

ANGUS COUNCIL

EDUCATION COMMITTEE – 21 NOVEMBER 2000
PERSONNEL AND PROPERTY SERVICES COMMITTEE – 28 NOVEMBER 2000

PRIMARY SCHOOLS – NON-TEACHER STAFFING LEVELS

JOINT REPORT BY THE DIRECTORS OF EDUCATION AND PERSONNEL

ABSTRACT

This report summarises current and proposed staffing levels in primary schools, and recommends minor adjustments to these levels.

1 RECOMMENDATIONS

- 1.1 It is recommended that the Education Committee notes and endorses the contents of this report.
- 1.2 It is recommended that the Personnel and Property Services Committee approves the staffing levels set out in the Appendix – with effect from August 2001.

2 EXCELLENCE FUND

- 2.1 Reference is made to the meetings of the Education Committee and the Personnel and Property Services Committee on 20 April 1999 and 22 April 1999 respectively, when the Committees approved a phased 3 year implementation programme for the appointment of Classroom Assistants (to be designated as either Early Intervention Assistants – EIAs, or Primary School Assistants – PSAs), funded by way of the government's Excellence Fund for Schools.
- 2.2 The first two of the three phases of this implementation programme have been successfully undertaken and a number of new posts have been created and filled – in August 1999 and in August 2000.
- 2.3 Primary School Assistants (PSAs)
 - 2.3.1 In approving the contents of Report No 420/99 in April 1999, both Committees noted the reference in that report to the effect that:

"prior to the implementation of Phase 3 (August 2001), further consideration will be given to the situation of very small schools"
 - 2.3.2 Discussions over the last 19 months with all primary head teachers (and with a working group which has included teacher representatives nominated by the JCC, and a trade union representative of non-teaching staff) have yielded unanimous support for a small amendment to the previously agreed weekly PSA hours; each of the 14 smallest primary schools is being recommended an allocation of 2½ PSA hours per week, the cost of this being offset by a proposed reduction in the allocation to each of the 14 largest primary schools of 2½ PSA hours per week. These reductions can be made prior to the implementation of

Phase 3 in August 2001 without any disappointment or disadvantage accruing to any individual member of staff, since no individual will be expected to reduce her/his current working hours – rather recruitment to new posts will take place at a lower weekly level than would otherwise have applied.

- 2.3.3 The proposed amendments described above in paragraph 2.3.2 are reflected in the “PSA” column in the table in the Appendix to this report.

2.4 Early Intervention Assistants (EIAs)

- 2.4.1 Experience in appointing and deploying Early Intervention Assistants (EIAs) over the last two years has also led to proposals being brought forward which amend very slightly the allocations approved by Committee in April 1999.

- 2.4.2 It has become clear that medium sized primary schools can benefit from the appointment of an EI Assistant on a part-time basis and that there are a number of able and appropriately qualified people who are interested in working on a part-time basis.

- 2.4.3 As can be seen from note (1) in the Appendix, four (fte) EI Assistant posts are to be deployed according to need. Staff appointed to any of these posts will enjoy identical conditions of service to their colleagues; in particular – in common with all EIA post holders – liability to deployment in any school within any one cluster group will be expected, on the clear understanding that no unreasonable pattern of deployment will be imposed.

- 2.4.4 The “EI Assistants” column in the table in the Appendix to this report reflects a more precise school-by-school allocation of EIAs, therefore, than had been recommended in April 1999. The overall EIA allocation remains unchanged by adopting the recommendations in the Appendix.

3 CLERICAL POSTS

- 3.1 In 1996, Angus Council inherited the staffing levels for clerical posts approved by Tayside Regional Council. These levels have been maintained, and enhanced as noted below.

- 3.2 At its meeting on 23 April 1996, the Education Committee approved additional clerical support hours, to enable the extension of the Council's scheme of Devolved School Management (Article 5 of the minute of the meeting refers).

- 3.3 At its meeting on 22 April 1997, the Education Committee approved additional clerical support hours for schools with nursery classes, in recognition of the increased workload for schools brought about by the significant expansion of nursery education (Article 7 of the minute of the meeting refers).

- 3.4 The clerical hours described in the Appendix to this report simply draw together all the above strands and should provide a helpful source of reference for schools.

4 FINANCIAL IMPLICATIONS

- 4.1 Full implementation of the staffing levels described in the Appendix is planned for August 2001. This implementation will only be given effect if the Council's allocation of monies from the Excellence Fund in 2001/2002 is as previously agreed with central government. At present, there is every indication that this will be the case.

- 4.2 In these circumstances, the additional cost of implementation of the attached staffing levels in August 2001 will be met in full by the Council's share of the Excellence Fund.

5 CONSULTATION

- 5.1 In accordance with the Standing Orders of the Council the Chief Executive and the Directors of Finance and Law & Administration have been consulted on the contents of this report.
- 5.2 Trade Unions have also been consulted.

Jim Anderson
Director of Education

Janice Torbet
Director of Personnel

No background papers, as defined by Section 50D of the Local Government (Scotland) Act 1973 (other than any containing confidential or exempt information) were relied on to any material extent in preparing the above report.

APPENDIX

JAA/CJ

**ANGUS COUNCIL
EDUCATION COMMITTEE – 21 NOVEMBER 2000
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**PRIMARY SCHOOLS STAFFING LEVELS (NON-TEACHING) – WITH EFFECT FROM
13 AUGUST 2001**

| School Roll (Primary Pupils Only) | (No of Schools) | EI Assistants⁽¹⁾ (hours per week) | PSA (hours per week) (including lunchtime supervision) | Clerical⁽⁵⁾ (hours per week) (including DSM support) |
|--|------------------------|---|---|--|
| 1-29 | (14) | 0 | 2.5 hours ⁽²⁾ | 12.5 hours |
| 30-49 | (9) | 0 | 10 hours | 15 hours |
| 50-75 | (8) | 0 | 12.5 hours | 17.5 hours |
| 76-109 | (3) | 16.25 hours ⁽³⁾ | 12.5 hours ⁽³⁾ | 17.5 hours |
| 110-139 | (1) | 16.25 hours | 25 hours | 25 hours ⁽⁴⁾ |
| 140-154 | (1) | 16.25 hours | 25 hours | 27.5 hours |
| 155-169 | (3) | 16.25 hours | 50 hours | 27.5 hours |
| 170-199 | (-) | 16.25 hours | 50 hours | 30 hours |
| 200-204 | (-) | 16.25 hours | 50 hours | 32.5 hours |
| 205-249 | (3) | 32.5 hours | 75 hours | 32.5 hours |
| 250-299 | (5) | 32.5 hours | 100 hours | 32.5 hours |
| 300-334 | (4) | 32.5 hours | 122.5 hours ⁽²⁾ | 37.5 hours |
| 335-379 | (4) | 32.5 hours | 147.5 hours ⁽²⁾ | 37.5 hours |
| 380-399 | (2) | 32.5 hours | 172.5 hours ⁽²⁾ | 37.5 hours |
| 400-414 | (1) | 48.75 hours | 172.5 hours ⁽²⁾ | 40 hours |
| 415-459 | (3) | 48.75 hours | 197.5 hours ⁽²⁾ | 40 hours |
| 460-499 | (-) | 48.75 hours | 222.5 hours ⁽²⁾ | 40 hours |

Notes

- (1) These are minimum allocations for Early Intervention; a further 4 (fte) posts will be flexibly deployed, according to need as measured in terms of baseline P1 assessments. For the purposes of consistency the posts are described in terms of a certain number of hours per week – a full-time EI Assistant being equivalent to an allocation of 32.5 hours per week.
- (2) The previous recommendation (April 1999) was for 0 hours per week of PSA time for the very smallest 14 schools, and for 2.5 hours more per week than shown above to be allocated to the 14 largest schools.
- (3) Previous recommendation (April 1999) was for schools with rolls of 80-109 to be allocated 25 hours per week PSA time, and no EI Assistant time.
- (4) For schools with 110 or more pupils and with more than one Clerical Assistant, one post-holder (working at least 17½ hours per week) is to be designated a Senior Clerical Assistant (Grade GS3).
- (5) Additional Clerical Hours for Schools with Nursery Classes

| | | | | | |
|---------------|------|------|-------|------|------|
| 1 hr per week | 10/0 | 0/10 | 10/10 | 20/0 | 0/20 |
|---------------|------|------|-------|------|------|

| | | | | |
|------------------|----------------|-------|-------|-------|
| 1.5 hrs per week | 30/0 30/20 | 0/30 | 20/20 | 20/30 |
| 2.5 hrs per week | 30/30 40/50 | 30/40 | 40/30 | 40/40 |
| 4.5 hrs per week | 50/50 | 50/60 | 60/50 | 60/60 |