

Minutes of the Support Staff Members Working Group (SSMWG) Meeting held on Friday 19th March 2010 at 1.30pm in the Red room at Trafalgar Events, London

Present: Liz Alexander (LA), Lesley Batterham (LB), Martin Beard (MB), Marjorie Barnes (MB), Su Chan (SC), Gloria Clarke (GC), Anne-Marie Corrigan (AC), Bella Hughes (BH), Jenny Inglis (JI), Peter Morris (PM).

1. Apologies for absence

Marjorie Barnes (MB), Judith Bellingham, Debbie Polwarth (DP) and Stella Thompson (ST).

2. Introductions

New member Yvonne Walls introduced herself to the Group. She works at Withington Independent Girls School as an Examination Officer.

3. Minutes of the meeting held on Friday 23rd October 2009

The minutes were agreed.

4. Pay 2010/2011 – Maintained Sector

The Local Government Unions have agreed 2.5% or £500 pay increase from 1 April. 2010/11 promises to be a tough year on the pay front, so the increase may not be met. PM proposes to consult members via survey monkey on possible ballots on industrial action.

i) ACTION: PM will be keeping the group informed via SSN.

5. New National Negotiating Body

England. The body will submit their proposed agreements to the Secretary of State by 28th May 2010, but the implementation of a new national pay framework and job descriptions are looking unlikely for September 2010, possibly implemented by September 2011. PM reported that GMB/UNISON has provided no information to their members.

GC reported that she has submitted to Downing street a petition with 5000 signatures in support of making a library mandatory in Secondary Schools.

ii) ACTION: PM to talk to Martin Freedman about coverage of Michael Gove's dismissive speech about support staff and will inform the group of any information.

iii) ACTION: MB to pass on information of CPD for Science Technicians provided by Institute of Physics and Biology. Also the of the National Science Centres that provide £200 cover a day for expenses and time off for technicians in schools.

Wales. Nothing further to report.

6. Members' Survey – Maintained Sector

Action points from minutes of the last meeting.

- i) Last years questions were forwarded to those who hadn't attended the meeting.
- ii) PM wrote an article on CRB's in April's edition of ATL Support.
- iii) DP and PM are working together on an article on E-safety for ATL Support, will work on a factsheet at a later stage.
- iv) PM to inform support staff members in the maintained sector of the Independent Support Staff survey in July's ATL Support.

The group commented that CPD training funding has reduced compared to last years results. Also because of the 'Rarely Cover' policy support staff are being told not to take dentists and doctors appointments during working hours.

iv) ACTION: PM to find out the ratio of Primary to Secondary support staff members.

7. ATL Annual Conference 29- 31 March 2010 – Manchester

PM reported that 35 support staff members will attend the sector conference on Monday 29 March from 1.30-3.00pm where he will give a presentation on the annual report with a Q&A session.

- a) JI asked for feedback to support the composite no.3 from the Berkshire Branch.
- b) PM referred to the specific resolutions concerning support staff. JI asked for a seconder for composite no.5, concerning support staff in Independent Schools.
- c) LB and the group agreed that the composite 14 should be amended as per below. JI stated that this should be changed at conference now using the amendment slips provided.

14 COMPOSITE

From resolutions submitted by Somerset and Oxfordshire branches.

THAT Conference confirms its position that the work of teaching assistants and learning support staff is invaluable in supporting vulnerable children and those who experience difficulty in accessing their education, ~~and by allowing teachers to focus on learning and teaching.~~ Conference recognises the good work already done by ATL to meet the needs of its growing number of support staff members. Conference calls on the Executive Committee to consider further ways in which it can help schools and colleges to implement best practice in the employment, deployment and career development of all staff who support the work of teachers and lecturers, including a review of the value added by them and a campaign to ensure that the best becomes the norm.

Proposer: *Richard Salter, Unattached member, Somerset*

Seconder: *Bella Hewes, Unattached member, Oxfordshire*

v) ACTION: PM to repeat advice for 'Physical handling with students using reasonable force and when to intervene,' especially for those working in the I.S.

8. ATL CPD for Support Staff

Action points from minutes of the last meeting.

- vii) DP spoke with KQ re: insurance around childcare and was dealt with.
- viii) *ACTION:* PM to write an article in *Support* for the summer edition about the importance of initial training and induction.
- ix) *ACTION:* PM to follow up with Yvonne Fleming, National Official for AMiE who are about to merge with ACM and promote inductions for their support staff members.
- x) PM to circulated the article from the *Evening Standard*, on the theme of 'bouncers employed as teachers?'
- xi) *ACTION:* PM circulated the terms of a 2008 Conference resolution on induction and will refer to the article in the summer *ATL Support*.

a) PM will be reviewing with KQ the 'Supporting Yourself' course, as possible permanent feature to run 'Rights at Work' in the am session and 'Behaviour Management

for Support Staff in the pm session, which may be held 3 times in the next academic year, dependent on venues and budget issues.

b) Sandra Berry the SW Learning Organiser will be running a 'Supporting Yourself' exclusively for the Independent sector.

c) PM reported an all day 'Behaviour Management' course for support staff held in November was a success and may run twice in the next academic year.

d) It was suggested that 'Behaviour Management' Training should be promoted more in academies.

9. Group Affiliations

The Independent School Librarians Group (ISLG) has invited PM to address a future meeting of their Council, but has had no response.

vi) **ACTION:** PM to follow up.

10. ATL Membership update

PM presented the latest figures, which show a total of 13,000 support staff members at the end of September. Approx 11,500 members in maintained sector, 1200 in I.S and 400 in FE.

11. Independent Sector Recruitment Campaign

a) PM will be organising formal visits with the HR departments to GDST & UCST schools with a member of the organising team.

b) PM will be writing to reps and Branch Secretaries reminding them that support staff in the Independent sector can join ATL.

12. Any Other Business

a) **Time of meetings.** PM discussed times of meeting and will alternate on either 1.30pm or 2.00pm depending on attendance of DP and LB.

b) **School redundancies.** JI outlined a trend of dissolving support staff members' post in Independent schools and that duties from that role are being divided up between other members of staff. Staff are often told that the school can survive financially if they do so. JI asked for any information to be forwarded to her.

c) **Future of SSMWG.** There will be a second Executive member joining the group by July 2010.

13. **Next Meeting** To be held on either Friday 2nd or 9th July 2010 – PM to seek preferences.