed list of schools to ■</p>
<p>Attainment</p> <ul style="list-style-type: none"> • ACEL • SQA 	<p>■ reported : Main points were:</p> <ul style="list-style-type: none"> • Literacy - levels have increased at P1 and P7 but seen slight decrease in P4 • Writing - improvement in P1 and P7, again concerns P4 • Listening and talking - not as we would expect, as a perquisite skill to the attainment for reading • About to go into Phase 2 of the literacy thematic review - will continue to support the information that is being collected around leadership of literacy and learning out in schools, particularly focusing on leadership of attainment in literacy. • Secondary - increase at 3rd level compared to 21/22. 4th level increased by 8.6% to 71.7% • Numeracy - positive impacts on attainment. Concerns in decrease in P4. Similarly positive outcome within secondary schools. • stretch aims - met our stretch aim for the literacy gap at 22% - at its lowest level for the last 5 years. <ul style="list-style-type: none"> • numeracy - falling short of the stretch aims target - reached 19%. At its lowest level in 5 years. • Snr Phase - gap in attainment levels between the most and least disadvantaged children has narrowed across all cohort measures. • S5 - pupils staying on - 1 in 3 Highers lower than 20/22. Gaining 3 or more highers which is up by 10% compared to 20/22. 13% improvement compared to 2019 levels. • S6 - pattern of reducing the gap continues when compared to 20/22 and 2019 levels. • Boards - need to look at memberships of Boards.

	<p>Review of approach been looked at. Asking [REDACTED] to chair Boards which will feed into sector meetings where they are reporting on the strategy which has impacted on QIO.</p> <ul style="list-style-type: none"> • Refresh – digital board is combined with T&L assessment board. Use this board as a steering group. • Review of lead teachers approach – [REDACTED] / [REDACTED] P to arrange a meeting to discuss further. • [REDACTED] - “Lead Teacher” – change name – causing confusion. • [REDACTED] – wanted to note that ACEL data not as well understood as one might think. Lots of uncertainty surrounding ACEL process. <p>Action: [REDACTED] to share slides</p>
Inclusion Review	<p>[REDACTED] reported:</p> <ul style="list-style-type: none"> • Comms Group being formed. • 3 workstreams as part of the IR. <ol style="list-style-type: none"> 1. Education Welfare Officer (Unions opposed to the decision of WEO post not being reinstated) 2. Pupil support staff 3. Inclusions services for 21st Century • [REDACTED] hopeful that an interim position can be presented at HT conference in February. <p>EPG Review - Head Teachers require clarity on how to respond to queries from families, particularly when asked “what support is in place for children moving on from P7 to S1, similarly for parents of nursery children moving to P1”</p> <p>Special school [REDACTED] feel the same as above – [REDACTED] agreed that more clarity is required surrounding this and needs to be recorded. This taking a priority in the review.</p> <p>Action: [REDACTED] will provide a briefing at [REDACTED] meeting 4th September and c.c. [REDACTED].</p> <p>Action: [REDACTED] to contact [REDACTED] with briefing and to set up Comms Group.</p> <p>Action: [REDACTED] to invite [REDACTED] to next meeting</p>
<p>Workforce</p> <ul style="list-style-type: none"> • Recruitment (permanent and temporary) • Supply 	<p>Workforce</p> <p>[REDACTED] carried out an analysis of temporary vs permanent positions over the last 3 years. Seeing a positive reduction in temporary staffing vs permanent.</p> <p>August 2021- reduced to 13.6% of FTE vs permanent August 2022- reduced to 13.3% August 2023 – reduced to 11%</p> <p>Staffing Board have requested a policy on Recruitment and Retention within Education which is still a working</p>

	<p>progress. SEO's liaising with [REDACTED] and Business Managers.</p> <p>[REDACTED] - Recruitment - [REDACTED] / [REDACTED] Crystal [REDACTED] are meeting to discuss lessons learnt from 2022-23 recruitment process. [REDACTED] to feedback to next LNCT and Staffing Board.</p> <ul style="list-style-type: none"> • PSA recruitment – working groups pulling together the consensus of opinion, write it up in a policy that all agree with and move forward for year ahead by learning from session 2022-23. • New supply booker systems – few teething troubles. Supply teachers mentioned they aren't getting as much work through this system. To be raised with [REDACTED] and BMs. • Supply - [REDACTED] highlighted concerns received from staff creating a lot of anxiety and angst particularly in the primary sector around the number of people on the supply list vs the number of vacancies available. Ongoing meetings scheduled.
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AOB	<p>BMAE – part of the workforce recruitment (equalities action plan) – [REDACTED] to set up a meeting between [REDACTED] / rep from teacher panel and HR rep to discuss and report back to next LNCT:</p> <ul style="list-style-type: none"> • What were the actions written down from original plan? • Get an update on them? • Is there anything we can do? <p>[REDACTED] suggested the next meeting be face to face.</p>
Future Dates	<p>8th November – Hybrid (Waverly Court) 24th January – MS Teams 13th March – MS Teams 29th [REDACTED] – MS Teams</p>
Date of next meeting and arrangements for meetings	<p>8th November 2023</p> <ul style="list-style-type: none"> • 1.30pm pre-meet • 2.00 Full meeting <p>Action: [REDACTED] to source rooms at Waverley Court for next meeting on 8th November 2023 for face to face for those who can make it</p>

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
8th November 2023**

MS Teams

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED] [REDACTED] (minutes)</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED]</p> <p>Advising: [REDACTED], [REDACTED], [REDACTED], [REDACTED]</p>
Welcome	[REDACTED] welcomed everyone and introduced advisors.
Notes of Previous Meeting	<p>The previous minutes were approved as a correct record after one minor revision on the first page.</p> <p>For clarification: The Union used to be called "Voice" now to be known as "Community" updating the constitution NOT the entire LNCT constitution known as "Community" as recorded.</p>
Matters Arising from previous meeting:	
<ul style="list-style-type: none"> The Union formerly known as "Voice" now to be known as "Community" - Action: [REDACTED] to update LNCT website. Documents still to be signed. Grievance policy: All live and uploaded on LNCT site and Orb. Compulsory Transfer: [REDACTED] passed to [REDACTED]. Signatures to be added and implemented on the correct header. Job sizing - awaiting sign-off. Sitting with [REDACTED] [REDACTED] asked "did the job sizing piece include points raised regarding 3.1 Deputes taking on additional responsibility". [REDACTED]/[REDACTED] to discuss offline. Flexible working Action: working progress. [REDACTED] to meet offline and take to working group before bringing back to LNCT. [REDACTED] to discuss offline. Teachers additional salary points - Action: 1st meeting took place 7th November. Kay Livingston to assist. Further meetings scheduled. [REDACTED]/AF to meet offline. Policies for Review 23/24 - Action: promoted post policy is underway. Hope to have signed off by next LNCT 24th January 2024 for implementation August 2024. LNCT website - Action: [REDACTED] / [REDACTED] started cleanse of policies currently sitting on website. Still a working progress. Private Assessments Action: [REDACTED] met with [REDACTED] and [REDACTED] to review guidelines with the view to potentially listing our Edinburgh Partners. [REDACTED] mentioned that another piece of work is ongoing, independently, that [REDACTED] has been leading on. Updated version issued w/c 30th October and forwarded to [REDACTED] KS taken into account comments made on original version. [REDACTED] to review document and respond. IT issues Action: CGI meetings revived with Digital Services. Risk/H&S committee within schools - Action: group has been formed ([REDACTED]). Staff wellbeing -27th November next roadshow - Northwest of Edinburgh. Reasonable adjustments / neurodiversity short life working group - nothing formal has 	

gone out yet. **Action:** Working progress and reaching out.

- Teaching & Learning: Outstanding S&Qs or SIPs - [REDACTED] sent list to [REDACTED] Little outstanding but more support towards Special section would be welcomed.
- Attainment: Action: [REDACTED] / [REDACTED] met.
- "Lead Teacher" - [REDACTED] briefed [REDACTED] covering concerns raised by colleagues. Colleagues who are keen to continue in a Professional development role have asked for more time to undertake work involved. Item added to HT Exec meeting.
- Inclusion Review - [REDACTED] briefed [REDACTED]. More meetings scheduled.

Agenda items:

SNCT Standard Circulars and Letters	Nothing new come out.	[REDACTED]
Budget	Budget remains a concern. Working on new saving options.	[REDACTED]
Transfer Policy Voluntary	Teacher Panel are happy with the policy. HR have minor concerns. Circulate to rest of LNCT for decisions offline.	
BAME Teacher Recruitment	<p>[REDACTED] AP presented action plan.</p> <p>BAME Support conference - Re-schedule due to staff absence - new date of 24th November 2023 - [REDACTED] advised via newsletter.</p> <ul style="list-style-type: none"> • [REDACTED] recognises that a mailing list needs to be produced in order to connect with staff from BAME community more effectively. • [REDACTED] to approach Staffing Board - to ensure training around recruitment includes diversity. Engage with [REDACTED] that panels are as diverse as possible and currently looking at current promotional materials. • Staff induction - what to do around prejudice incidents. • Looking at working in partnership with teacher education providers. <p>BAME recruitment to come back on agenda - more resources needed to support Team.</p> <p>Action: [REDACTED] / [REDACTED] to meet offline.</p>	[REDACTED]

Agenda items:

Health and Safety	[REDACTED] announced that [REDACTED] was successful in securing post as Head of Risk for CEC. [REDACTED]	[REDACTED]
• H&S Committees		

<ul style="list-style-type: none"> • SORT • Behaviours of Concern - feedback 	<p>successor will be communicated soon.</p> <p>■■■■ shared H&S presentation.</p> <p>H&S update</p> <ul style="list-style-type: none"> • standing agenda items for H&S committee were agreed. These items have been sent out to ■■■■ and Business Managers via Risk Matters. • Guidance was also issued to ■■■■ and Business Managers via Risk Matters. <ul style="list-style-type: none"> - UFAS (unwanted fire alarm signals) locality mobile Facilities Technician Numbers - Reminder on corporate property issue escalation contacts - Absconding Guidance • Ready for Winter pack was issued in October 2023 • Self-Assurance framework – returns to be completed termly. Term 1 responses soon to be reviewed. Bitesize and induction training on MyLearning Hub. Significant Occurrence training to take place (end of November) <p>■■■■ commented that new agenda helped to give structure to recent H&S meeting. BoC training came at good time. Session on differentiation between SHE / SEEMIS is a useful piece.</p> <p>SHE reports – ■■■■ suggested that school admins could pull off rather than the BECO. ■■■■ agreed and suggested H&S Corporate Team could support. (SHE to be replaced soon)</p> <p>■■■■ highlighted how important the Health & Safety Committee is.</p> <p>■■■■ – really pleased that CEC taking lead on H&S (BoC). ■■■■ has talked about putting SQA to one side to focus on BoC/attendance.</p>	<p>■■■■</p> <p>■■■■</p>
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Agenda items:		
Staff Wellbeing <ul style="list-style-type: none"> Working Group Support for staff Medical appointments 	<p>Staff Wellbeing Steering Group has been set up. [REDACTED] is involved. [REDACTED] has produced useful material in the past to help staff/children and parents alike.</p> <p>[REDACTED] has identified through our Learning Reps an organisation called Education Support to offer supervisor role within Education which CEC is lacking.</p> <p>Increasing issues of staff taking time out for medical appointments and having their NCCT taken away from them, primarily in Primary schools.</p> <p>[REDACTED] suggested addressing on case-by-case basis and bring back to the table if continues to be an issue.</p>	[REDACTED]
Workforce <ul style="list-style-type: none"> Centralised recruitment 	<p>[REDACTED] shared powerpoint presentation</p> <p>PSAs</p> <ul style="list-style-type: none"> In past 12 months over 500 PSAs have been onboarded Advert is advertised centrally, but Locality schools are working together to interview and onboard staff – proving more successful Weekly meetings take place with both working groups for Primary and Secondary PSA advert for both mainstream and special have gone live 8/11/23 Primary to still to be uploaded (9/11/23) <p>Teachers</p> <ul style="list-style-type: none"> Primary recruitment for August 2024 - Working Group meeting November 2023. School Rolls - School roll projections for primary and secondary schools are published in December each year. These show how many children we predict will be at a school in the future. We are currently in a dropping role situation across CEC in Primaries and Nationally. Maybury Primary opens in August 2024. Secondary - Currently putting together a 	[REDACTED]

	<p>timeline outlining roles and responsibilities. Tranche 1 covering centralised recruitment of shortage subjects still a working progress. Document ready to go ahead of meeting 22nd November. One advert will go out.</p> <p>Supply</p> <ul style="list-style-type: none"> Looking into putting up an advert for shortage subjects in secondary. Cleanse of Database - HR have already cleansed the database but a further one essential early January 2024. 	
<p>AOB</p> <ul style="list-style-type: none"> Prevent UK - Winter Toolkit Link 	<p>■ has identified since joining CEC that we are behind on Prevent training (anti-terrorism). Need to identify if it's mandatory for the whole workforce. ■ looking into. If it's mandatory it ■ eat in to GIRFEC time in the working time agreement.</p> <p>■ - suggested getting a better understanding of some of these demands GIRFEC / referrals / prevent</p> <p>Childrens Partnership working group has been set up. ■ will update at ■ meeting.</p> <p>Action: ■ to meet to discuss what the requirements are and the impact it could have on working time agreement.</p> <p>Action: ■ suggested ■ attend Teacher Panel. ■ to invite ■ to meeting scheduled already with ■</p> <p>■ - A welcomed review of how to administer GIRFEC i.e.. CPM planning / minutes.</p> <p>■ - GIRFEC is on our agenda for review. Need to find something that works to supports Sfl co-ordinators / 3.1 Deputes and clarity on who should be referring to CAMHS.</p> <p>■ - it would be good to hear from ■</p> <p>■ Good to get her reflection on GIRFEC having worked in another Authority.</p>	<p>■ / ■</p> <p>■ / ■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p> <p>■</p>
<ul style="list-style-type: none"> GIRFEC Planning 		
Next Meeting	24 th January 2024 - Teams meeting	ALL

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Education and Children's Services Directorate

Meeting of the Local Negotiating Committee for Teachers held on
29th May 2024

MS Teams

Notes from previous meeting (13 th March)		
LNCT sub-groups <ul style="list-style-type: none"> Acting-up posts/Secondments Voluntary Transfers Private Practitioners Agreement 	<p>Work is ongoing. Action: Once complete, to be circulated around LNCT for agreement.</p> <p>Working progress. Action: Further meeting to be had. Once complete, draft policy to be circulation to LNCT for approval.</p> <p>Signed-off and uploaded on LNCT website.</p>	<p>██████████</p> <p>██████████</p>
Workforce <ul style="list-style-type: none"> PSAs 	<p>Support Worker Review currently going through formal stages of consultation. Action: Steering group to share information from that of that review.</p> <p>Permanent Supply pool – ██████████ is assisting with Education workforce plan. Once our plan is complete then we could consider if we need a small peripatetic team.</p>	<p>██████████</p> <p>██████████</p>
Digital Learning and Refresh	Survey concluded which will hopefully contribute to the Digital Thematic Review findings.	██████████
Teaching and Learning <ul style="list-style-type: none"> Teacher's Charter and Differentiation SSEs SCE Thematic Reviews 	██████████ and ██████████ taking forward a working group to see how to develop Teacher's Charter to meet school's needs.	██████████
WTA	Almost signed-off. Hoping to get information sent off to ██████████ w/c 18 th March for discussion at in-service day in ██████████. Action: conclude sign-off	
██████████ and Risk Register	██████████ issues have been noted on Education Risk Register as well as escalated to Corporate Risk and Assurance committee. ██████████ requested that an HT rep be present at the committee to explain the extend of the	

Notes from previous meeting (13th March)

	situation. Secondary meeting raised that the problems extend further than . More work to be done.	
GIRFEC refresh plan timeframe	Working progress.	
SNCT Standard Circulars and Letters <ul style="list-style-type: none"> Distant Island Allowance 	The only item to come out of the SNCT Agreement was an update on Distant Island Allowance.	
Budget Update	<p>Currently gathering lots of information and synthesising. The Education Improvement Plan will be published soon after Easter. However, hoping the priorities will be agreed before then.</p> <p>Self-evaluations conversation taken place. Further consultations to take place with . and meeting to finalise the distribution of the money.</p> <p>Transition teachers' - Learning Communities to plan for this not central team. Lots of concerns were aired surrounding this plan Action: Meeting to discuss how this could be managed.</p> <p>Finance Committees within schools -guidance notes / Terms of Reference have been circulated to schools. We would expect every school to have had a committee by end of April and following year two committees.</p>	
Workforce <ul style="list-style-type: none"> Recruitment/staffing returns/staffing numbers 	<p>presented an update on Teacher numbers and recruitment timelines / central recruitment / support staff vacancies / supply and absence management for all sectors (copy available on request).</p> <p>Team meeting on Monday 25th March with teachers currently in the permanent supply group who are currently in temporary posts this year but will be placed in permanent next year. Matching into posts will take place June.</p> <p>Action: to meet to address access to work - potentially briefing SLTs and BMs</p>	

Notes from previous meeting (13th March)

	<p>Action: ■■■■■ to meet offline regarding flexible working requirement/career break and other requests that are presented to Education Workforce panel.</p>	
Self-Evaluation / Improvement Planning / WTA	<p>Meetings gone ahead with EPHTA and Secondary ■■■■■ focusing on looking at the elevator pitches for each of the Edinburgh Learns vision for Education.</p> <p>Colleagues have been asked to conduct a sense check on these to get their views on the statements – are the statements reflecting our ambitions / are there any changes? Conducted SLT Away Day – another workshop has been arranged involving HT Exec Team.</p> <p>All information being gathered as we move into the next iteration of the Education Improvement Plan covering 2024-2027.</p> <p>■■■■■ had initial meeting to discuss the WTA with a view to sign-off after Easter.</p> <p>School Improvement Planning format – a group have been working on this and a few formats have been circulated for review and feedback for presenting to Education Leadership Team. Deadlines for submission of Standard and Qualities mid-June followed by School Improvement Plan.</p>	
Update on Inclusion Review	<p>Communications has gone out to all staff regarding the Consultation. Commenced early engagement with parents/staff and children.</p> <p>Currently running four locality events – first one on Friday 8th March. Dates in place for online sessions. Collaborating with Local Authority Consultation team to devise a Questionnaire which went live on Monday, 11th March. Inclusion mailbox now up and running.</p> <p>ESBs – currently working through details of ESBs. Ongoing work – taking forward and by</p>	

Notes from previous meeting (13 th March)		
	<p>August we will have the right provision in place. ESB pilot was a success and looking to extend it by rolling it out to other schools. Working through individual cases also.</p> <p>Secondary school was the priority. Working group to be organised for Primary sector.</p>	
AOB <ul style="list-style-type: none"> Update on BAME workforce / recruitment and retention 	<p>█████ presented on equalities action plan and shared PowerPoint with group.</p> <ul style="list-style-type: none"> ■ Data: work ongoing with HR to ensure accurate baselines ■ BME Staff Conference Nov 2023 / Feb 2024 / █████ 2024 ■ Inclusive Mentoring Programme ■ Volunteer programme (NY & SEOs): work ongoing with BME organisations and SEOs to set up for 2024/25 ■ Support for probationers (NY & QIEO) ■ ITE links ■ Other: anti-racism training, awareness – HT Leadership Conference; BRL: curriculum development; Hakim Din (SG) ■ Next step: information for new staff starting in August 2024; 2024/25 - recruitment process end-to-end. 	█████
NEXT Meeting	<p>29th █████ in Waverley Court</p> <p>Action: █████ to organise rooms</p>	█████

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
16th November 2022, 2pm**

Microsoft Teams

Theme	Notes/Action
Present	<p>Management Side: [REDACTED]</p> <p>Teachers' Side: [REDACTED] (Minutes)</p>
Apologies	<p>Advising: [REDACTED]</p> <p>[REDACTED]</p>
Welcome	<p>[REDACTED] passed chair to [REDACTED] for 2022/23. [REDACTED] welcomed new members [REDACTED] and [REDACTED] to the meeting.</p> <p>It was noted that there are now 6 voting members on each side. [REDACTED] had previously circulated the revised Constitution to reflect this, the paper was approved. [REDACTED] and [REDACTED] attended the meeting to advise and will not vote on any matters.</p>
Notes of Previous Meeting	The previous minutes were approved as a correct record.
Matters Arising	
<ul style="list-style-type: none"> HT Recruitment 	<p>This policy has been agreed and HS will upload it.</p> <p>Action: HS</p>
<ul style="list-style-type: none"> ICT 	<p>[REDACTED] reported that she and [REDACTED] raised ICT issues at the EC&F Committee yesterday, after there had been no significant improvement.</p> <p>[REDACTED] added that a deputation to ECF Committee is needed, there seems to be a disconnect with what CGI are saying to CEC about what is happening. Edinburgh EIS conducted a survey in schools a week after [REDACTED] had said everything was resolved. The survey results showed that there are still major issues. Other TUs raising through JCG. [REDACTED] said there needs to be continued pressure on CGI. They [REDACTED] have to raise a dispute or raise publicly, she emailed Councillors today.</p> <p>[REDACTED] said that the ICT is on the Risk and Assurance</p>

	<p>Committee agenda this month. ■ will email the two surveys to ■.</p> <p>■ advised that he met with Royal HS and Cramond PS ■, and ■, to look at the concerns. An independent investigation might be required.</p> <p>Action: ■</p>
<ul style="list-style-type: none"> LNCT Subgroup (Agreement) 	<p>■ reported on 2 refreshed agreements and will circulate for sign off this week:</p> <ul style="list-style-type: none"> Compulsory Transfer Awarding of Additional Salary Points <p>Action: ■</p>
<ul style="list-style-type: none"> Job Sizing 	<p>■ met with ■, ■ and ■, they are developing a job sizing policy aiming to bring to next LNCT meeting. ■ is also working a presentation explaining job sizing for EIS members.</p> <p>■ asked ■ if HR will start to process the falling rolls in primary schools. ■ acknowledged this, CEC await published data in February. ■ will take forward.</p> <p>Action: ■</p>
<ul style="list-style-type: none"> Nursery/ Early Years 	<p>Ongoing, report due next meeting.</p>
SNCT Standard Circulars and Letters	<p><u>SNCT 22/91 Withdrawal of Circulars: CORONAVIRUS (COVID-19)</u> - this is the only advice issued since the last meeting, it is withdrawing advice given regarding COVID-19. ■ said that unions have concerns about this. CEC are following Scottish Government guidance.</p>
Budget	<p>■ reported that campaigning has begun. Budget proposals to be submitted of £8m savings to be doubled over next 3 years. It is likely that a loss of jobs, services and resources ■ be considered. Changes needed in the delivery of education to cut costs.</p> <p>■ suggested that each school had a finance committees, along the same lines as H&S committees. ■ said that all schools should have a finance committee already. ■ and ■ will give schools 6 weeks to get set up. ■ suggested contacting schools where there is a finance committee set up already.</p> <p>■ will speak to other TUs.</p> <p>Action: ■, ■, ■</p>
Health, Safety and Wellbeing	
<ul style="list-style-type: none"> SORT 	<p>■ reported on the SORT session this week which focused on:</p> <ul style="list-style-type: none"> self-assurance framework sharing links to training termly returns reporting

<ul style="list-style-type: none"> Staff Wellbeing and Behaviours of Concern 	<p>There is a wellbeing roadshow in a few weeks. ■ asked about individual and team stress risk assessments and action plans. ■ responded that QIOs have been working with HT and staff teams and action plans have been drawn up feeding into school improvement plans. ■ and ■ said they already do this, ■ suggested sharing good practice. ■ suggested taking forward with ■'s H&WB board and said there is a suggestion that a headteacher associate will be appointed to reach out to other ■.</p> <p>Action: ■</p>
<ul style="list-style-type: none"> Behaviours of Concern 	<p>■ said a lot of reports are coming through SHE. Regular contact with Senior Education Managers. Improved quality and more consistent but still needs monitoring. SHE dashboards will be looked at again soon. ■ said ■ should start to receive updates again and to ask H&S to provide this.</p> <p>Action: ■</p>
<p>Teaching and Learning</p>	
<p>Attainment</p> <ul style="list-style-type: none"> ACEL SQA Stretch Aims 	<p>■ reported on:</p> <ul style="list-style-type: none"> Committee report taken on senior phase to 2021 in September and ACEL data report was taken yesterday. Positive outcomes. All schools planning for engagement in Teachers' Charter. Evaluations are positive and on track for KPIs. Quality Improvement Team out working with colleagues again. Follow through visits (from pre-COVID) and inspections. Planned calendar and self-evaluation. Shared classroom experience. Equalities Thematic Review by ■ Senior phase – literacy and numeracy – good statistics. Area for improvement to focus on poverty related attainment gap – tracking and monitoring. Improvement with care experienced pupils. ACEL data, improvements, some decreases in poverty related attainment gap. Concerns in literacy in P4 and S3. Review of literacy strategy planned for the new year. ACEL predictions due 25th November. Stretch aims submitted to Scottish Government a few weeks ago. Positive outcomes despite COVID and ICT issues. Workshops and conferences held on stretch aims. <p>■ expanded on stretch aims: The national message is there are inconsistencies across</p>

	<p>the country regarding closing the poverty related attainment gap. This has been given to local authorities and then school level to gain improvement. It has to be ensured that everyone is working together. Difficult work following COVID and other issues. It's about improving attendance, learning and teaching, tracking and monitoring. Work will have to be done with TUs and advice sought.</p> <p>■ suggested working on WTA framework. Also, to ask other examples from local authorities.</p> <p>■ said there is a group of Associate ■ leading on this who have set up a steering group. ■ informed the HT associates are meeting this Monday and smaller group will come from that who will reach out to Teachers' Panel/LNCT.</p> <p>■ said the language around this can be challenging, will feedback after meeting on Monday.</p> <p>■ is going to circulate a draft revised strategy paper for closing the poverty related attainment gap, for review and working on together.</p> <p>■ asked that a reminder be sent out about shared classroom experience, as he has heard from EIS members that correct procedures are not always followed. ■ will follow up and double check.</p> <p><u>Equalities Thematic Review</u> - ■ reported that 6 schools were looked at and included the following:</p> <ul style="list-style-type: none"> • staff focus groups • young people focus groups • interviews with equalities coordinators • evaluative statements from 2 other schools • SQUPS • SEEMIS • mylearning hub data - high quality training <p>Findings included:</p> <ul style="list-style-type: none"> • ethos - improvement found • managing incidents - needs to be looked at - there are issues with incidents not being addressed/closed down • curriculum - advanced in development around diversity and inclusion • pupil voice - strong <p>■ advised there is a proposal to start a child centred complaints process, from Information Governance.</p> <p>Action: ■</p>
Workforce	
<ul style="list-style-type: none"> • Special Schools 	<p>■ reported that the process for central recruitment of PSAs has started, the 2 adverts closed this week and 81 applications so far. Interview process should be complete</p>

	<p>by the end of November.</p> <p>■ asked if short term measures have worked. ■ said there is improvement, and the new recruitment process is better for longer term.</p> <p>■ had a meeting with EIS members from special schools last week and will hold another one this month, to start a supportive ASN network.</p> <p>■ will feedback every 3 months.</p> <p>Action: ■</p>
<ul style="list-style-type: none"> Supply Teachers 	<p>■ met with ■ to discuss. ■ was hearing different stories from supply teachers (saying fewer jobs available) and schools (fewer supply staff available). There are also problems around timesheets etc.</p> <p>■ and ■ shared a presentation:</p> <ul style="list-style-type: none"> the new booking system is out to tender roll out in April 2023 staff training will be available an app on phone for supply staff improved communication chat support will be for all staff including PSAs etc. very clear on how many hours are offered should make payroll easier <p>■ and ■ will invite TUs to the training.</p> <p>■ asked what ■ are finding about supply. ■ had asked colleagues who deal with supply for an update, they are finding slightly less opportunities. Secondary posts, subject specific, more difficult to fill but not a significant issue with filling posts generally.</p> <p>■ said they are struggling to find cover for certain subjects</p> <p>■ said it's difficult to get cover for unplanned absences. There are a lot of factors to be taken into consideration.</p> <p>■ raised the possibility of having a small group of permanent employees to be used for cover. ■ said they have looked at this but don't think it will be feasible now.</p> <p>Action: ■, ■</p>
National Education Discussion	<p>■ reported that the consultation opened in September and closes on 5th December. Published after WTAs and the in-service plans were already agreed. CEC has asked ■ to give time to staff to engage in the consultation. They have also asked ■ in all sectors to engage with young people in the consultation process.</p> <p>5 events planned, in the next 10 days, looking at localities, meetings for special schools and ASN and an event with national parent forum. Workshops for all staff on 29th November and ■ on 30th November. After this, they will write a response to the national discussion, will share with</p>

	<p>LNCT.</p> <p>The Hayward consultation phase 2 closes on 19th November. Key part will be after Christmas. January and February crucial.</p> <p>■ asked if ■ can share feedback.</p> <p>■ suggested a meeting to discuss after 30th November.</p> <p>Action: ■</p>
Industrial Action	<p>■ advised there will be strike action (EIS and AHDS) on 24th November and asked about CEC's plans for schools that day. ■ confirmed that primary, secondary, and special schools will be closed and early years will that are term time and in schools. Teachers not striking and other staff will work from home. Breakfast and after school clubs will close. School lets after 6pm will be open. No payment for free schools but meals will be provided the day before. Schools will manage what non-striking staff will work at e.g. pastoral, staff development, teaching etc. ■ will be asked to plan as much as they can. A letter to go out to parents, ■ asked ■ to circulate the letter to LNCT.</p> <p>■ asked what to say to NASUWT members. ■ said non-striking colleagues are to work from home.</p> <p>■ echoed difficulties around the day. Admin and PSAs want to go in. ■ can't say to other staff that they can go into school. ■ agreed for H&S reasons.</p> <p>■ said EIS have told CEC numbers of EIS members in each school, and members are told not to say if they are striking or not.</p> <p>■ said CEC is doing what they can with the information they receive.</p> <p>■ asked ■'s perspective regarding managers. ■ will seek advice from EIS HQ. ■ will have a Q&A session with ■ on Monday.</p> <p>There was discussion around non-striking teachers working from home on the strike day. ■ concerned about teaching and therefore being targeted, ■ didn't think this would be a problem. Pastoral, planning, preparation work could be done. ■ will work with ■ to ascertain what working from home means.</p> <p>Action: ■, ■</p>
AOCB	<p>■ informed that SSTA ballot outcome was 62% turnout and 90% voted yes to strike action.</p>
Next Meeting	<p>Wednesday 25th January in the EIS Offices, 46 Moray Place, Edinburgh, EH3 6BH (rescheduled to Wednesday 1st February 2023).</p>

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Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
22nd March 2023, 2.30pm**

Microsoft Teams

Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED].</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED] (Minutes)</p> <p>Advising: [REDACTED]</p>
Apologies	[REDACTED]
Welcome	[REDACTED] welcomed [REDACTED] who was attending on [REDACTED]'s behalf.
Notes of Previous Meeting	The previous minutes were approved as a correct record.
Matters Arising	<ul style="list-style-type: none"> • Budget - [REDACTED] reported: <ul style="list-style-type: none"> o The Liberal Democrats budget was passed; o no direct cuts from schools in 2023/24; o Education Welfare Service affected, will be reviewed over the next 2 years; o carry forward limit of 1.5% continues in schools; o recruitment is a major issue; o ASL review still ongoing. • [REDACTED] said TUs would like to be involved in the EWS review. • LNCT Agreements - <ul style="list-style-type: none"> o Compulsory Transfers - small amendment needed. Action: [REDACTED] will circulate to LNCT. o Voluntary Transfers - currently being worked on, meeting tomorrow, agreement will be shared with [REDACTED] then LNCT. Action: [REDACTED] will circulate to LNCT. o Salary Placements - next agreement to be worked on. • ICT - [REDACTED] noted that more issues arise as ICT is being looked at, issues include: <ul style="list-style-type: none"> o ASL - out of date iPads; o IMS - iPads with no access to websites. <p>[REDACTED] said CEC are not hearing the same level of concerns being raised. Moving into phase 2. Internal audit is going forward.</p> <p>[REDACTED] asked for an update on CGI surveys in schools.</p> <p>[REDACTED] said the "Lessons Learned" meeting is on 29th March.</p> <p>[REDACTED] and another HT are taking regular checks across secondary schools, issues are still being raised. [REDACTED] and [REDACTED]</p>

	<p>██████████ are looking into software needed to improve ICT.</p> <p>██████████ stressed that continued pressure is needed for improvement.</p> <p>Action: ██████████ will take forward by email and to the meeting on 29th March. ██████████ and ██████████ will email CGI for an update. ██████████ will take to JCG.</p> <ul style="list-style-type: none"> • Early Years Thematic Review – there will be an update next session. • Private Assessments – ██████████ said that guidance is needed on providing information to private healthcare companies. <p>Action: ██████████ will arrange meeting with ██████████ and ██████████.</p>
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SNCT Standard Circulars and Letters	<p>The following SNCT advice had been issued since the last LNCT meeting:</p> <ul style="list-style-type: none"> • SNCT/23/93 - Part 2 Appendix 2.5 Annex A Revised 0323 • SNCT/23/93 - Part 2 Appendix 2.1 – Revised 0323 • SNCT/23/93 - SNCT 23/93 Pay Agreement 2022-2024 <p>██████████ asked about back pay, from recent pay teachers' pay rise, and whether CEC have asked HMRC about tax implications.</p> <p>Action: ██████████ will ask ██████████ about HMRC question.</p>
National Education Discussion	<p>██████████ reported the following:</p> <ul style="list-style-type: none"> • workshops for teachers and staff set up; • information collated and sent through the National Education Discussion website; • ██████████ has spoken to all ██████████; • feedback from staff and parents on Hayward interim report important, deadline is 3rd ██████████; • consultation will be distributed soon; • turnaround to get feedback is tight.
Teaching and Learning <ul style="list-style-type: none"> • WTA and School Improvement/Renewal Planning • Tracking and Monitoring 	<ul style="list-style-type: none"> • WTA and School Improvement/Renewal Planning – ██████████ reported that ██████████ ██████████ has been working alongside colleagues to produce clearer guidance. Self-evaluation is still essential. Templates will be provided in a more limited way. Work will continue next session to consider improvements. There will be a presentation at the Education Leadership Team meeting this week. There was discussion with ██████████

	<p>earlier this week.</p> <p>Action: ■ will share information with LNCT later this week.</p> <p>■ and ■ met to discuss WTA, further clarification on NNCT during the shorter week needed in the agreement. Accuracy in time allocations needed. Decisions to be made at school level regarding time for committees, e.g., H&S committees are doing well but finance committees not so well.</p> <p>Proposed timelines are 12th June for planning and 19th June for WTAs.</p> <ul style="list-style-type: none"> Tracking and Monitoring – ■ reported that ■ EDict officer, is supporting CEC for the next year to find suitable system solutions.
<p>Attainment</p> <ul style="list-style-type: none"> SQA ACEL 	<p>SQA – ■ report included:</p> <ul style="list-style-type: none"> successful school leaver destination rates reported at the Learning Communities for Equity Conference today, 96.1% this year, this is above national average; improvement in poverty related attainment gap, at 3.17 % this is lower than national average; feedback on sustained destinations; study guidelines issued, no feedback received; <p>ACEL – ■ reported on:</p> <ul style="list-style-type: none"> predictions for March are being collected, process is same for primary and secondary; stretch aims from primaries – working group taking forward; priority schools to be identified for support, QIOs working at schools during tracking and monitoring, support sessions will be delivered, positive feedback so far.
<p>Workforce</p> <ul style="list-style-type: none"> Recruitment and Selection BAME recruitment and retention 	<p>Recruitment and Selection – ■ reported that work is ongoing to look at early recruitment through centralised approaches. There are issues around not being enough applicants for posts and a lack of people in ITE.</p> <p>At the conference this morning, ■ said a more integrated approach is needed to promote Edinburgh as a destination for people to work.</p> <p>Workforce planning needed nationally and ADES to be involved with a different approach.</p> <p>All applicants, through centralised recruitment, have been placed in posts but there are still concerns around some specialised subjects.</p> <p>Discussion followed about the impact on staff health and wellbeing and ways to support staff. Further work needed to find solutions.</p> <p>Action: LNCT</p> <p>BAME recruitment and retention:</p> <p>Action: ■ will contact ■ and ■ about BAME recruitment and retention,</p>

	<p>■ will set up a meeting for ■ and ■ to speak to Teachers' Panel.</p>
<p>Health and Safety</p> <ul style="list-style-type: none"> • H&S Committee/SORT update • Staff Wellbeing • Behaviours of Concern 	<p>■ reported:</p> <ul style="list-style-type: none"> • The March H&S update was sent out via SORT, this month the focus is on stress and anxiety, information on the Orb, other matters included: • a SORT meeting was held on 6th March; • an update on SHE-reporting and crib cards; • data security; • fire safety audit review, to be completed by July; • prevention of choking on food; • defibrillator maintenance; • weapons in schools. <p>Next update in April will include:</p> <ul style="list-style-type: none"> • ■, Corporate Health & Safety, will speak about unwanted fire alarm signals (UFAS); • inflatables; • self assurance returns; • forest schools; • first aid advice; • Behaviours of Concern and SHE-reporting. <p>Behaviours of Concern – ■ reported:</p> <ul style="list-style-type: none"> • the thematic review (internal audit) is complete, 12 schools took part; • BoC will be a standing agenda item for bi-monthly SORT meetings; • discussion with Corporate Health & Safety regarding fine tuning of SHE data; • details of escalating issues are needed from schools, to ensure schools are supported; • pastoral visits undertaken by SEOs. <p>■ asked about:</p> <ul style="list-style-type: none"> • recent survey showing that 66% of incidents in Edinburgh happen in schools, and; • Changes to RoSPA H&S laws – nothing received yet, ■ will email ■. <p>■ asked for guidance on weapons to be shared.</p> <p>■ asked if schools can have more than 1 defibrillator, ■ said schools can ask for another. ■ asked for information to be shared more widely.</p> <p>Action: ■ will email ■, share weapons guidance with ■ and share information on defibrillators.</p>
AOB	<p>Feedback on PRD Policy – ■ asked for this to be put on future LNCT agendas, an audit/review will be held next session, information to be gathered.</p> <p>Action: ■ will ask EIS Learning Reps for input.</p> <p>Notice periods – ■ asked for update.</p> <p>Action: ■ will ask ■</p>
Next Meeting	<p>Wednesday 24th ■ 2023 – to be held in EIS Offices, 46</p>

	<p>Moray Place, Edinburgh, EH3 6BH Action: [REDACTED] will book meeting rooms</p>
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Theme	Notes/Action
Present	<p>Management Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED].</p> <p>Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED] (Minutes)</p> <p>Advising: [REDACTED].</p>
Apologies	[REDACTED], [REDACTED], [REDACTED].
Welcome	
Notes of Previous Meeting	The previous minutes were approved as a correct record.
Matters Arising	<p>Matters Arising:</p> <ul style="list-style-type: none"> • LNCT Agreements – [REDACTED] reported: <ul style="list-style-type: none"> ◦ Rules and Responsibilities (sits alongside Transfer policy) finished. Action: [REDACTED] will send to HS to arrange sign off. ◦ Stepping Down Policy – after discussion between HR and CEC legal team, it was suggested that this policy is not needed because issues can be dealt with through the Reasonable Adjustments Policy and some individual cases can be sent to [REDACTED]. ◦ Voluntary Transfer – nearly finished, hoping to be signed off by next LNCT meeting. The policy will be tested next session. ◦ Additional Salary Points – [REDACTED] asked about this. Action: [REDACTED] will check for update. • ICT – [REDACTED] asked for assurance that IMS and ASL are given access to IT - working iPads or laptops. [REDACTED] said there are issues also with part-time staff sharing devices. [REDACTED] also having difficulties with accessing her account. [REDACTED] asked about Lessons Learned meeting on 29th March. Action: [REDACTED] will look into this. [REDACTED] will forward email to [REDACTED]. [REDACTED] will circulate feedback from the Lessons Learned meeting. • Private Assessments – to be rescheduled after summer. • BAME Recruitment and Retention – Glasgow have advertised again for ringfenced posts. [REDACTED] asked if there were other options e.g different lawyers, there will be a meeting next week to discuss Edinburgh's position and options.
SNCT Standard Circulars and Letters	No relevant advice issued since last LNCT meeting.
Health and Safety	[REDACTED] reported on:

<ul style="list-style-type: none"> • H&S Committees • SORT update • Union Survey Results 	<ul style="list-style-type: none"> • H&S Committee Meetings – <ul style="list-style-type: none"> ◦ Should be held monthly. Standing items on agenda to include “Behaviours of concern” and changes to legislation regarding Scottish Fire & Rescue Service (SFRS) and Unwanted Fire Alarm Signals (UFAS). • SORT update – <ul style="list-style-type: none"> ◦ Recent meeting included inflatables guidance, First Aid and UFAS changes. ◦ Upcoming meeting to include school closures, changes to absconding guidance, allergies, choke advice, small animals and medication administration. ◦ Self-assurance framework – changes to self-evaluation, feedback to be sought. ◦ Council Governance Bond. • Union Survey Results – Edinburgh EIS and national EIS surveys were conducted recently, also SSTA and NASUWT surveyed with similar findings. ■ reported: <ul style="list-style-type: none"> ◦ Disruption to teaching and learning – 67% disruption on a daily basis. A lot of teachers at breaking point. Not enough staff/PSAs. ◦ ■ said there are still issues around SHE-reporting, ■ expanded on this. ■ spoke about an issue reported at school where there was no follow up. ◦ ■ spoke about restorative approaches, main issues are practicalities and time. ◦ ■ said they will be presenting survey findings to Joint Consultative Group, Councillors, issuing press releases to the media, have also surveyed members in special schools. ■ visited some schools to discuss issues. This is a national crisis, after austerity and the Covid pandemic. Situation is critical. ◦ ■ suggested that the SHE-portal be separated e.g. accidents and violent incidents. Some staff still not sure of the process. <p>After further discussion it was agreed to hold a meeting before JCG on 13th June.</p> <p>Action: ■, ■ organise meeting.</p>
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • Edinburgh Learns Annual Statement • Teachers’ Charter and PRD 	<p>■, CEC Teaching and Learning Team, provided an update on the Edinburgh Learns Annual Statement and the Teacher’s Charter.</p> <p>Action: Meeting to be arranged with LS and EIS Learning Reps.</p>
<p>Attainment</p> <ul style="list-style-type: none"> • ACEL 	<p>■ reported that the data will be submitted on Friday. Main points were:</p> <ul style="list-style-type: none"> • focus on quality improvement; • March predictions analysed: <ul style="list-style-type: none"> ◦ 85% of national standard; • stretch aims;

	<ul style="list-style-type: none"> o literacy - 78.5 o numeracy - 84.5 • thresholds looked at differently during Covid; • earlier this year a more targeted approach to data coming in; • teachers' confidence an issue, being taken forward; • positive impacts - 2 meetings with [REDACTED] - 1 reported increase in P1s 38 - 68%; • concerns being looked at; • more to report after Friday; • strategies being looked at for attainment gaps; • pilot at Castleview PS.
<p>Workforce</p> <ul style="list-style-type: none"> • Permanent Staff Recruited • NQTs and Students • Supply Teachers • PSA Recruitment and Retention 	<p>Workforce</p> <ul style="list-style-type: none"> • Permanent Staff Recruited - [REDACTED] sent a paper on this; • NQTs and Students - [REDACTED] sent [REDACTED] a summary - 112 probationers in secondary schools and 104 primary schools. • Supply Teachers - [REDACTED] spoke about concerns around teachers with temporary contracts. Teachers' Panel conducting a survey on this. Recent meeting with [REDACTED] and [REDACTED], will be sending information out soon. <p>PSA Recruitment and Retention - [REDACTED] reported there are 30 more primary school teachers added to central recruitment this year. Encouraging [REDACTED] to create permanent posts. [REDACTED] attended Teachers' Panel meeting to discuss the Teacher Booker system last week, feedback being considered. Ongoing work over next few months.</p>
<p>Equalities</p> <ul style="list-style-type: none"> • Support of disabled staff 	<p>[REDACTED] commended [REDACTED] on her work around supporting disabled staff, and suggested that a better package is needed around Access to Work, OH referrals, return to work, neurodiversity, dyslexia etc. A clearer understanding at schools needed.</p> <p>[REDACTED] said that [REDACTED] is the person to take this to.</p> <p>[REDACTED] suggested that she, [REDACTED] and [REDACTED] meet to take forward with the view to rolling out to schools in August.</p> <p>Action: [REDACTED] and [REDACTED] arrange meeting with Andrew Burgess</p>
AOB	None
Date of next meeting and arrangements for meetings	Action: [REDACTED] will take forward with [REDACTED]

Education and Children's Services Directorate

**Meeting of the Local Negotiating Committee for Teachers held on
24th August 2022, 2pm**

Microsoft Teams

Theme	Notes/Action
Present:	Management Side: [REDACTED], [REDACTED], [REDACTED].
	Teachers' Side: [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED], [REDACTED].
Apologies:	[REDACTED] (Minutes)
	Advising: [REDACTED], [REDACTED].
	[REDACTED], [REDACTED]
	[REDACTED] passed the chair to [REDACTED].
Welcome	[REDACTED] welcomed new members [REDACTED] and [REDACTED] to the meeting.
	It was noted that there are now 6 voting members on each side. [REDACTED] had previously circulated the revised Constitution to reflect this, the paper was approved. [REDACTED] and [REDACTED] attended the meeting to advise and will not vote on any matters.
Notes of Previous Meeting	The previous minutes were approved as a correct record after one minor revision on the last page.
Matters Arising	[REDACTED] asked for an update on IT provision in schools.
• IT	[REDACTED] reported she attended a meeting with [REDACTED] and [REDACTED] this week at the Royal High School where problems had been reported. The school is being used as the blueprint for solving IT problems. Two staff members at the school have been invited to board meetings to give regular feedback. [REDACTED] asked for a timescale and spoke about the effect of stress on staff because of IT issues. [REDACTED] said it is a priority, inspections will be carried out between October 2022 and March 2023. There will be a meeting to discuss IT on 28 th September. Action: ICT Working Group
• LNCT Subgroups	[REDACTED] shared a presentation. [REDACTED] and [REDACTED] have been talking for a while about setting up an ongoing working group to review and develop LNCT agreements and procedures. The project team is to be made up of HR, Teacher's Side Secretary and Senior Education Officers.

	<p>Some examples of agreements to be worked on are:</p> <ul style="list-style-type: none"> • use of fixed term contracts; • compulsory transfer; • awarding additional salary points; • voluntary transfer. <p>A priority list will be made of what needs worked on and the final agreements will then be submitted to LNCT for sign off.</p> <p>Action: ■■■■■</p>
• Early Years	Ongoing, update at next meeting.
• Job Sizing	Ongoing, update at next meeting. Training is being held next week.
Agenda	
SNCT Standard Circulars and Letters	None issued since last meeting.
Health, Safety and Wellbeing	<p>■■■ reported on:</p> <ul style="list-style-type: none"> • Corporate H&S team are going into schools to audit practical subjects; • HSE are talking about doing spot checks in schools in September.
• SORT	<ul style="list-style-type: none"> • Self-Assurance Framework – details were sent out before the end of term. SORT will be used to promote and keep colleagues informed and engaged; • working on assurance for H&S Committees in schools, SORT met this week, colleagues were directed to Covid Guidance; • risk session taking place later this week to look at Covid absences; • frequency of H&S meetings being moved to monthly. <p>■■■ said there are other H&S matters to be looked at e.g fire, H&S walkarounds etc. ■■■■ will be leading with H&S matters for Edinburgh EIS.</p>
• Staff Wellbeing and Behaviours of Concern	<p>■■■ said this continues to be a big area of concern. A meeting will be held today to discuss behaviours of concern. Before the pandemic the EIS conducted a survey, they will follow this up and share findings with LNCT to check progress.</p> <p>■■■ said a partnership approach needs to be taken, the work gone into tracking and monitoring B o C needs to be rebalanced with preventative measures taken in schools.</p> <p>■■■ agreed to discussions in taking this forward.</p> <p>■■■ said the language around behaviours of concern is important. It's also important that staff feel well guided</p>

	<p>and supported.</p> <p>Action: ■■■, PP, ■■■</p>
<p>Teaching and Learning</p> <ul style="list-style-type: none"> • S&Qs • School Renewal & Improvement Plans • WTAs • Timetables • Teachers' Charter 	<p>■■■ reported that the team is working their way through the plans and reports from schools and quality assuring them to make sure that the expected aspects and features are there. Meetings will be set up with ■■■ to discuss findings. They have all the self-evaluation grades from schools in and are working through those to identify priority schools. Across each sector, any school which has evaluated as "3 satisfactory" or less in Teaching and Learning will be one of the contributing factors for allocating more support. Majority in Secondaries and Primaries have evaluated as good. Majority in Special Schools have evaluated as satisfactory, these will be a priority for the team. 40 WTAs are currently outstanding, the team will speak to ■■■ to find out if there are any issues and will offer support.</p> <p>The Teachers' Charter - the team have exceeded the 20% target in the Educational Improvement Plan and Council Business Plan. A combination of a participation in the Edinburgh Learns offer in each of the four aspects, healthy participation rates from August 2020 to June 2022.</p> <p>Standards and quality reports - from the evaluations from schools, have shown the amount of in-house expertise that already exists. The offer was increased for the August in-set days and the team are confident they will reach targets in the next 2 years.</p> <p>Evaluations have been very positive from participants.</p> <p>■■■ asked for a list of priority schools to go to unions. ■■■ said it wasn't possible to share this online.</p> <p>■■■ asked whether any schools were still running on the temporary timetables developed during the pandemic. ■■■ didn't have any information this, no concerns have been raised.</p> <p>■■■ said one of the most challenging parts he found was the judgementality section and asked whether there was a move to changing this to a more narrative form. ■■■ didn't think this would be changed in the near future.</p>
<p>Attainment</p> <ul style="list-style-type: none"> • ACEL 	<p>■■■ reported:</p> <p>ACEL Data - the poverty attainment gap has been narrowed and is closer to the 2019 data levels. One area of focus is Literacy - Writing. ACEL levels in priority schools are also being considered. Same approach taken as last year, targeted work with a number of schools before the summer holidays, positive outcomes seen.</p>

<ul style="list-style-type: none"> • SQA/ACM 	<p>SQA - still waiting on the Insight data. Down on last year but up on 2019. Advanced Highers are best ever, in line with national picture, but don't have complete dataset yet.</p> <p>For each sector there will be a targeted approach with senior leaders around raising attainment.</p> <p>The first Headteacher conference will be held on 14th September, the theme will be "Attainment in the BGE", there will be a focus on ACEL data.</p> <p>██████████ will deliver at the Secondary HT meeting on the SQA data. A report will go to the EC & F Committee on 13th September.</p> <p>██████████ asked what specific approach will be in place for the writing strategy? With the inspections expected, will there be immediate support?</p> <p>██████████ said the writing strategy will be on the Quality Improvement agenda. There is no advance warning of inspections, but information can be taken from Capacity and Risk Register for support. Shared classroom experience with SLT is provided for schools about to be inspected. Also looking at timetables.</p> <p>██████████ asked if ██████████ could share information on ACEL data with LNCT. ██████████ said they are working on an overview of the city's attainment data in ACEL and working across learning communities. ██████████ to look at information that they each hold. This will focus on schools with a strong tracking and monitoring system in place, good transition arrangements, and will also strengthen the learning communities. Good practice to be shared. The information is in the public domain and can be shared.</p> <p>██████████ said making the forms more uniform is useful and makes transition easier.</p>
<ul style="list-style-type: none"> • Recruitment (permanent and temporary) 	<p>██████████ reported there is ongoing discussion with ██████████ and other HR colleagues, including temporary to permanent posts. There was significant recruitment over the summer.</p> <p>██████████ asked about a lack of posts, particularly in primary sector.</p> <p>██████████ said CEC has been given the go ahead to retain more posts. There is additional money available to prepare for when reduced class contact time of 21 hours is in place. Will need to find out why this information is being publicised.</p> <p>██████████ said there was an article in TES saying there was a 50% drop in posts, and she has had a lot of queries about this. More discussion to follow.</p> <p>██████████ asked if there was going to be a working group to plan for the implementation of RCCT. ██████████ responded that, because of funding, there is more time to plan for August</p>

	<p>2024 at same time as other local authorities. The group will be reconvened at some point.</p> <p>■ spoke about difficulties arising in filling posts in some subject areas and the approval system around some vacancies.</p> <p>■ said further modifications are being made to improve the system. More information to follow in due course.</p> <p>■ asked if it would be possible for better coordination in recruitment next session?</p> <p>■ said there are ways to streamline things, some good processes were in place for centralised recruitment. It is a work in progress and should be better within the next weeks.</p>
• Supply	<p>■ said there are still longstanding issues e.g. temporary to permanent posts and hours of pay. ■ asked if there was an update on the new booking system.</p> <p>■ suggested inviting ■ to a LNCT meeting to provide a report. ■ will do this.</p> <p>Action: ■</p>
• HT Recruitment	<p>■ reported that the processes put in place for recruitment of secondary and special ■ were extended to primary ■.</p> <p>There will be 2 panel interviews and an assessment centre. Candidates will be asked to complete 3 tasks:</p> <ol style="list-style-type: none"> 1. Communication 2. Policies 3. Attainment <p>There will also be a pupil panel - an informal process, in secondary schools. Elected members asked for this for primary sector too.</p> <p>The Parent Councils also play a role in making up questions.</p> <p>A paper will be circulated on this.</p> <p>■ asked if there was a position on using a blended approach to interviews for applicants who live further away.</p> <p>■ said it should remain up to individual schools to decide method.</p> <p>It was agreed to put on agenda for next LNCT meeting.</p> <p>Action: ■</p>
Future dates	<p>Dates were previously circulated. It was agreed that next session the first LNCT meeting would be held in September. It was agreed to hold the next LNCT (November 16th) in person and HS will book rooms at EIS HQ in Moray Place.</p> <p>Action: ■</p>
AOCB	
• Industrial	<p>■ asked for confirmation that CEC would not be asking</p>

Action	<p>any teaching staff to do the work of support staff who are on strike.</p> <p>■ asked if schools will be closed to pupils and teachers if there is industrial action by janitorial, learning assistants, cleaning staff etc.</p> <p>■ said further discussions required with other corporate leaders and other union members.</p> <p>Action: ■, ■</p>
<ul style="list-style-type: none"> • Hayward Review 	<p>■ asked if CEC about feedback from schools. Do local authorities have plans in place.</p> <p>■ local authorities weren't directly asked for feedback, but schools and pupils were. ■ is communicating with schools to obtain feedback.</p> <p>■ said it hasn't been discussed at his school.</p> <p>■ said materials were issued with the first newsletter and will send out a reminder.</p> <p>■ will also contact ■.</p> <p>Action: ■ ■</p>
Next Meeting	<p>Wednesday 16th November in the EIS Offices, 46 Moray Place, Edinburgh, EH3 6BH</p>

Education and Children's Services Directorate

Meeting of the Local Negotiating Committee for Teachers to be held on

1st February 2023, 2pm

Microsoft Teams

Minutes	
Present : <div style="background-color: black; width: 100%; height: 40px;"></div>	
(Minutes) Apologies : N/A	
Notes of Previous Meeting : Apart from the small issue of ■ rather than ■ being responsible for the job sizing – minutes were agreed as being accurate	
Matters Arising : Re: National Education Discussion – ■ was gathering feedback to determine what has happened. ■ advised ■ would update on this. The main message was, we need to find our own solutions. Phase 2 of consultation is on its way and was agreed time must be given for this. Re: Workforce/Recruitment/Staffing/Supply – Primary 1 intake limits have been agreed. Secondary projected roles are going out to ■ and BMs this week. At the moment, there are approx 176 teacher vacancies, these vacancies will be released in tranche 1&2. 2 surplus staff have been identified and will need to be re-deployed. Probationer numbers will be available mid-February. Staffing for special schools hasn't been determined yet, but tends not to fluctuate year on year. In secondary, certain subjects are experiencing shortages: Computing, Business, Maths, FTT, CDT. ■ queried Biology but ■ advises it looks okay. Work continues on the new system for booking supply. PSA recruitment will involve trying to get more into special schools as there are about 190 PSA vacancies at the moment. Secondary heads are looking at a more central approach to recruitment to cut down on number of interviews needed. Secondary supply list also needs to be updated.	
SNCT Standard Circulars and Letters): None at present	

Budget:

■ advises budget settlement discussion still ongoing. The council have been asked to find £160m in savings. There is a commitment to teacher numbers not being reduced or changes to the school day – however this doesn't mean no changes.

LNCT agreements update:

Compulsory Transfers: see Matters Arising

Additional Salary Points:

This still needs a little work, but nearly there

Job Sizing:

■ is working on this. ■ went over the proposed LNCT job sizing policy (what was involved/shared presentation). AJ questioned whether this was a worthwhile activity. ■ pointed out we can't opt out of it. ■ disagreed that it was a waste of time.

Voluntary Transfers: These are being worked on

Stepping Down: also being looked at

■ intends to send out info on this for agreement/discussion before next LNCT

ICT:

■ asked if we would ever have an ICT system fit for purpose as the issues are now years old. It was noted we were still waiting on information requested on 12th January. ■ advised CGI had shared a presentation just the day before which was very thorough and informative. Despite this it was acknowledged there is still a disconnect between CGI and schools. As a result the council are committed to an independent audit/review, with a refresh around the corner. CMc asked if the refresh would be completed to the most recent tech available. ■ advised the refresh would be subject to budgetary constraints.

Health and Safety:

- **H&S Committees/SORT update** – should still be taking place monthly. Recent reviews of the Code of Conduct, Infection Control, Planned Power Outages and Buddy Schools. Coming up: Vaping, Lockdown Incident Management and Data Breaches. There should also be a Finance Committee in every school.
- **Staff Wellbeing** -Nothing
- **Behaviours of Concern** - Nothing

Teaching and Learning:

- **Learning for Sustainability** – ■ highlighted our education priorities include – Equalities and Sustainability (where this sits in SIPs is very important. Also, focus on Curriculum Design and Pathways
- **Inspections** – SSE and feedback – ■ asked if there had been any general feedback or messages from

inspections. ■ advised inspections had been positive with various approaches from the teams and have fed this back to colleagues in Education Scotland. SSE supported self-evaluation. ■ asked ■ if she could come along to a future Teacher Panel to talk about feedback and this was agreed.

Attainment

- **CfE predicted grades (Nov overview):** ■ outlined the November data had raised some red flags and accuracy checks were undertaken as a result. QIOs are meeting with every HT to discuss findings. This should be concluded by end of Feb. Towards March we have to look at Stretch Aims. Authority is still looking at Tracking and Monitoring (externally rather than with CGI as prohibitively expensive.
- **SQA:** ■ asked if CEC have heard anything from SQA. It was noted some schools are starting new terms early this year. ■ had heard nothing. There was a SQA coordinators meeting on at this point and it was agreed to ask ■ to feed back. ■ asked about study leave: % N% to get study leave, but guidance on this will be circulated again. There's a push to have kids in schools as often as possible to maximise engagement. ■ advised this was a local decision but one which was in line with other authorities – the principle is to support our most vulnerable pupils.

WTA and School Improvement/Renewal Planning:

School Calendars - Guidance that H&S dates should go in school calendar. Schools need to check essential learning to ensure it fits into the school calendar. ■ asked if there was anything coming up that needs to be included. ■ highlighted Domestic Abuse and Cyber security – there is to be a clear steer about how much time needed for this. ■ suggested a proposal be put forward after Feb break to pin down the time needed.

Workforce:

- Recruitment/staffing returns/staffing numbers
- Supply teachers

Discussed earlier

Early Years Thematic Review:

LP not available. ■ advised this had been undertaken, the main conclusion was that the workforce had been so impacted by Covid that it was impossible to see where it was working and where it wasn't. Next steps: Clarity of remits, training for support staff, Quality Assurance. The Education Committee will come back with follow up within the next year. ■ suggested looking at this at the beginning of next session.

Industrial Action:

■ asked for parents' evenings to be cancelled. ■ asked for it be shared explicitly that non-striking staff were expected in school.

AOB:

■ raised issue of private assessments, with staff being asked to fill in forms for private assessments (referrals etc). This is mainly a primary issue. Referrals for private schools also an issue. ■ to seek clarification and get back to us. At next LNCT ■ is looking for an update on school estates etc. ■ felt this might be more appropriate for the Teacher Panel, rather than LNCT.

DONM : 22nd March, 2023