

CONFERENCE
& EXHIBITION
GUIDE



24
ANNUAL
CONFERENCE



Welcome to NASUWT Annual Conference and Virtual Exhibition Guide 2024

Dear Colleagues

We welcome you to our 2024 Annual Conference and Virtual Exhibition. This guide will provide you with a wealth of information to ensure you are prepared for Conference and fully able to participate and engage in it.

Annual Conference is the main decision-making body of the Union. Over the next few days, we will debate and determine the Union's policies to address the issues that are critical to the working lives of teachers and school leaders and to the future of education.

We are delighted this year to be building on our reputation for hosting sustainable events and will be measuring and taking steps to reduce our carbon footprint. The aim is to host a carbon-neutral Annual Conference.

We hope you have a productive and enjoyable Conference.

Harrogate Convention Centre and Local Area

Useful telephone numbers

Harrogate Convention Centre (HCC)	01423 500 500
National Rail Enquiries	0345 748 4950
Harrogate Taxis	01423 530 830

How to get to the HCC

The venue's postcode for your satnav is **HG1 2HR**

<https://www.harrogateconventioncentre.co.uk/visitors>

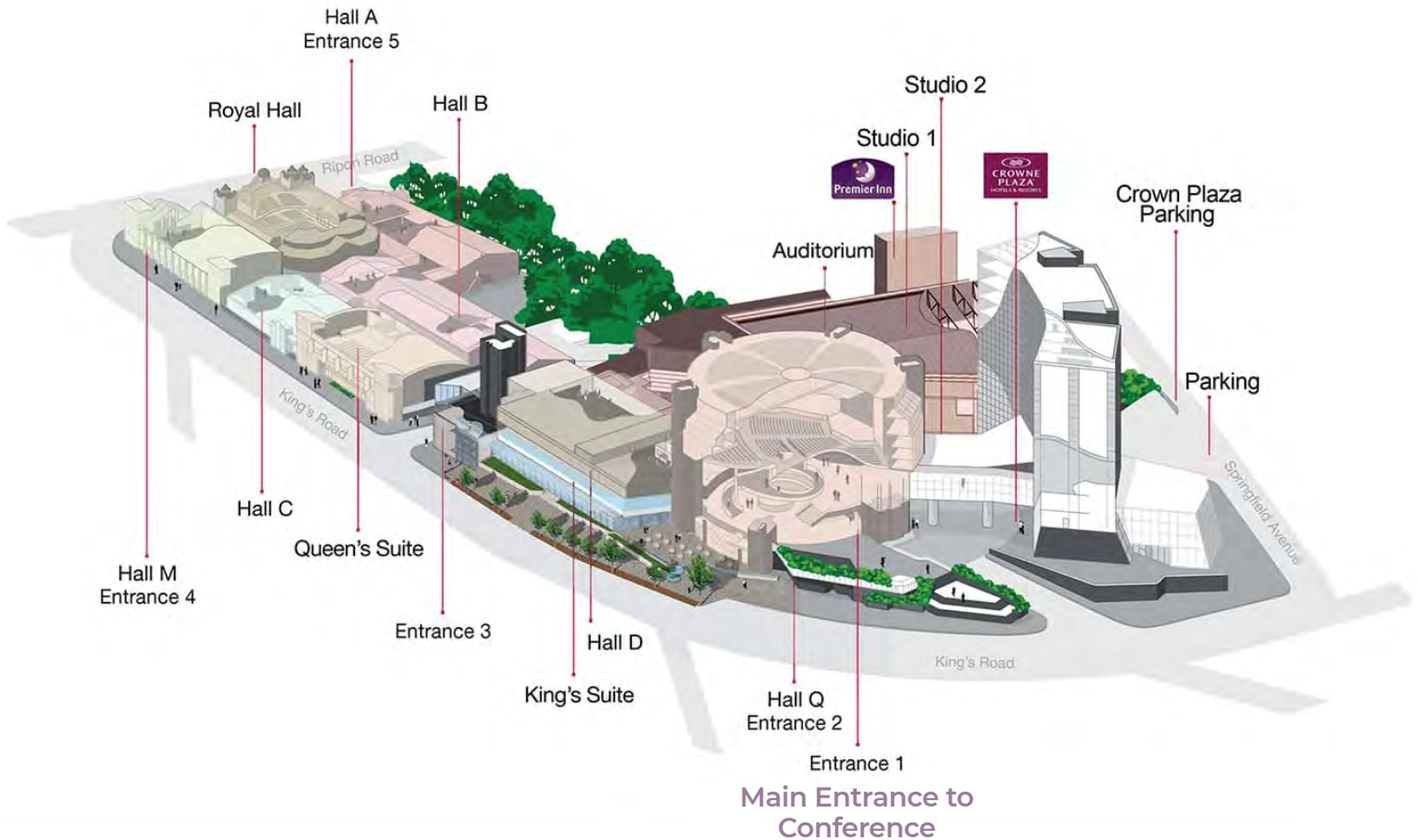
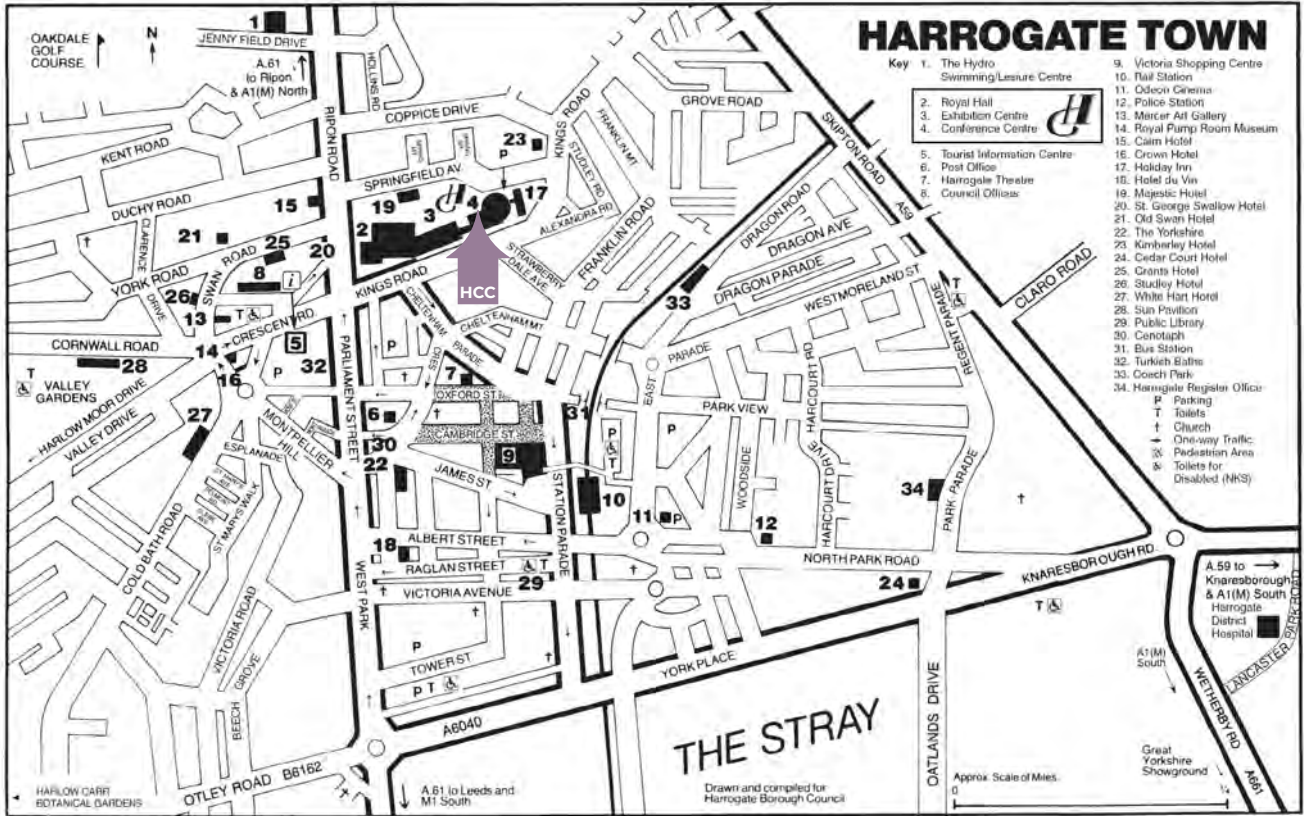
Parking

Harrogate Convention Centre Car Park – **HG1 2HR**

Jubilee Car Park – **HG1 1DJ**

Victoria Car Park – **HG1 5LQ**

Map of Harrogate with the HCC



VENUE INFORMATION

Entrance 1:	Main entrance
Hall D:	Crèche and crèche registration
Registration Foyer:	Registration, information, App support and cloakroom
Level 5 Foyer:	Coffee bar, seating and food bank
Auditorium:	Main Conference hall
Conference Link 1:	Prayer room
Conference Link 2:	Quiet and wellness room

Registration and Conference Access and App Support

Entrance to all areas of Conference is gained via entrance 1. The registration, information and App support desks are in the foyer. Registration and App support will be open to members with disabilities from 11:30 and for all attendees from 12:00.

Wi-Fi Services

Attendees can connect to the NASUWT dedicated WI-FI network – simply select the NASUWT network when searching for a connection on your device. The password is **nasuwt24**.

Cloakroom

A cloakroom is available in the registration foyer area. Please note that items cannot be left in the cloakroom overnight.

Luggage

The cloakroom has limited room to store luggage and will be available on a first-come, first-served basis. It is therefore advisable to make arrangements for any necessary storage of luggage at your hotel.

Refreshments and Catering

There are no catering stations at the HCC serving food. However, there are over 100 eateries nearby. The HCC will have coffee bars serving hot drinks and snacks on Level 5 with limited seating.

Visitor Discount Card

As an attendee, you will be eligible for a discount card. You can collect this when you pick up your registration badge at the HCC. Simply show this card, along with your delegate badge, and a discount of 25% will be applied in local eateries and restaurants. For more offers, visit: <https://www.harrogateconventioncentre.co.uk/visitors/visitor-discount-offers>

Smoking and E-cigarettes

Smoking must take place outside of the venue in the designated smoking areas. The use of e-cigarettes or vaping is not permitted inside the venue.

Evacuation Procedures

In the event of an emergency situation occurring, only trained personnel should be involved in the management and co-ordination of a building evacuation. Please follow the instructions of the HCC stewards who will direct you to your nearest exit and safe assembly point. Please also follow any instructions given by the automated PA announcement, should it be activated.

Facilities for Attendees with Disabilities

NASUWT makes every effort to ensure that any venue used is accessible for members with disabilities. The venue is easily accessible for visitors with mobility difficulties and accessibility needs.

- There is blue badge parking in HCC's underground car park, with direct lift access to Entrance One.
- There are fixed-loop hearing systems in the auditorium.
- British Sign Language interpretation will be provided.
- Speech to text will be provided.
- There are designated spaces for wheelchair users in the auditorium and there are accessible toilets throughout the venue. By prior arrangement, a DSE chair can be provided in the auditorium to support any members requiring alternative seating provision.
- If you need a walking frame, wheelchair or mobility scooter and don't want to bring your own, you can hire these from:
Shopmobility Harrogate – **01423 556 778**
Able to Enable – **01423 880 882**
Yorkshire Care – **01423 799 960**
- There is a rostrum on the stage which is accessed via a ramp or steps from the Conference floor. There is also a second rostrum on the Conference floor.

Please let us know in advance if you wish to bring a guide dog so we can make sure your animal is catered for.

The stewards are always available during events, should assistance be required. HCC holds regular meetings with local disability groups to ensure it is as accessible as possible to everyone.

View **HCC Accessibility** for more information.

If you require any additional support or have any dietary needs/allergies, please contact **annconf@mail.nasuwt.org.uk**.

Wellness/Quiet Room

There will be a quiet room available in the Conference Link 2 Room on the ground floor (near registration) for those delegates that need a little time away from the hustle and bustle. We have also made available short 2-5-minute wellness videos which can be viewed via the App.

Prayer Room

A prayer room will be available throughout the duration of Conference and is situated in Conference Link 1. This is for use by all religious groups. A sign is situated in the room indicating which direction is east.

Religious Services

There will be an ecumenical service held in Conference Link 2 at 08:00 on Sunday 31 March. For further details of other services around Harrogate, please click [here](#).

Sustainability

NASUWT is committed to becoming a sustainable organisation and our conferences and events are leading the way. NASUWT will work with partners to measure and reduce the carbon footprint of Annual Conference and will offset that which we can't avoid, to ensure this event is carbon neutral.

Medical Provision and Accident Reporting

Should you require medical assistance whilst at the Conference, contact a member of NASUWT staff or an HCC staff member, who will then arrange for first aiders to attend and/or request a paramedic. All accidents or near misses should be reported to NASUWT using the **Event Incident Report Form**. If registration is open, please report it to colleagues at the registration desks. Please complete this form in all instances.

NASUWT Code of Conduct

NASUWT is committed to ensuring that all members, representatives, staff, visitors, contractors and other third parties behave in a courteous manner at all times when engaged in work for or on behalf of the Union. Aggressive, offensive, intimidatory, disrespectful or other unacceptable behaviour will not be tolerated.

Reporting Incidents

If you experience or witness an incident and a break in the code of conduct, we would urge you to report this via the **Event Incident Report Form**. If registration is open, please report it to colleagues at the registration desks.

CONFERENCE AT A GLANCE

FRIDAY 29 MARCH

14.00 to 15.00

FIRST PRIVATE SESSION

Appointment of Chief Scrutineer

Minutes

Financial Statements

Appointment of Auditors

Appointment of Membership Assurer

15.00 to 17.45

FIRST PUBLIC SESSION

Opening Ceremony

SECOND PUBLIC SESSION

Set Motion 1

Annual Report

Balloted Motions

17.45 to 18.30

Welcome Reception (Level 5)

SATURDAY 30 MARCH

09.00 to 12.30

THIRD PUBLIC SESSION

Set Motion 2

2C Motion

2C Motion

Balloted Motions

Dr Patrick Roach, General Secretary

12.30 to 14.00

LUNCH BREAK

14.00 to 17.45

FOURTH PUBLIC SESSION

Set Motion 3

2B Motion

2C Motion

Balloted Motions

FIFTH PUBLIC SESSION

Set Motion 4

Balloted Motions

SUNDAY 31 MARCH

09.00 to 13.00

SIXTH PUBLIC SESSION

Set Motion 5

Balloted Motions

SEVENTH PUBLIC SESSION

Set Motion 6

Balloted Motions

13.00 to 13.30

EIGHTH PUBLIC SESSION

President's Business

CONFERENCE INFORMATION

Getting the most out of Conference

A Zoom meeting will be held on Monday 25 March at 17:00. If you wish to attend this meeting, please register **here**.

The session will explain Conference procedures and support engagement and involvement in Annual Conference. The meeting is aimed at first-time elected representatives, but it is open to all.

Paperless Conference and App Support

As part of the Union's commitment to increased sustainability and reduced contact throughout, Annual Conference will be paperless.

All Conference information will be available both via the Union's Conference App and via NASUWT's website. We would recommend accessing the materials via the App for maximum interaction with Conference and an enhanced experience.

How to access the App

- If you're using a laptop, you will be able to open the App on your web browser.

App Google store: <https://play.google.com/store/apps/details?id=uk.org.nasuwt.ahapp>

App Apple store: <https://apps.apple.com/us/app/nasuwt-conferences-and-events/id6443477014>

Internet web browser

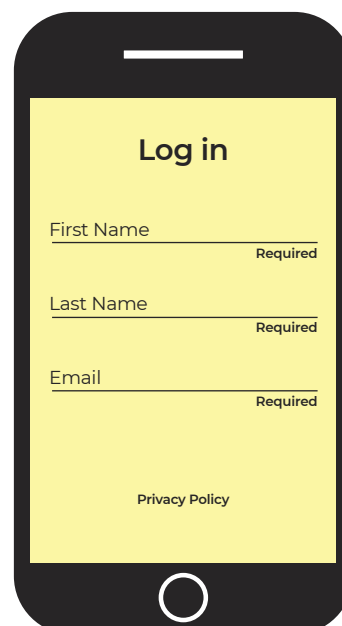
- <https://eur.cvent.me/7BRqR>

It is worth noting that you can have access to the App on multiple devices, e.g. your smartphone or laptop web browser.

Only those who have registered for Conference can have access to the App.

1. When you open the App, you will be asked to complete the following fields:

You must enter the email address we have registered for you to attend Conference, the same email address for which you received your joining instructions.



Log in

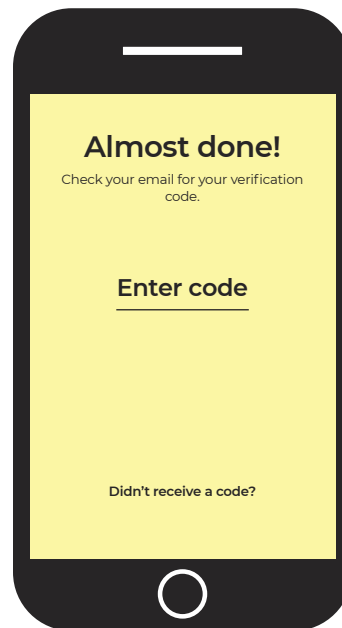
First Name Required

Last Name Required

Email Required

[Privacy Policy](#)

2. You will be sent a six-digit verification code to this email address (please check your junk/spam inboxes). Once received, enter it.



3. You will now have access to the Conference App.

You are encouraged to download and save the main documents to your device before attending Conference.

If you wish to have any documents printed, you will be able to download them from the website or the Conference App. You can print them yourself at home.

There will be no printing facilities at Conference.

To ensure you have an enhanced and effortless Conference experience, please take the time to watch this short how-to video. **[Click here to watch.](#)**

When you're at Conference, an App support desk will be open throughout which is located in the foyer. If you experience any difficulties, please do visit colleagues who will be on hand to ensure you have the maximum usability and accessibility.

App Game – Competition Time!

The in-app game experience is a great way to learn how to use the App in a short period of time and discover new networking opportunities. You'll gain points for exploring the App and earning achievements, so that you'll get a place on the leader board against other event attendees. Everyone wins by playing, but only a few earn the right to be top of the leader board. Those who make it to the top by Sunday 31 March at 12:00 will be entered into the leader board prize draw for a chance to win an overnight stay at the Crowne Plaza Hotel, Harrogate.

Conference Badge

Onsite, you will enter your name onto the tablet screen to allow you to print out your own Conference badge at the registration and information desks in the foyer of the HCC.

Registration and Information

Information about any aspect of Conference organisation can be obtained from the NASUWT Conference registration and information desks in the registration foyer on the ground level.

Conference Hall

The main Conference takes place in the HCC auditorium.

Crèche

The crèche is based in Hall D and access will be restricted to individuals dropping off and collecting their children. Without exception, only children who have been pre-registered will be accepted by the crèche.

Opening Times

Friday 29 March: 11:30 – 18:00

Saturday 30 March: 08:00 – 18:00

Sunday 31 March: 08:00 – 14:30

Photographs

Photographs of speakers will be available on the Conference App. For those who do not wish to have their photographs taken, please speak to colleagues at the registration desk.

Trussell Trust Food Bank

We have once again partnered with the Trussell Trust. The Trussell Trust supports a nationwide network of food banks and provides emergency food and support to people facing hardship, while campaigning to end the need for food banks in the UK. If you'd like to donate any food items, please leave these at the food bank on Level 5 near the seating.

Workers' Memorial Day

To mark Workers' Memorial Day (28 April), we will have purple ribbons available to purchase from the registration and information desks for a £1.



NASUWT
The Teachers' Union

Supports

International Workers' Memorial Day

28 April 2024

The theme for this years
International Workers'
Memorial Day (IWMD) is:

**“Make safe and healthy work
a fundamental right”**

Every year on 28 April, IWMD
commemorates workers who
are killed or injured at work.

Purple ribbons will be available
for sale from the information
stand in the foyer.

www.tuc.org.uk/wmd

NASUWT VIRTUAL EXHIBITION

This year, our exhibition will be virtual. Please take this opportunity to engage with our exhibitors over the course of Annual Conference and beyond.

Meet Our Exhibitors

Burma Campaign
Campaign for state education
Chartered College of Teaching
Children's Air Ambulance
CND Peace Education
Cuba Solidarity Campaign
Education Endowment Foundation
Education Support
EqualTeach
Federation of Retired Members' Association (FRMA)
Feeling Good for Schools Programme
FFLAG (Families and Friends of Lesbians and Gays)
Gender Action
Institute of Employment Rights
Just Like Us
NASUWT – The Teachers' Union
Palestine Solidarity Campaign
Scottish Hazards
Searchlight
Show Racism the Red Card
Slater and Gordon Solicitors
Stand up to Racism
The Lightworks
Thompsons Solicitors
Tidy Think
Utility Warehouse
War on Want



FREE LEGAL SERVICES

Every year, we secure millions of pounds in compensation for NASUWT members.

Members using the union legal service keep 100% of their compensation - whatever the issue and however complex the claim.

For over a century, Thompsons has been working shoulder-to-shoulder with trade unions, fighting for the injured and mistreated and against injustice.

0808 100 2221

www.thompsonstradeunion.law/nasuwt

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SOLICITORS

NASUWT
The Teachers' Union



Legal services for union members with Slater and Gordon

Our experts at Slater and Gordon have been representing unions and their members for over 90 years. We offer bespoke legal services to meet the needs stage of their life they might need us, both in and outside of the workplace.

Personal injury:

If you've been injured in an accident at work, or a non-work related incident, then you could be eligible for compensation. All our services are provided by a specialist personal injury team and cover:

- Accidents at work
- Stress claims, including harassment and sexual assault
- Disease claims, e.g. deafness, dermatitis or repetitive strain injury
- Catastrophic injury, compensation and support for life altering injuries
- Medical negligence, including substances treatment or misdiagnosis
- Road traffic accident as a passenger or driver
- Accidents in a public place

Employment law:

We're leading practitioners in the field of employment law, and our specialists understand how important it is to help keep our clients' careers on track and still seek to ensure justice is done. If you experience a problem of any kind at work including:

- Discrimination & harassment
- Breach of contract
- Issues with your pension
- Unfair dismissal
- Whistleblowing

Family law:

Our team of expert family lawyers offer bespoke legal services to members to help handle the issues that arise following the breakdown of a relationship. Every family is unique, and we tailor advice to meet you and your family's needs, moving at your pace.

- Divorce and separation
- Financial and child arrangements
- Cohabitation agreements
- Prenuptial agreements
- Civil partnerships

Wills, trusts and estate planning:

Our team of specialist lawyers take the time to understand your needs and suggest innovative, tailored solutions to safeguard your assets. We will make the process stress-free and provide you with peace of mind.

Our team can help with a variety of issues, including:

- Trusts
- Wills
- Inheritance tax planning
- Lasting powers of attorney

Why Slater and Gordon?

Throughout our time representing unions and their members, we've gained a unique understanding of the needs and expectations of members and their families. As part of our bespoke service, you'll have the support of a long established and respected law firm, with a forward looking and positive approach to resolving your legal issues.

Providing exceptional customer service and we strive to provide world-class, tailored legal services.

The complete union law service from Slater and Gordon is here for you during all of life's events. For more details, and to learn how we can help you today, call us on 0800 916 9084.

0800 916 9084
slatergordon.co.uk

Authorised and Regulated by the Solicitors Regulation Authority.

NASUWT
The Teachers' Union

**Slater
Gordon**
Lawyers

SEATING AND VOTING ARRANGEMENTS

Conference Hall Seating – The auditorium is fixed theatre-style seating.

Speakers Seating – Reserved seating for speakers is in Block B, Row F.

Wheelchair Users – Block C and Rows O and N have a reserved area for representatives using wheelchairs, there is also space in Block B, Row F for wheelchairs. There are two speakers' rostrums – one on the floor of Conference and the other on the Conference stage, with a ramp from the floor to the stage. The height of these rostrums can be adjusted and will be managed by the technical team.

Limited Mobility – Anyone who has difficulties negotiating stairs or any distances should speak to an HCC steward or an NASUWT staff member who will make appropriate arrangements.

Hearing Impairment – Induction loops are available in the auditorium Speech to text will also be available.

Observers and Visitors Seating – Will only be allowed in Block D.

Elected Representatives Seating – The President will only take into account votes cast by representatives seated in sections B, C, E, F and G.

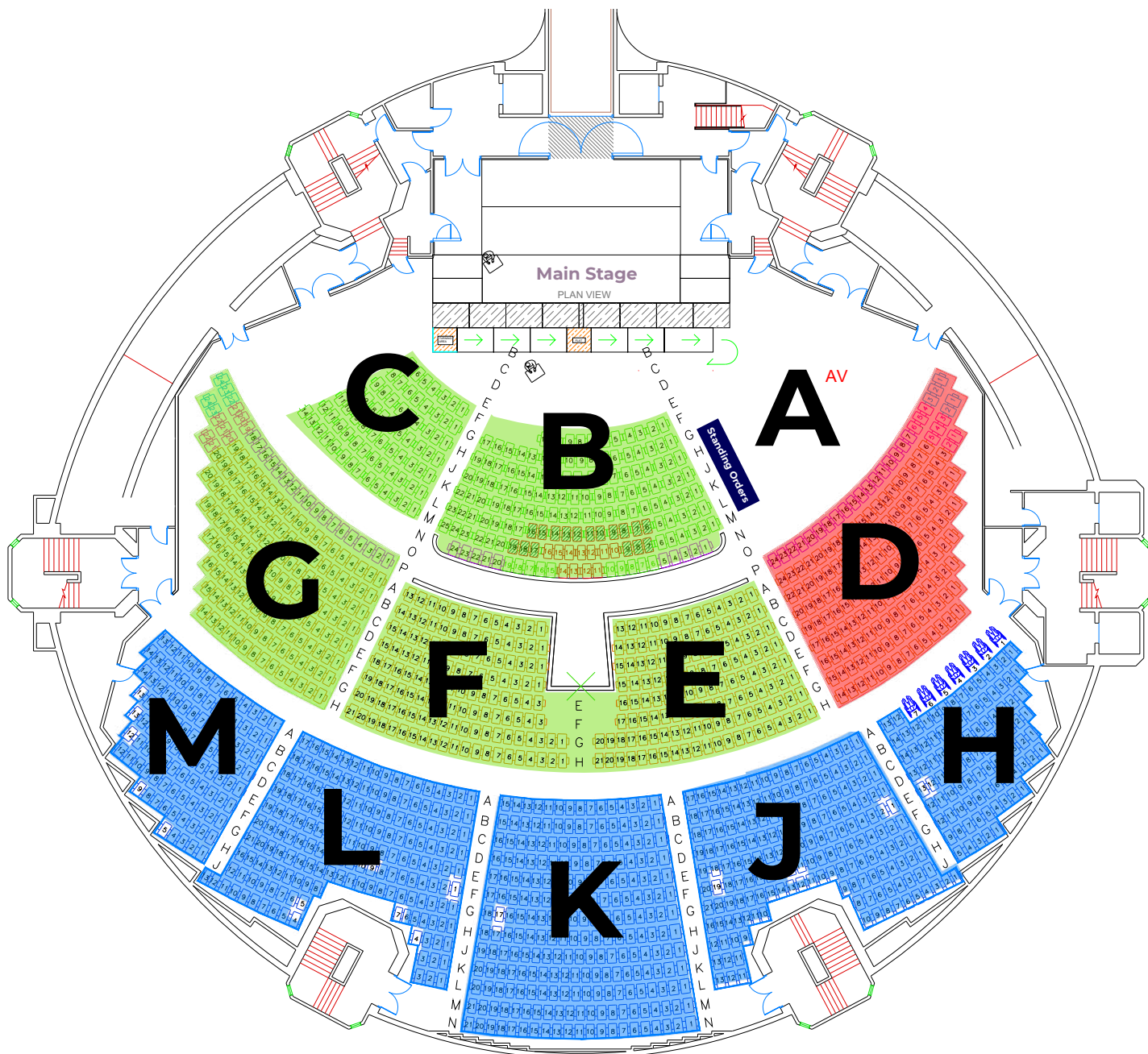
Hand-voting Cards

All elected representatives will vote via a show of hands and must be in the correct voting area of the hall. The President will not count any other votes in non-voting areas, so it is vital that elected representatives sit in Blocks B, C, E, F, G.

Voting Cards

Local Association Voting Cards will be available to collect from the registration and information desks in the foyer. We ask for you to organise a member from your delegation to collect these on Friday. **REPLACEMENT VOTING CARDS WILL NOT BE AVAILABLE AT CONFERENCE.**

Auditorium Layout



Block D
Non-voting

Block B,C,E,F,G
Voting

Block C
Row N and O – allocated spaces for wheelchair uses or pre-arranged DSE chairs

Block B
Row F – speakers and allocated spaces for wheelchair users

IMPORTANT INFORMATION ON THE CONDUCT OF CONFERENCE

Admission to private sessions

Access to these sessions is restricted to NASUWT members only. Proof of membership must be shown to enter the Conference Hall. Elected representatives will only be allowed access to these sessions with their elected representative or observer badge, membership card or other proof of NASUWT membership.

Admission to public sessions

Public sessions of NASUWT Annual Conference are open for to NASUWT members and members of the public to observe. Nobody will reasonably be denied access, but all observers and visitors will need to collect credentials from the registration and information desks in the foyer. NASUWT will record the name and address of every visitor issued with a badge. Observers and visitors are not allowed on the floor of Conference and must sit in Block D.

Statement of conduct

NASUWT is committed to ensuring that all members, representatives, staff, visitors, contractors and other third parties behave in a courteous manner at all times when engaged in work for or on behalf of the Union. Aggressive, offensive, intimidatory, disrespectful or other unacceptable behaviour will not be tolerated.

The use of social media

Please remember that social networking sites such as Facebook and X (previously known as Twitter) are public spaces and that any tweet or Facebook comment can be quoted by the media. Consequently, please refrain from tweeting during private sessions.

NASUWT does encourage representatives to re-tweet tweets from **@NASUWT** and to use the **#NASUWT24** hashtag.

Important note to speakers

Representatives need to be aware that the press will be present during all public sessions. In order to ensure that there is no comeback on the individual speaker or the Union, they should not name their school, any other school, individual pupils or a colleague without the express permission of the individual concerned or the headteacher. The press may want to interview a speaker after their contribution to Conference; if approached by the press, representatives are advised to go to the registration and information desks in the foyer to seek advice. The press often asks for a copy of speeches, so it is advisable to write down your speech in the event that this may happen.

Seats reserved for speakers

Seats have been reserved in Block B, Row F, for representatives wishing to speak. Representatives intending to speak should move to these seats at the commencement of the relevant debate. Please note: any representative not waiting to speak but occupying these reserved seats will be asked to move.

Speaker cards

All speaker cards are electronic and accessible via the Conference App. If you experience any issues with the Conference App, there are iPads on the floor of Conference where you can put in a speaker card and an NASUWT staff member will be on hand to support you.

Representatives wishing to speak in any debate must complete an electronic speaker card which includes details of their name, Local Association and seat name, stating whether they are speaking FOR, AGAINST or TO the motion or amendment. Representatives will also be asked to indicate whether they are a first-time representative and/or a first-time speaker at Conference. This information is to enable the President to preserve a balance in debate and include representatives with a breadth of experience.

Once representatives have submitted a speaker card, they're to move to the front of the hall and sit in Block B, Row F. They are also to monitor their email inbox for any correspondence from the Standing Orders Committee. This is in case there are any queries with the request.

Ruling from the Chair

Conference shall be chaired by the President, or failing him/her the Ex-President, or failing him/her the Senior Vice-President, or failing him/her such other person as may be elected by Conference. The decision of the Chair on any question concerning Conference business and/or the interpretation of Standing Orders shall be final.

Points of order

A point of order may be raised in the online form of an inquiry as to whether something being said or done is in order. Any member, whether they have spoken or not, can raise a point of order at the discretion of the Chair.

Procedural motions

The following and only the following Procedural Motions may be moved and only at the discretion of the Chairperson:

- i. that the speaker be further heard;
- ii. that the speaker be not further heard;
- iii. that the question be now put;
- iv. that the question be not put;
- v. that the Motion be referred to the National Executive for further consideration;
- vi. that the time for speakers provided by Standing Order 15 be reduced to a specified time for the remainder of the session or for the remainder of Conference;
- vii. that a Motion allocated to Private Session be debated in public;
- viii. that a Motion allocated to Public Session be debated in private;
- ix. that an Urgency Motion submitted in accordance with Standing Order 8 be called for debate; and
- x. that a Standing Order be suspended for a specified purpose.

Amendments

There is no provision in the Rules or Standing Orders to accept amendments to proposed changes to the Rules or Standing Orders. The Chair will not be accepting any amendments to this effect.

The President will call amendments to motions in the order shown on the Agenda.

In order to submit an amendment of which prior notice has not been given in the Agenda, representatives must complete an electronic amendment card which includes details of their amendment, name, Local Association and seat name. The names and Local Associations of the mover and seconder must be included on the electronic form.

The National Executive and Local Associations are allowed to submit motions to Conference. Consequently, amendments may be submitted only by members of the National Executive or representatives of Local Associations. An amendment must not be a direct negative of the motion. An amendment must be relevant and not simply obstructive. It should seek to modify or amplify the original motion by deletion, addition or substitution of certain words. An amendment may only be moved or seconded by representatives who have not already spoken to the motion.

The mover of an amendment has no right of reply to the discussion thereon. If an amendment is carried, the original motion as amended becomes the substantive motion; if it is lost, the original motion is again put before the meeting. In either case, discussion may proceed or a further amendment may be moved, unless the substantive motion is voted upon. Only one amendment may be considered at a time.

Hand voting

All elected representatives will vote by a show of hands in the correct voting areas. This will be the only thing that the Chair will count when a hand vote is called.

Card vote

A card vote will be called if, following the result of a vote being announced, representatives of no fewer than 40 Local Associations whose combined membership is 8,000 or more rise from their places and claim a card vote. A representative of each Local Association will be able to collect their book of card votes from registration.

Should a card vote be called, the President will announce the number of the card to be used. The stewards will collect first those cards FOR the motion or amendment. They will then collect those AGAINST.

Finally, they will collect those cards where a Local Association is divided on the issue and has split the vote. If a Local Association decides to split their vote, the number of votes FOR and AGAINST must be recorded on the card. The number of votes must not exceed the total number of votes that is preprinted on the card. The use of, for example, '60% FOR, 40% AGAINST' is NOT acceptable; actual numbers are required. Any breach of this guidance will result in the card being treated as spoiled.

End of session

At the end of the penultimate public session and at the end of the last private session, any motion or amendment under discussion and any remaining motions not called for debate will be put to the vote without debate unless 75 members stand to oppose the putting, in which event the motions subject to the proposed vote shall be deemed withdrawn.

This does not necessarily imply opposition to the motion. It may be that insufficient time is left for all the relevant facts to be presented and this procedure will prevent a decision being made without the full facts being known.

Please be considerate

Members entering or leaving the Conference Hall while a debate is in progress are asked to do so as inconspicuously as possible and between speeches whenever they can.



virtual
foodbank

Food banks in the network distributed almost 3 million emergency food parcels between April 2022 and March 2023, a 37% increase on the previous year.

- More than 14 million people in the UK live below the poverty line.
- There are more than 1,300 food bank centres in our network.

How to support

We welcome all donations but this year the local food bank are short on the below items:

- Any tinned, long life and dried goods
- Tea and coffee
- Toiletries

Donate by text

Text TRUSSELL plus the amount 1, 2, 3, 4, 5 or 10 to 70085

e.g. to donate £5 text

TRUSSELL 5