

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

**REVIEWED BY THE JCC SUMMER 2024
APPROVED BY THE FULL GOVERNING BODY SUMMER 2024**

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 of Governors. The Chair of Governors will usually Chair the Committee. The Vice-chair of Governors, shall act as the Vice-chair of the Committee. In the case of Joint Vice-Chairs of Governors, both will be members of the Committee and if there is a need to step in for the Chair then it can be decided who should do this on a case by case basis
- A member of the People Committee;
- The Headteacher;
- One elected teaching staff representative, usually the Chair or Secretary of the Staff Forum;
- Up to two elected support staff representatives;
- 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.

***Approved by the Full Governing Body at its meeting on
11th July, 2024***