

County Teachers Advisory Committee (CTAC)

Terms of Reference

Purpose

To act as a consultative forum for Warwickshire teachers on matters relating to education issues in Warwickshire and to provide advice on such matters to the County Education Officer.

Note: Matters which have implications for the Pay & Conditions of Service of teachers in Warwickshire will be considered by the Augmented Teachers Panel.

Membership

The membership of CTAC is as follows:

6 Primary teachers elected by primary teachers in four areas as follows:

- 2 from Nuneaton/Bedworth/North Warwickshire
- 2 from the Central Area
- 1 from the Rugby area
- 1 from the Southern Area

6 Secondary teachers elected in four areas as per primary teachers

1 teacher elected by teachers working in centrally managed non-school based services (including the Pupil Reintegration Unit).

1 special school teacher elected by teachers, in special schools.

2 teacher representatives, one primary and one secondary, elected by all teachers in the appropriate phase in Warwickshire.

3 members co-opted by the County Education Officer in consultation with the Teacher Representatives.

The secretaries of the Four Area Teachers Consultative Committees.

The County Secretaries (or their nominated representative) for the six professional associations for teachers:

ATL	NUT
NAHT	PAT
NAS/UWT	SHA

Elections

Elections for CTAC will take place in the Summer Term of the election of the County Council. The term of office for elected members of CTAC will begin on 1 September following the County Council elections and is four years in line with the election cycle of the County Council.

If vacancies occur amongst elected area members of CTAC they will normally be filled by elections from the appropriate constituency.

If vacancies occur less than a year prior to scheduled elections for CTAC, they may be filled by co-option. Such co-options will be by the County Education Officer in consultation with the Chair of CTAC and the Teacher Representatives.

Notes

1. Elected or co-opted members of CTAC must be teachers who have a contract with Warwickshire County Council (or a voluntary aided or foundation school in Warwickshire).
2. Elected or co-opted members of CTAC who retire as teachers may continue to serve for a period of up to two years from the date of their retirement or to the end of their term of office whichever is the shorter.
3. Arrangements for the election of area representatives on CTAC and the Teacher Representatives are given as Appendix A.

Frequency of meetings

CTAC will meet at least once a term.

Additional meetings may be called if agreed by the Chair and County Education Officer (or his representative).

Conduct of meetings

The County Education Officer (or his representative) will attend all meetings of CTAC.

The agenda for CTAC meetings will be agreed jointly by the CEO (or his representative) and the Chair of CTAC. Agendas will normally be sent out at least 5 working days prior to the meeting.

Unconfirmed minutes of the meeting will normally be circulated to members, the County Education Officer and any other appropriate officers of the Authority, within 15 working days following the meeting.

The Clerk to CTAC will be provided by the County Education Officer.

The Chair will be elected by the membership of CTAC for a four year period. If a vacancy arises for Chair, the new Chair will be elected to serve for the remainder of the term of office.

CTAC is a consultative forum and the differing views of members will be reported in the minutes to the County Education Officer. Most decisions of the Committee will be by consensus. Where a formal vote is taken, any decisions will be on the basis of a simple majority. If a vote is taken there must be a minimum of 8 members present.

CTAC may establish standing or ad hoc sub groups to deal with particular issues.

Every member of CTAC has one vote. In the event of a tied vote the Chair will exercise the casting vote.

The County Council will pay for supply cover and travel expenses for teachers attending CTAC meetings.

CTAC will consider at each meeting reports from Area Teacher Consultative Committees. Each ATCC may place items on the agenda of CTAC.

Appendix A

Area Representatives on CTAC

Northern	2 primary and 2 secondary
Central	2 primary and 2 secondary
Eastern	1 primary and 1 secondary
Southern	1 primary and 1 secondary