

ANGUS COUNCIL

EDUCATION COMMITTEE
21 AUGUST 2001

PERSONNEL AND PROPERTY SERVICES COMMITTEE
28 AUGUST 2001

“A TEACHING PROFESSION FOR THE 21ST CENTURY” – APPOINTMENT OF ADDITIONAL
SUPPORT STAFF

JOINT REPORT BY THE DIRECTORS OF EDUCATION AND PERSONNEL

ABSTRACT

This report highlights the additional funding now available to provide greater non-teacher staffing support to schools, and proposes specific ways in which this funding should be allocated.

1 RECOMMENDATIONS

- 1.1 It is recommended that the Education Committee –
- a notes the additional funding available in financial year 2001/2002 to provide additional support staff for schools, and notes also the likelihood of a higher level of funding being available in 2002/2003, 2003/2004 and beyond;
 - b endorses for its interest proposals to allocate additional funding in the current financial year; and
 - c instructs the Directors of Education and Personnel to work up proposals for future financial years in association with the Chief Executive, the Director of Finance, the Director of IT, the Director of Property Services and representatives of Trade Unions
- 1.2 It is recommended that the Personnel and Property Services Committee approves the additional staffing entitlements described below (see Section 6 and Appendix 1).

2 BACKGROUND

- 2.1 Members will be aware of the recent national agreement to improve pay and conditions for teaching staff across Scotland. That agreement is a tripartite one, involving Councils, Teachers' Unions and the Scottish Executive; it has arisen as a direct result of negotiations which followed on from the publication of the Committee of Inquiry chaired by Professor Gavin McCrone. Because of the provenance of the agreement, it is often referred to in shorthand terms as the “McCrone Package” or the “McCrone Agreement.” The official title of the tripartite agreement is:

“A Teaching Profession for the 21st Century”

2.2 Section 4.2 of the tripartite agreement describes the deployment of additional support staff in order to address teacher workload and to bring in professional skills appropriate to the range of activities required, by means of the following provision.

- *there will be significant investment in additional support staff; as part of the monitoring of this agreement there will be an audit of additional support completed by March 2004*
- *Classroom Assistants will be introduced to secondary schools as part of the general uplift in resources for support staff*
- *the deployment of these additional resources will be determined locally on the basis of local need and within the context of DSM arrangements*
- *all schools must have somebody available to deal with routine emergencies, and to contact parents, during the pupil day*
- *a list of tasks, which should not be routinely carried out by teachers, has been agreed – these tasks are generally to be undertaken by support staff (Annex E of the National Agreement is attached)*
- *the introduction of the additional support staff will be phased in over a 3-year period commencing April 2001 (in practice additional posts should be created in Autumn 2001)*

2.3 Resources being made available to local authorities to enable the tripartite agreement to be implemented are now clear as far as financial year 2001/2002 is concerned and can be estimated in indicative terms for 2002/2003 and 2003/2004. £250,000 is available to Angus Council in 2001/2002; thereafter the sums available are less clear and further work is currently being undertaken in order to firm up on the likely amounts available in 2002/2003 and future years; early estimates suggest that sums significantly in excess of £250,000 may well be available in these future financial years. Consultations with the Director of Finance have led to agreement that it would be prudent at this stage to budget for a sum of £500,000 in financial year 2002/2003, in the expectation that this will be the minimum sum available next financial year and on the understanding that further reports will be brought forward once the financial position for future years is clearer.

2.4 A small staff group representing senior managers in the Education, Finance and Personnel Departments, trade unions, primary head teachers and secondary head teachers have given this matter consideration and this paper represents a summary of that consideration.

3 AREAS OF ACTIVITY REQUIRING ATTENTION

3.1 There would appear to be a very high degree of consensus within the staff group, confirmed by surveys undertaken as part of recent BV Reviews of both Primary and Secondary Education, that the areas of activity in which additional support is believed to be most critically required are, in order of priority:

- Property
- ICT

3.2 The fourth bullet point in paragraph 2.2 above means that a high priority will also have to be given to enhancing the current non-teacher staffing levels in the smallest of our primary schools (so that each Angus primary school has allocated to it a minimum of 25 hours per week of Primary School/Clerical Assistant time).

3.3 Thereafter there would appear to be general agreement that additional support would be of benefit in the following areas:

- Finance (primary and secondary)
- School Office (primary and secondary)
- Technician Service (secondary)
- Support for Learning/Classroom Assistants (secondary)

3.4 In taking forward any detailed implementation plan, consideration should be given to allocating some funding to training (in order to upskill existing staff in ways which enable them to be better able to meet the needs of the education service now and in the future). Equally, some effort could perhaps usefully be expended in examining existing procedures with a view to streamlining these procedures wherever possible.

4 DEPLOYMENT OF ADDITIONAL STAFF

4.1 Additional Centrally Based Staff

4.1.1 Considerable discussion has taken place, involving both the Director of IT and the Director of Property Services, about how best to provide additional support for schools in the effective management of IT and Property. A separate joint report on these discussions is being prepared for the consideration of Committee.

4.1.2 The way in which financial support is currently made available to schools is generally supported. The range of new initiatives in recent years has meant that the current combined resources of the Finance Department and the Financial Support Section of the Education Department are coming under increasing pressure – pressure which it is feared may lead to a diminution in the quality of service available if some steps are not taken to address the burgeoning workload. In these circumstances it is proposed to create initially one additional post within the Financial Support Section of the Education Department. Further discussions are ongoing with the Director of Finance on how best to ensure that effective co-operation between Education and Finance Departments can be maintained (and improved where possible) for the maximum benefit of pupils and schools.

4.2 Secondary Schools

4.2.1 Some additional Technician Support time is believed to be required by each secondary school. Given the variations between schools and given also the possibility of seasonal fluctuations in demand it is proposed to provide additional Technician Support by way of devolving additional funds to secondary schools – equivalent to the creation of one 0.25 (FTE) Technician in each secondary school.

4.2.2 An enhancement to current clerical staffing levels in secondary schools is also believed to be appropriate. It is proposed to augment the current entitlement to clerical hours of each secondary school by 36.25 hours per week, thereby creating the opportunity for each secondary school to recruit one (FTE) additional member of the clerical staff, or to apportion additional funding in other ways appropriate to the needs of the particular school.

4.3 Primary Schools

4.3.1 As already indicated in 2.2 (4th bullet point) and in 3.2 above, some additional support for the smallest primary schools is essential. It is proposed that this support should take the form of additional hours, if possible and by mutual agreement, with the existing primary school/clerical assistant in each of these schools – sufficient to make the weekly allocation of primary school/clerical assistant time up to:-

- 25 hours per week (school roll 1 to 30 pupils)
- 30 hours per week (school roll 31 to 49 pupils)

- 4.3.2 An enhancement to current clerical staffing levels in larger primary schools is also believed to be desirable. Initially it is proposed to increase the weekly hours to which each such primary school is entitled by approximately 25% (see Appendix 1 for further details).

5 ISSUES STILL TO BE ADDRESSED

- 5.1 Each and every one of the above areas in which additionality is proposed may well merit further additionality. It is only when a clearer picture emerges of precisely how much funding is available in 2002/2003 (and beyond) that it will be possible to bring forward further proposals. It should be noted, however, that the above proposals have been drafted with a clear expectation of further consideration being given to this matter.
- 5.2 Not mentioned above is the possibility of recruiting Classroom Assistants to secondary schools; this too will be an issue to which reference will be required when planning for 2002/2003 and beyond. In the meantime, it may be helpful to note that this recruitment was not seen by the Staff Working Group as having such a high priority as the proposals listed above.

6 SUMMARY OF PROPOSALS

- additional Property and ICT Support to be established (a separate report will be submitted to Committee in due course)
- creation of one additional Accounting Technician/Accountant post within the Financial Support Section of the Education Department
- allocation of additional funding to the devolved budget of schools to enable the creation of additional posts as follows:
 - part-time Technician Support (equivalent to 9 hours per week) to each of 8 secondary schools
 - additional clerical support equivalent to 36.25 hours per week to each of 8 secondary schools
 - additional Primary School/Clerical Assistant Support of 10 hours per week to each primary school with a pupil roll of less than 29 pupils (see Appendix 1)
 - additional Primary School/Clerical Assistant support of 5 hours per week to primary schools with rolls of between 30 and 49 pupils (see Appendix 1)
 - additional clerical support for primary schools with rolls of more than 50 pupils (see Appendix 1 for details)
 - additional Primary School Assistant support of 2½ hours per week for primary schools with rolls of 300 pupils or more (note : this modest increase will enable the PSA entitlement of each large primary school to be expressed in terms of a whole number of staff)

7 CONSULTATION

- 7.1 In accordance with the Standing Orders of the Council, this report has been the subject of consultation with the Chief Executive, the Director of Finance and the Director of Law & Administration. The Directors of IT and Property Services have also been consulted.
- 7.2 The JCC (Teachers) was consulted and had sight of an early draft set of proposals. Since then, representatives of both teachers' trade unions and non-teaching trade unions have been involved in discussions through participation in the working group described and through having had the opportunity to comment on the contents of this report.

8 HUMAN RIGHTS

8.1 There are no Human Rights implications arising directly from consideration of this report.

9 FINANCIAL IMPLICATIONS

9.1 The financial background is outlined in paragraph 2.3 above and the detailed costings are provided in the Financial Appendix (Appendix 2).

9.2 The total cost of implementing all of the above proposals is expected to be:

- £257,000 (2001/2002 – part year)
- £457,500 (full financial year)

These costs can be met from the Education Department's Revenue Budget.

Jim Anderson
Director of Education

Hugh Robertson
Acting 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.

APPENDICES

Appendix 1 – Proposed allocation to primary schools of PSA/Clerical Support

Appendix 2 – Financial Summary

Appendix 3 – Annex E of "A Teaching Profession for the 21st Century"

JAA/CJ