

DRAFT

TEMPLATE LETTER FOR SCHOOL REPRESENTATIVES TO GIVE TO HEADTEACHER – JOINT UNION

Dear (**Headteacher*)

Now that the school is to move to academy status, I am writing to you to seek confirmation of your proposals regarding staffing matters after conversion to an academy.

You will know that as a result of the Transfer of Undertakings (Protection of Employment) Regulations 2006 changes cannot be made to the contractual terms and conditions of staff as a result of the conversion of the school to academy status [and I am pleased that you have confirmed that you have no such intentions **delete as appropriate*]. The same Regulations also provide that union recognition and other contractual collective agreements transfer to a new employer in the same way.

I would therefore be grateful if you would confirm that the governing body intends for the current relevant terms and conditions of staff to apply to all new colleagues joining the school as well as those that TUPE transfer from the school to the academy.

It is our view that that the existing union recognition agreement and arrangements for negotiation and consultation with union representatives need to be adapted to the new status of the school without making any changes that affect the substance of the provisions.

The collective bargaining arrangements currently in place provide for the relevant trade unions to be recognised to engage in collective bargaining and negotiation. These arrangements include 'facilities' arrangements for local representatives to undertake their role. You will appreciate that these facilities arrangements include paid time off for local representatives to undertake their roles.

Please confirm that the new governing body will agree to the adaptation of the collective agreements and recognition agreement in this new situation (academy status) and that they will continue to participate in the existing structures and contribute to these arrangements to enable local representatives to represent members in the same way.

We propose that this would be done by signing the TUC-agreed model recognition agreement, which is attached, and by the governing body also agreeing to contribute from the Academy Local Authority Central Spend Equivalent Grant (LACSEG) to the cost of the arrangements, along with other relevant employers.

I would be happy to meet with you to discuss this if you wish.

Yours

School Representative
(**union name*)