

Norfolk NASUWT

The Teachers' Union

Welcome to the 2016 newsletter of the NASUWT Norfolk Association

Read this now and find out how to preserve your pay and conditions

All change at Norfolk Association

Last term three long-serving officers of the Association retired:

Colin Collis has been County Secretary for the last 17 years and has also served as National Executive member for the past 4 years.

Bridget Carrington has been Deputy County Secretary for over a decade, looking after our primary school members.

Alf Carrington is retiring as membership secretary.

All three will continue to provide much needed support to Norfolk NASUWT next year.



The Association held a dinner to celebrate these retirements in July and were delighted to have the NASUWT National President, Kathy Wallis, as our guest of honour.

Taking up the reins for 2016-17 will be:

Tim Lambillion Jameson (County Secretary)

Esther Thirkettle (National Executive member for District 16, Norfolk, Cambridgeshire and Peterborough)



A message from the Norfolk Association Secretary, Tim Lambillion-Jameson

Hello

I am Tim Lambillion-Jameson and I am honoured to serve you as your new County Secretary. Colin's boots will be very hard to fill but have no doubt I, and the County Executive, will be working very hard to defend the rights of NASUWT members across the County.

A little about me:

I was brought up in Bury St Edmunds and first arrived in Norwich for a Degree in History and Economics at UEA in 1984. A PGCE followed and I have been teaching history in Norfolk ever since. I have been a member of the NASUWT throughout my career. I was first asked to join the County Executive in 1990 as recruitment officer. I went on to be assistant County Secretary (with Simon Whitney for those whose memory goes back that far) and National Executive member. I then stepped back from senior roles for a while but remained on County Executive and School Rep at Thorpe St Andrew School. For the last three years I have been a case worker for the Norfolk Association of the NASUWT. I have met many of you in this role and have visited every corner of Norfolk.

As trade unionists we live in interesting times. The Conservative Government continues to introduce anti trade union legislation. Leaving the EU will undoubtedly lead to an assault on workers' legal rights by the Tories. We must be strong to stand up for our rights and protect what has been gained in years of struggle. The Action Short of Strike Action continues and is outlined on the back of this newsletter. Discuss this with colleagues in your school and continue to abide by it. The NASUWT will take firm collective action, at school, County or National level, to protect our members.

Please consider becoming active in the Association; contact any of the people listed in the contacts section to learn more.



For support and advice ring 03330 145550 or email advice@mail.nasuwat.org
Remember, the sooner you act, the more effective the support you receive. Do not worry alone.
This is a new service provided by the union and is designed to get you the best possible support in the shortest time.

www.norfolknasuwat.co.uk

NASUWT Norfolk Association 2016-17

President

Colin Jackson

Vice President

Deane Money

Past President

Tim Hillman

Secretary

Tim Lambillion-Jameson

Treasurer

Vicki Aldous

Executive

Sharon Beeby
Sue Brisbane
Russell Hammond
Lindsay Hanger
Richard Hudson
Adrian Lincoln
Jessica Presland
Jonathan Presland
Esther Thirkettle

Additional members may be co-opted to Executive during the year. All members are welcome to attend, and even join Executive. For information on meetings, contact Tim Lambillion-Jameson or visit

www.norfolknasuwt.co.uk

Norfolk NASUWT Contacts

Tim Lambillion-Jameson

County Secretary

07469 118832

timlambillion@ntlworld.com

Russell Hammond

Deputy County Secretary

07921 108968

rfjhammond@hotmail.com

Esther Thirkettle

National Executive member and Equalities Officer

07469 119289

Esther.thirkettle@exec.nasuwt.org.uk

Eastern Regional Centre

01284 772300

rc-eastern@mail.nasuwt.org.uk

National Support and Advice Line

03330 145550

advice@mail.nasuwt.org

National Conference

National conference takes place at Easter each year and members are encouraged to attend. Delegates must be nominated by the Norfolk Association so get in touch early if you want to go. Members who wish to be nominated must show a commitment to the Union by attending meetings or being active in other ways. Accommodation and other reasonable expenses will be reimbursed.

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Financial advice for teaching professionals and partners across Norfolk

Retirement Planning
Savings & Investments
Mortgages
Protection

Email Mr Chris Adams, Financial Consultant, at

chris.adams@wesleyan.co.uk

Direct line – 07818 011320



Get involved

The NASUWT exists to protect the pay and working conditions of its members. We do this by working in schools on behalf of our members and by representing individual members with casework.

We cannot do this without your support. Please do not wait until you need help yourself to take an interest in your union: it doesn't work that way. We only have influence through the solidarity of our members.

Support your union by:

- **Attending meetings—don't think that you are not needed. The more people that attend the more we know about members' views and the more we can achieve.**
- **Become a workplace representative. It is NASUWT representatives in the school and college that are the first person a member will speak to when they have a work related issue. The NASUWT can only be effective in defending teachers' terms and conditions if there are active members in the workplace. NASUWT workplace representatives are also entitled to free training to undertake the role.**
- **Get involved in the local association. The Norfolk Association is run by practicing teachers and it is the local organisation that supports all NASUWT reps, contacts and members within Norfolk. For information on meetings, contact Tim Lambillion-Jameson or visit www.norfolknasuwt.co.uk**

For support and advice ring **03330 145550** or email advice@mail.nasuwt.org

www.norfolknasuwt.co.uk

Important dates for your Diary:

**19th September
2016
3.30pm**

**Free food
and drink
at
meetings**

General Meeting North Walsham High School NR28 9HZ

Agenda:
Members' Questions
Motions for National Conference 2016
Nominations for:
National Advisory Committees;
National Executive member;
National Conference Delegates.
National JVP and National Treasurer;
Election to minor offices on Norfolk
Executive.

**18th January
2017
7.30pm**

General Meeting The Nightingale Centre Framingham Earl NR14 7QY

Agenda:
Members' Questions
Nominations for:
National Executive member;
Delegates to National Conference
2017;
National Advisory Committees.

2nd April 2017

Last date for submission of proposed
changes to the Association rules to
the Secretary.

**14th–17th April
2017**

NASUWT National Conference Manchester Central Manchester

18th April 2017

Last date for submission of nomina-
tions for the election of Vice Presi-
dent, Secretary, Treasurer and Execu-
tive of the Norfolk Association which
should be in writing to the President
supported by a proposer and a sec-
ondor who are also members of the
Norfolk Association

**17th May 2017
7.30 pm**

Annual General Meeting The Thomas Paine Hotel Thetford IP24 1AA

Agenda:
Members' Questions
Notification of election results to the
Norfolk Executive
Nominations for National Advisory
Committees

Please check

www.norfolknasuwt.co.uk
to confirm dates and venues



**Cut out
and keep**

The NASUWT Representative in your school is your first call for advice:

- If you are concerned about some aspects of your professional teaching experience
- If you face any kind of unfairness, discrimination, bullying or lack of support at your school
- If there are any professional issues that you wish to discuss in confidence
- If you have any membership/services, pensions or salaries queries
- If your car is maliciously damaged at school

If your school has no NASUWT representative or you need further advice contact the Norfolk Association (Tim Lambillion-Jameson 07469 118832 timlambillion@ntlworld.com)

If you are accused of any malpractice, assault or incompetence you should contact the NASUWT National Support and Advice line (03330 145550 or email advice@mail.nasuwt.org) immediately

If the head wishes to speak to you and you suspect it may be to do with a disciplinary or capability issue:

- Ask politely for a copy of the agenda for this meeting
- If you were correct in your suspicions, inform the head that you are seeking advice from your professional association.

Do not wait until the meeting has taken place before you contact NASUWT

If a criminal allegation is made against you which is related to your teaching employment, e.g. physical or sexual assault, or theft, and you have been called for interview by the police you should follow the advice below:

- Say to the police officer: "I am anxious to co-operate in getting this matter cleared up. I have been advised by my Union not to agree to answer questions or make a statement until my solicitor is present".
- You should be given the opportunity to make a telephone call. Ring your NASUWT Regional Centre (01284 772300), with details of the police officer's name, rank, police station and telephone number. Legal representation will then be arranged.
- If the police officer will not allow you to contact the NASUWT, and arrests you, ask for the services of the duty solicitor and contact your NASUWT Regional Centre (01284 772300) as soon as possible. Please ensure you obtain the contact details of the duty solicitor to pass onto the NASUWT.
- If the police contact you out of office hours, you should contact the out of hours helpline on 0800 587 7530 - weekdays (Monday to Thursday 5.30pm - 8.30am), weekends (Friday 5.30pm - Monday 8.30am).

NASUWT members wishing to apply for legal assistance where representation by a solicitor is needed because criminal offences are alleged to have been committed will be required to accept the terms and conditions of the Legal Assistance Scheme.

Benevolence

If you encounter financial hardship as a result of chronic illness, bereavement, an accident or loss of employment through dismissal or redundancy you may be able to apply for short-term assistance from the NASUWT Benevolent Fund.

Contact the Norfolk Association (Tim Lambillion-Jameson) for more information.

Industrial action

The industrial action short of strike action begun in 2011 still in place. Those members who are following it are achieving real gains by protecting the pay and conditions of all our members. The instructions are summarised on the back of this newsletter. The detailed document can be found at www.nasuwt.org.uk.

Please support this action and make sure these instructions are being followed in your school.

For support and advice ring 03330 145550 or email advice@mail.nasuwt.org

www.norfolknasuwt.co.uk

Action Short of Strike Action Instructions (Summary)

APPRAISAL/PERFORMANCE MANAGEMENT

Instruction 1: Members are instructed not to participate in any appraisal/performance management process which does not conform to all elements of the NASUWT appraisal/performance management checklist and the classroom observation protocol.

CLASSROOM OBSERVATION

Instruction 2: Members are instructed not to participate in any form of management-led classroom observation in any school which refuses to operate a policy of a limit of a total of three observations for all purposes within a total time of up to three hours per year.

Instruction 3: Members are instructed not to carry out classroom observation in any school which refuses to accept that there will be a limit of a total of three observations for all purposes within a total time of up to three hours per year.

Instruction 4: Members are instructed not to organise or co-operate with any arrangements which involve pupils commenting on, or observing the work of, teachers or being involved in decision making about teachers' roles, responsibilities, pay or promotion.

Instruction 5: Members should refuse to be observed teaching by anyone who does not have qualified teacher status (QTS).

Instruction 6: Members are instructed not to participate in mock inspections commissioned by the school, sponsor/provider or local authority. Members are instructed not to undertake or co-operate with any preparation for a Section 5 or Section 8 Ofsted inspection commissioned by the school, sponsor/provider or local authority.

REPORTS TO PARENTS

Instruction 7: Members are instructed to produce only one written report annually to parents.

EXISTING POLICIES AND WORKING PRACTICES

Instruction 8: Members are instructed to refuse to implement any existing management-led policies and working practices which have not been workload impact assessed and agreed by the NASUWT.

NEW INITIATIVES AND POLICIES

Instruction 9: Members are instructed to refuse to implement any new management-led working practices or policies which have not been workload impact assessed and the subject of consultation and agreement with the NASUWT

MEETINGS AND THE SCHOOL'S DIRECTED TIME CALENDAR

Instruction 10: Members are instructed not to attend any meetings outside school session times which are not within directed time and where there is no published directed time calendar for the academic year which has been agreed with the NASUWT.

Instruction 11: Members should refuse to agree to timetable changes where no sound educational reasons have been given for the change.

LESSON PLANS

Instruction 12: Members are instructed not to submit lesson plans to members of the senior management team or anyone acting on behalf of the senior management team.

EMAIL CORRESPONDENCE

Instruction 13: Members are instructed only to send and respond to work-related emails during directed time.

PLANNING, PREPARATION AND ASSESSMENT (PPA) TIME

Instruction 14: Members should ensure that they have on their timetable a minimum of 10% guaranteed time for PPA. Members will refer any failure to provide the time to the NASUWT to implement the procedure for refusing to teach their timetabled lessons, unless all members at the school are guaranteed on their timetable a minimum of 10% timetabled time for PPA.

Instruction 15: Members should only undertake in PPA time planning, preparation and assessment activities which they determine are appropriate to support their timetabled lessons.

Instruction 16: Members should refuse to accept the direction of the headteacher to undertake any other activity, including cover, in PPA time.

LEADERSHIP AND MANAGEMENT TIME

Instruction 17: Members paid on the leadership spine or in receipt of a Teaching and Learning Responsibility (TLR) payment should refuse to undertake any leadership or management responsibilities unless they have their contractual allocation of dedicated timetabled time to support the discharge of these responsibilities.

Instruction 18: Members should refuse to undertake leadership and management activities without being paid a TLR or on the leadership spine.

DEDICATED HEADSHIP TIME

Instruction 19: Headteacher members with a 50% or more timetabled teaching commitment should refuse to undertake their teaching commitment unless they have an allocation of dedicated headship time on their timetable.

COVER FOR ABSENCE

Instruction 20: Members should refuse to cover for absence.

GAINED TIME

Instruction 21: Where teachers are released from timetabled teaching commitments as a result of pupils being on study or examination leave, members should refuse to undertake any activities during that time other than in Section 4 Paragraphs 76-77 of the School Teachers' Pay and Conditions Document (STPCD).

LUNCHTIME SUPERVISION

Instruction 22: Members should refuse to undertake supervision of pupils during the lunch break.

INVIGILATION OF EXAMINATIONS

Instruction 23: Members should refuse to invigilate any public examination, including GCSEs and SATs.

Instruction 24: Members should refuse to undertake the invigilation of any 'mock' examinations where the school reorganises the timetable to replicate the external examination process.

ADMINISTRATIVE AND CLERICAL TASKS

Instruction 25: Members should refuse to undertake administrative and clerical tasks as exemplified in Annex 4 of the STPCD.

PAY AND PAY PROGRESSION

Instruction 26: Members are instructed not to agree or to participate in any arrangements for the implementation of any pay policy for teachers which does not conform to all the elements of the NASUWT/NUT pay policy checklist. Where the employer fails to agree a policy which complies with all elements of the NASUWT/NUT pay policy checklist this must be referred to the National Union.

EXCESSIVE WORKLOAD AND MARKING AND ASSESSMENT POLICIES

Instruction 27: Members are instructed to refuse to comply with any marking and assessment policy which generates excessive workload and/or has not been agreed with the NASUWT. Until such time as a policy agreed with the NASUWT is introduced, members will mark and assess pupils in a manner consistent with the principles set out in the Union's guidance.