



## **People Committee Terms of Reference**

### **Purpose**

The purpose of the Committee is to assist the Board in fulfilling its obligations relating to all human resource matters, ensure that workforce policies and practices are consistent with the Trust's values and support its long-term sustainable success.

### **Terms of Reference**

- review the staffing structure of the trust, ensuring that it meets the requirements of the trust development plan, the curriculum and is affordable
- review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates.
- ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice.
- monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.
- ensure the Trust complies with all legislation and effectively implements the Trust's policies and procedures relating to Human Resources.
- Monitor and evaluate the culture of the trust with a people focus lens through regular feedback from local governors and senior leaders within schools.

### **Policies, Procedures, and Plans**

Monitor and evaluate the effectiveness of people focused Trust-wide, framework, or academy specific policies and procedures within the remit of this committee.

Review and approve policies delegated to the committee.

**Membership-** a minimum of 3 Trustees.

The Committee members appoint their chair annually.

**Meeting frequency-** the Committee will meet once per term.

**Organisation-** Terms of reference and membership- to be reviewed annually.

**Quorum:** 3. The Chief Executive Officer, or their deputies, have the right to attend all committee meetings.

**Professional Advisers to the Sub-committee-** senior staff with responsibilities within the remit of the committee, the Chief Executive Officer of the Trust and any additional advisers, as appropriate.

**Approved by the Trust Board September 2025**

**Adopted by the Committee October 2025**