

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

**APPROVED BY THE FULL GOVERNING BODY
SUMMER 2019**

TO BE REVIEWED ANNUALLY AT THE SUMMER TERM MEETING

Function of the Committee

A consultative committee representing the Trust as the employer and all employees. The group may consider:

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

Areas of Responsibility

The Chair and the Committee hold the following delegated authorities from the Full Governing Body:

- Responsibilities as set out in the Delegated Policy Framework and the Finance Scheme of Delegations;
- Ensuring that individual schools maintain appropriate arrangements for staff and union consultation.

Membership

The committee shall consist of:

- The Chair of Governors, who will usually Chair the Committee;
- The Vice –chair of Governors, who shall act as the Vice-chair of the Committee;
- A member of the People Committee;
- The Headteacher;
- One elected teaching staff representative, usually the Chair of the Staff Forum;
- One elected support staff representative;
- Official representatives of recognised trade unions with over ten members in the Trust (maximum of four representatives; priority will be given to the four unions with the largest membership):
 - National Education Union: two representatives
 - UNISON
 - GMB
 - NASUWT.

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

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.

Reporting

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

Signed:

Chair of Governors

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Date