



### Trade Union Recognition and Facilities Agreement

#### 1. Introduction

The Governing Body of Welland Park Academy is committed to developing positive attitudes and relationships amongst all employees. Trade Unions and Professional Associations<sup>1</sup> have an important role to play in the development and maintenance of good working relations. The Governing Body believes that working positively and constructively with professional associations and trades unions is advantageous and helpful to the conduct of good employment relations with their staff. Therefore the Governing Body formally recognises those trades unions listed in this agreement and acknowledges that such trade unions are entitled to represent the interests of employees, who are their members.

All parties acknowledge that the main purpose of the school is to provide high quality education and raise standards of attainment and achievement for all students. We all accept our common interests in furthering the aims and objectives of the school by seeking to achieve mutually satisfactory solutions to all issues that are a concern. Throughout all employment relations matters, all parties recognise the importance of mutual understanding and respect.

This agreement is made between the School and the recognised trade unions. The facilities outlined in this document are to be made available to those staff who are not paid officials of any of the recognised organisations but who are representatives of the recognised trade unions.

#### 2. Definition

“Recognition” is defined as “the recognition of the union by the employer, to any extent, for the purpose of collective bargaining”. The School recognises that negotiation on matters such as pay and condition of employment is conducted on a national basis, and since the School seeks to adhere to these terms and conditions while doing so would be of no detriment to the School or its employees, any variation to the national agreement will be referred to the Joint Consultative Group (JCG).

This agreement covers other matters specifically relating to the School and its staff with the aim of ensuring a constructive dialogue on key aspects of School life

- Good practice with regard to employment and health and safety
- Effective communication between the School and the recognised trades unions
- Participation and involvement of staff
- Effective and prompt resolution of issues and disputes
- Equal opportunities
- Professional issues concerning teaching and learning including School policies and operational processes and procedures
- Proposed organisational changes

Those unions recognised by the School, in relation to School based employees are detailed below:

<ul style="list-style-type: none"> <li>• Association of Teachers and Lecturers</li> <li>• GMB/APEX</li> <li>• National Association of Head Teachers</li> <li>• National Association of Schoolmasters Union of Women Teachers</li> </ul>	<ul style="list-style-type: none"> <li>• National Education Union</li> <li>• Association of School &amp; College Leaders</li> <li>• UNISON</li> <li>• Voice</li> </ul>
---	--

#### 3. Principles

The School and recognised trades union bodies:

- Acknowledge the positive advantages of maintaining the reputation of the School in respect of employment relations matters
- Accept a joint and shared responsibility to conduct employment relations matters harmoniously

- Are committed to resolving employment relations issues through consultation, negotiation and joint working bearing in mind both the spirit and intent of this agreement
- Are committed to a regular and constructive dialogue on matters of joint interest
- There is potential for policies to be reviewed, improved and approved by both parties this way as a trust or as an Academy.

The Governing Body intends that the School will comply with all statutory obligations relating to trade unions and their members, including:

- the right to be accompanied at a grievance or disciplinary hearing by a work-colleague or trade union representative, in line with the current staff discipline policy;
- the right for the area representatives of the trade unions to be informed and consulted about redundancies if any employees were to be made redundant or have their contracts terminated and replaced with new terms;
- the right not to be subject to detriment or dismissal on grounds of trade union membership or approved activities;
- the right to reasonable time off to carry out trade union duties as in s168 and s168A of TULRCA and the ACAS Code of Practice;
- the right to have trade union subscriptions deducted directly from salary; and
- the right to access appropriate information and documents relating to the School so that consultation and negotiation can be meaningful as in s181, TULRCA. Trade union representatives agree to treat such information with due sensitivity & confidentiality.

#### **4. Facilities afforded to School Representatives**

Any elected school representatives of the recognised Trades Unions referred to under Section 2, will be allowed reasonable time, with the prior agreement of the Head Teacher, to carry out duties on behalf of their members.

Where meetings are scheduled between School Management and school based representatives these will, where possible, take place within the normal working day but with minimum impact on curriculum time where possible.

##### **Other Facilities:**

The following is subject to an underlying principle that there is no disruption to the smooth running of the school.

- Provision of information about trade union membership for newly appointed staff in the School, including allowing area, regional and national trade union officers to visit the School for recruitment purposes
- The use of a notice board in the staffroom and another accessible place
- The use of the School telephone or email facilities provided that usage is within the school's professional usage standards, so long as this is not to the detriment of School business and for local telephone calls only. Reasonable privacy will be afforded for telephone calls.
- The use of a room for private meetings with individual members after, or when necessary, during school hours.
- Where available, use of photocopying facilities with the cost of materials reimbursed by the recognised body.
- Access to appropriate documents relating to the governance and management of the School which will support the promotion of good employment relations.
- the right to arrange meetings for their School members on the School premises at lunchtime and after the end of the school day.

#### **5. Arrangements for Consultation**

The School recognises that meaningful consultation is in the best interests of all School stakeholders and therefore supports a Joint Consultation Group (JCG) to facilitate this objective.

The JCG may consider all matters that affect staff, including health and safety issues set out in Regulation 4A of the Safety Representatives and Safety Committee Regulations 1977.

##### **Membership:**

The JCG will comprise the following:

- The School Principal or Vice Principal and Director of Finance
- One representative from each recognised body. These representatives should be elected School based representatives. It will be the responsibility of the recognised trade unions to notify the Head of the names of its

accredited School representatives. Where there is no formally elected representative, an official from that Trades Union will be invited to attend.

**Structure and Attendees:**

Meetings will be chaired by the Principal or his/her nominated representative.

Where there is a specific matter to be discussed that requires attendance from a guest then this will be notified on the agenda; such guests will attend for the relevant section of the meeting only.

The PA to the Principal will act as Secretary to the JCG and will circulate agendas and minutes to all attendees.

**Meetings:**

There will normally be a maximum of six meetings per academic year; one during each half term and these will be scheduled at the beginning of each School year. In circumstances where both parties agree that there is no requirement for the meeting then it will be cancelled and any agenda items carried forward to the next meeting. Meetings will normally begin at 3.15pm.

Urgent business may be notified to the Head Teacher at any time and, should an extraordinary meeting be required, this will be arranged within 10 working days.

Both parties to the JCG will be able to submit agenda items and these must be submitted to the Secretary at least five working days prior to the meeting.

Draft minutes will be circulated for sign off within 10 working days of the meeting taking place.

**Procedure for resolving disputes:**

The School and the trade unions agree that it is in the interests of all parties that consultation and negotiations are carried out expeditiously and with the aim of reaching an agreed settlement. In the highly unlikely event that agreement cannot be reached on collective issues, the School reserves the right to make decisions and take appropriate steps at its discretion. However, if the School and the trade unions cannot reach an agreement, the matter may also be referred to the Advisory Conciliation and Arbitration Service (ACAS) in order to seek resolution of the issue. Either party may determine that a matter is referred to ACAS for conciliation. Both parties may subsequently agree, where necessary, that a matter is referred to ACAS for arbitration.

**Review of JCG:**

The working and make up of the JCG will be reviewed annually by both parties commencing once it has been in operation for a period of six months.

**Continuation and review of Agreement:**

This agreement comes into effect on 1<sup>st</sup> September 2019. The agreement relating to the JCG and the Recognition Agreement may be reviewed at the request of either side or varied at any time by mutual agreement of all parties following discussion as an agenda item at a quorate meeting of the JCG.

~~P. E. TOWN~~ ~~Head~~ ~~NEU~~

SIGNED, AND AGREED:

CHAIR OF GOVERNORS		
PRINCIPAL		
ASCL		
GMB		
NAHT	<i>John</i>	JO LOVELL
NASUWT	<i>P. Robbins</i>	P. ROBBINS
NEU	<i>Please send me a copy of this</i>	<i>P. Town</i>
UNISON	<i>M. Adams</i>	HELANE ADAMS
VOICE	<i>[Signature]</i>	BOB GALE

Date: \_\_\_\_\_