

John Wheatley College

Joint Consultative Committee

Minutes of the Joint Consultative Committee held on Friday 20 August 2004 at 2.30pm in the Alex Viola Room, Easterhouse Building.

1. Sederunt

The meeting commenced at 2.30pm and was attended by:

J Knowles, EIS/FELA;
M Woods, EIS/FELA;
B McQuillan, Unison;
I Graham, (Chair);
A Kirk;
D Sneddon;
F Doyle (ACM)

In attendance

A Inglis;
A Sherry; and
S Wilkie, (Minutes)

2. Apologies

Joss Dunn EIS/FELA

Two additional items were added to the agenda prior to this committee by EIS/FELA.

1. Teaching Staff - Annual Salary Claim - Conduct of and timetable for Negotiations.
2. Setting of the JCC Agenda

3. Minutes of the Previous Meeting held on 21 May 2004

The minutes of the previous meeting were taken as read. There were no corrections for accuracy. They were accepted as an accurate record of the meeting held on 21 May 2004.

4. Matters Arising from the Minutes

Item 6

Mr Graham referred to Item 6 - The Future Structure of Further Education in Glasgow. He indicated that there would be a meeting in the Jarvis Ramanda Hotel on 14 September 2004 to further discuss the restructuring of city centre FE provision and the role of community colleges.

Mr Graham informed members that SFEFC is content with the role played by community colleges and their location, however, the main issue on its agenda was that of the city centre colleges. A further study conducted by Colliers and RMJM suggested that the colleges in the city centre could be relocated on one site with sufficient accommodation to meet their curricular needs. The report also indicated that the Glasgow College of Nautical Studies Thistle Street campus could be renovated as part of this process.

The Principal noted that a further paper would be presented to the JCC at a later date on this issue when more detailed information was available.

Mr Graham confirmed that the College of Building and Printing and the College of Food Technology have now merged to form the Glasgow Metropolitan College. However, the revised staffing structure had not yet been put in place.

Item 12 - Staff Links with Board Members

The Principal informed members that a report in this respect had now been considered at the Board of Management and that Billy McCallion (Lecturing Staff representative) would link with College managers to progress the agreed activities.

Item 13 - Consultation on the merger of the Scottish Further Education Funding Council and the Scottish Higher Education Funding Council

Mr Graham indicated that the merger legislation will go ahead in the next session of the Scottish Parliament.

5. Correspondence

i) Support Staff Forum

Mr Graham again requested that this group provide him with a remit and that a copy of the minutes from the Senior Lecturers' Forum be passed to this group and vice versa.

It was agreed that this would be undertaken by Doreen Sneddon.

ii) Future Provision of Library and Related Services

The Principal thanked Unison for their reply to his memo of 27th May 2004.

Mr Graham intimated that it would not be practical for an external representative to sit on this short-life working group but advised Mr McQuillan that Unison could provide the City Council Unison with minutes for information.

The Principal advised that he would be happy to bring the College/City Council liaison group minutes to the JCC as a matter of course. B McQuillan welcomed this offer. Mr Inglis agreed to facilitate this.

iii) SFEFC - Stakeholder Survey

Mr Graham advised that he would be preparing the College response to this survey and encouraged individuals to send their survey response separately. He undertook to write to all members of staff in this respect.

iv) JCC - Dates - EIS/FELA

The Principal referred to the memo from Joss Dunn dated 3 August 2004 and advised that alternative dates will be identified later in the Calendar year and sent to members of this Committee.

v) Scottish Public Pensions Agency - Ill-Health Retirement Applications

Mr Graham advised that the current legislation for the above is to be revised to ensure that a more rigorous specialist medical examination was in place prior to any decision to progress with a move to retirement on medical grounds.

6. Notes of the Glasgow Colleges Principal's meeting on 26 May 2004-07-01

The Principal advised that these minutes are presented for information only.

7. Cultural and Leisure Services ICT Meeting on Friday 11 June 2004

Mr Inglis reported that a Library Services Working Group had now been established to look at ICT and other operational issues related to the proposed transfer of Library Services to Glasgow City Council.

Mr Graham advised that the minutes of the Cultural and Leisure Services ICT Meeting would in the future be considered by the Academic Board.

Members noted this item.

8. Classroom Observation - a Discussion Paper

Mr Graham confirmed that classroom observation had previously been considered by the JCC and that the principles outlined in the paper had, at that time, been broadly endorsed by the EIS/FELA representatives as part of the College's quality improvement strategy. He highlighted that the minor changes contained in this paper increased the anonymity guaranteed to staff and reinforced the developmental nature of the process. In response to questions he reported that the staff who would be observed would in the first instance primarily be those undertaking a teaching qualification, the PDA and those new to teaching.

The Principal noted that colleges are awaiting final version revised HMIE quality framework and its associated methodology from SFEFC. However he informed members that the new quality framework will commence on 1 January 2005. He informed members that the emphasis in the revised framework was placed on the teaching/learning process and the individual progress of students as learners. This change in emphasis required the College to develop further its approach to obtaining evidence of the teaching/learning process as delivered in a classroom/workshop environment.

Mr Knowles intimated that the EIS-FELA Branch would want an appeals process to be put in place.

Mr Graham advised members that the observer would not ascribe grades and the discussions between the observer and individual members of staff would not be placed in the public domain. The Principal noted that he would put in place arrangements to enable staff to request another teaching review if they believe the circumstances of an original one may have been atypical. Mr Graham confirmed that an appeals process would necessitate issues which had been confidential being made public. He advised that this may not be in the interest of EIS members.

The Principal informed members that the College proposed engaging a person with considerable experience of the FE sector and who had undertaken training in classroom observation possibly as an HMIE Associate Assessor or other similar training. In response to questions he confirmed that it was not the College's intention to utilise its own staff in this process.

He outlined that the person appointed would be deployed in the College for approximately 1 month per year, conducting 4 classroom observations per day. He agreed that where appropriate team teaching activities would be observed. A Sherry informed members that it was anticipated that prior to the observation staff would complete a self-evaluation exercise and would discuss this at the feedback session. The Principal confirmed that each member of staff would receive a detailed debrief from the observer at a mutually agreed time following the lesson on the same day. No grades would be ascribed. However relative strengths and weaknesses would be considered. He strongly emphasised that this process would be entirely confidential and the College would only be informed if there was a health and safety issue or that the member of staff required immediate support to deal with particularly challenging behaviour. He reminded members that the College had a duty of care to staff in these circumstances. He again confirmed that no grading would be issued for the lesson rather an overall, aggregate report would be prepared and presented to the Board of Management annually. This report would seek to comment on the quality of the lessons observed, identify good practice and highlight potential areas for further development.

Mr Graham reiterated that this was a development model intended to improve the quality of the learner experience.

In response to questions the Principal again confirmed that the College will not be going to undertake a grading system for the lessons observed. Mr Graham again emphasised that this model is designed to be supportive to members of staff and again reiterated that members of the senior management team will not have access to individual reports other than

when health and safety issues are highlighted or that the member of staff required immediate support to deal with particularly challenging behaviour.

Mr Knowles asked whether members of staff would be given notice prior these observations being carried out. Mr Graham replied that staff would be given at least 3-4 weeks notice this session and that it was the intention from session 2005/06 to publish the schedule at the commencement of the session.

Mr Graham reconfirmed that the consultant's report be brought to this committee for comment and then would be considered by both the Board of Management and its Academic Board.

Mr Knowles advised that EIS/FELA position is that he would have to go back to the branch for consultation. However he indicated that proposals were appropriate and could provide the basis for further discussion. He asked what would the likely start date of the observations, Mr Graham replied that it is most likely to start by mid-December 2004.

Ms Woods indicated the developmental nature of the proposal and its focus on those new to teaching or undergoing teacher training was welcome.

In response to questions the Principal confirmed that the College would be happy to consider the first year as a pilot with a review to be conduct at its conclusion. Mr Knowles indicated that this would be seen as a further positive step.

Mr Knowles confirmed that he would consult the branch. Mr Graham informed members that the officers of the EIS/FELA branch would be involved in the selection process for the consultant and would have a say in the appointment of the observer to ensure that his/her skills and experience were appropriate. However the Principal did make clear that this right should not be seen as a means of blocking the introduction of classroom observation.

The Principal reiterated that the College must have classroom observation in place and again emphasised that this was a developmental process with no link to disciplinary procedures.

Mr Graham confirmed that Mr Sherry and Mr Inglis would be happy to explore further the approach identified in the paper with branch officials prior to any Union meeting and with the Senior Lecturers' Forum and other appropriate groupings.

Ms Woods commented that she felt the College's approach was positive and that she was encouraged by what she heard at this meeting.

Mr Graham confirmed that classroom observation could be part the induction process of all new teaching staff.

Mr Knowles and Ms Woods agreed to consult the Branch and inform the Principal of the outcome.

9. SFEFC - Financial Security Benchmarking Project: Individual College Report by KPMG

The Principal advised that KPMG was attempting to get 46 Colleges to provide key financial information in order to provide comprehensive benchmarking costs for every college in the Scottish Further Education Sector.

Mr Graham confirmed that the College had not had this report analysed however Michael Brennan, the Board's Financial Adviser, would provide a detailed analysis of this paper and would report back to the Board in due course.

Mr Kirk summarised a number of key elements highlighting that the College's income was slightly above the sector average, gross costs were below the sector average and teaching costs were also below the sector average.

Mr Kirk emphasised that the College pay scales are around the national norm.

The Principal advised that he would be happy to bring the full analysis back to this Committee and noted that the associated reports (two) relating to this report are held in the College Library and Information Centres.

Additional Items

- 1. Teaching Staff - Annual Salary Claim - Conduct of and timetable for Negotiations.**
- 2. Setting of the JCC Agenda**

Mr Knowles advised that the additional two items which were added to the agenda have now been dealt with through written communication from Mr Kirk.

Mr Graham emphasised that if Trade Unions require items to be placed on the agenda then associated papers should normally be given to the Laura Crouchman, Committee Coordinator, 10(ten) days prior to Committee meeting

10. Closure

Being no further business the meeting closed at 3.45pm.

11. Date of Next Meeting

The next meeting is scheduled for 29 October 2004 at 2.30pm venue to be confirmed.

AS/SW
JWC
29 August 2004