

## **Minutes of the OPHTA meeting held at SS Phillip and James Primary School on 25.09.14**

**Present.** Peter Cansell (PC), Helen Atkinson, Irene Conway (IC), Keith Ponsford (KP), Sandra North(SN)

**Apologies.** No apologies had been received.

### **Minutes of previous meetings.**

The minutes were accepted as a true record. Because the AGM was inquorate suggested changes had been circulated to Headteachers via email, there was no opposition to the proposals and these have been put in place.

PC and KP have met twice to set the agenda for the year and will contact the Chairs of Partnerships directly.

### **Correspondence and reports from panels**

#### **Early Years**

Some schools are being encouraged to take two-year-old pupils. As different OFSTED criteria apply to older pupils this was seen as problematical. SN explained that at a recent meeting it had been suggested that finance may be directed towards these younger pupils.

It was felt by the meeting that FSM/Pupil Premium money is being masked by the KS1 free school meal arrangements.

#### **Workforce Sub Committee**

IC reported that the recent Workforce sub-committee meeting had been postponed.

#### **HR Officers/OPHTA meeting**

PC, KP and HA reported back on the OPHTA/officers held on 23.09.14

School Nurse provision will continue in Primary Schools as a direct result of OPHTA intervention, however the details PC has requested have not yet been forthcoming.

No new issues had been reported about the new Occupational Health Service, despite an inauspicious start.

Pay policies: Schools must undergo consultations with all parties if they do not wish to follow the OCC policy templates, so you are encouraged to follow the OCC model policy which has been negotiated with all relevant unions.

Employer pension contributions will rise to 16.55% ( an increase of 2%) in the next financial year, this will have an impact upon budgets, some guidance should be forthcoming from finance team about this.

The Minimum wage increases on October 1<sup>st</sup> all OCC staff will be above this, but Academies will need to ensure pay rates for lowest paid are appropriate.

The move of the HR and Finance sections has been put back until July. There will be a few locally based-employees remaining. The use of Unipart House will end and services will move to Hampshire, who operate different systems, so there could well be some teething difficulties.

Union facilities. We agreed that it is important that OCC keep funds centrally for distribution to schools to cover Union representatives undertaking their responsibilities. It is assumed this proposal will be put to Schools Forum.

OCC have agreed that following changes during the holidays for most schools, previous Email addresses will continue to be usable until the end of September.

### **Finance.**

Lloyds bank have been contacted to change details of the treasurer and to ensure that the accounts are now registered at Phil and Jim. There are two OPHTA accounts, one a deposit account, the other a current account. It was expected that Hanwell Fields would contact IC to tidy up loose ends in the transfer of accounts.

IC will invoice schools for OPHTA fees. Charges will be set at £50.00 for schools with under 150 pupils and £80.00 for schools over 150 pupils. Payment will cover the academic year.

PC will contact Heads setting out the revised OPHTA vision, with the invoice attached. Payment cannot be through SAP. PC will also inform Heads of the revised OPHTA website in the initial letter. The website has minutes, agendas and links to other agencies and organisations.

PC will attend the National Network for Chairs of Headteacher' Groups as Chair and will bring bring up for discussion: Union funds, No notice-inspections, Universal FSM, Levelling and assessment.

PC will enhance the link OPHTA/OTSA link to try to ensure that a Primary voice is present. SN will also be involved.

PC has negotiated a deal with 'Headlines,' which is a useful and regular update of educational affairs. The cost is £250.00 for OPHTA and £100.00 for all other schools. It was agreed that this would be put into action.

PC will also contact the 'Key' to try to negotiate a similar deal.

Real concerns were expressed about 'table-top' analyses and PC will consult the LA.

### **Assessment and the National Curriculum.**

Schools are finding things difficult, having to reinvent the wheel, with very little guidance from the DfE. The NAHT are producing good advice and materials in this area.

No-notice inspections were decried by the meeting and seen as having no useful benefit.

IC was thanked for her hospitality and superb refreshments.

**Date of next meeting. November 20<sup>th</sup> 2014 at SS Philip and James**