

**ST BARTHOLOMEW'S SCHOOL
THE JOINT CONSULTATIVE COMMITTEE (JCC)**

TERMS OF REFERENCE

APPROVED BY FULL GOVERNING BODY SUMMER 2016

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 Joint Consultative Committee (JCC) meeting will be considered by the Full Governing Body.

Membership

The committee shall consist of:

- Chair or Vice-chair of Governors, or a deputy
- Headteacher or a member of the Leadership Team
- One non-staff governor (in addition to the Chair/Vice-Chair of Governors)
- One staff governor
- One elected support staff representative,
- 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
- Staff Forum Chair

The Chair or Vice-chair of Governors shall be the Chair of the Committee. In the absence of the Chair of Governors, the Vice-chair of Governors will normally chair meetings of this committee. A Vice-chair shall be elected from among the staff representatives. These posts to be determined annually at the Autumn Term meeting or as necessary.

Terms of office will be four years.

Employee representatives will be released from their normal duties without loss of pay.

The Chair and Vice-chair 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, 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 a committee of the Governing Body shall be three governors. This excludes Associate Members.

Meetings

- Meetings will be held at least once per term.
- Additional meetings may be convened if agreed by the Chair and Vice-chair 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 Chair and Vice-chair for urgent reasons).
- To be in accordance with the Articles of Association.

Reporting

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

Review

The Terms of Reference will be reviewed annually.

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Chair

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Date