

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

**REVIEWED BY THE JCC SUMMER 2021  
APPROVED BY THE FULL GOVERNING BODY SUMMER 2021**

**TO BE REVIEWED ANNUALLY AT THE SUMMER TERM MEETING**

**Areas of Responsibility and Function of the Committee**

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

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

**Membership**

The committee shall consist of:

- The Chair or Co-chairs of Governors. The Chair of Governors will usually Chair the Committee. In the case of Co-chairs, the chairing of meetings will alternate between them but one or both will attend each meeting;
- 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 or Secretary of the Staff Forum;
- One elected support staff representative;
- Official representatives of recognised trade unions with over ten members at the School (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 reported to and considered by the People Committee and the Full Governing Body.

Signed: \_\_\_\_\_  
Chair of Governors

\_\_\_\_\_ Date