

ST BARTHOLOMEW'S SCHOOL

TERMS OF REFERENCE FOR THE JOINT CONSULTATIVE COMMITTEE (JCC)

**Approved by Full Governing Body, Autumn 2010
To be reviewed annually**

Function of the committee

A consultative group representing employers and all employees. The group may consider:

- conditions of service
- working environment
- major issues affecting the character of the school.

Minutes of the JCC meeting will be considered by the Governing Body.

Membership

The committee shall consist of:

- Chairman or Vice Chairman of governors, or a deputy
- A minimum of one governor (not staff governors)
- Headteacher or a member of the Leadership Team
- Three staff governors, of which one may be the Health & Safety Governor.
- Two elected support staff members,
 - Term of office will be three years
 - Employee representatives will be released from their normal duties without loss of pay.
- Official school representatives of recognised trade unions with over ten members in the school (Maximum of four representatives. Priority will be given to the four unions with the largest membership)
 - National Union of Teachers (NUT)
 - (Association of Teachers and Lecturers (ATL))
 - UNISON
 - GMB
 - NASUWT
- Common Room Chair

The Chairman or Vice Chairman of governors shall be the Chairman of the committee. A Vice Chairman shall be elected from among the staff representatives. These posts to be determined annually at the autumn term meeting.

The Chairman and Vice Chairman shall be empowered to deal with matters of minor detail, which need not involve the whole committee, by their joint agreement.

The work of the committee will be supported by:

- The Clerk to the Governors, Mrs Sharon Glover, who will give notice of meetings, act as Minute Secretary and advise about procedures.
- At the request of the Chair, other persons may attend the meeting to provide information.

Quorum

A quorum for any JCC meeting shall be 50% + one of the committee’s membership. This will include the Chair OR if the Chair is not present, the quorum will appoint a temporary Chair for the meeting.

Meetings

- Meetings will be held at least once per term.
- Additional meetings may be convened if agreed by the Chairman and Vice Chairman together.
- A minimum of five working days’ notice shall be given of the date of any meeting (unless a lesser period is agreed by the Chairman and Vice Chairman for urgent reasons).
- To be in accordance with the Instruments of Government.

Reporting

Matters arising at the JCC meetings will be considered by the Governing Body.

Review

The Terms of Reference will be reviewed annually.

.....
Signed by Chairman

.....
Date