



People Committee

Terms of Reference 2025-2026

People Committee approved on	2 July 2025
Trust Board approved on	15 October 2025

Role of the Committee

The People Committee has been established to oversee matters relating to the Trust's HR, remuneration and staff wellbeing and to make recommendations to the Trust Board to inform and ensure the robustness of key decisions.

Membership

The Committee will be appointed by the Trust Board and will comprise no more than four, all of whom will be Trustees.

The Committee's Chair will be elected at the first meeting of each academic year and will be subject to the approval of the Trust Board.

Attendance

The Committee may ask the CEO/Executive Principal, HR Manager and any other senior executives to attend meetings of the Committee, either regularly or by invitation, in order to provide information and relevant expertise.

Quorum and Voting

The quorum for each meeting shall be two members of the Committee. Decisions of the Committee shall be taken by a simple majority of those present and voting. The Chair will have a casting vote on an equality of votes.

Meetings

The Committee shall meet twice in each academic year on such dates as shall be determined by the Committee from time to time and at such other time as the Governance Professional shall specify at the request of any member of the Committee.

Unless otherwise agreed, notice of each meeting together with an agenda shall be sent to each member of the Committee seven clear days prior to the date of the meeting.

Minutes

A Governance Professional will minute the proceedings and resolutions of the Committee. Minutes of each Committee meeting will be circulated to all members of the Committee and the Trust Board within fourteen working days of the meeting.

Review

A review of these Terms of Reference will be undertaken annually.

Delegated Duties

1. Staffing responsibilities

- a) Review the staffing structure of the Trust, ensuring that it meets the requirements of the Trust's development plan, the curriculum, and is affordable.
- b) Review pay decision data to ensure that pay increments are awarded fairly.
- c) Ensure that staffing procedures (including recruitment procedures) comply with equality legislation and safer recruitment practice.
- d) Monitor the provision of staff training and CPD, ensuring sufficient budget is allocated.

2. Performance management

- a) Detailed scrutiny of the Trust's performance management and reporting framework, and business performance against plans and budget and advice to the Trust Board.
- b) Oversee the operation of the Appraisal Policy.
- c) Ensure the performance management of the CEO is completed to meet statutory deadlines.
- d) Monitor complaints and provide advice to the Trust Board in line with the Complaints Policy.

3. Remuneration

- a) Regularly review all pay frameworks across the Trust to ensure they are fair, consistent and aligned with the Trust's values and strategic goals and ensuring compliance with relevant statutory and regulatory requirements (e.g. STPCD, NJC).
- b) Responsibility for determining the salary and any changes to remuneration for the CEO and making recommendations on pay and conditions for other senior leaders within the Central Trust Team, where appropriate.
- c) The Committee does not operate or approve performance-related pay but ensures that pay decisions are evidence-informed, equitable, and subject to appropriate governance.

4. Staff wellbeing

- a) Review staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates.
- b) Review and monitor the impact of strategies/initiatives in place to support staff wellbeing and workload.
- d) Oversee the range of professional development opportunities offered within each school and across the Trust, with a particular focus on cross-Trust opportunities and make recommendations.
- e) Review and make recommendations following analysis of the annual staff wellbeing surveys.
- f) Review and make recommendations on the Diversity, Equality and Inclusion initiatives, including the audit of the equality objectives set by each school within the Trust.

5. HR

- a) The Committee will appraise the efficacy of use of the Trust's HR systems and procedures and recommend, as appropriate, areas for future development.
- b) The Committee will monitor staff turnover, patterns of absence and punctuality data.
- c) The Committee will receive updates on staff disciplinary and grievance matters.
- d) The Committee will monitor the following: trend analyses and outcomes of appeals, compromise agreements, COT 3 agreements, exit interview themes.

6. Advisers

Review recommendations with regard to the Trust's main HR advisers and the terms of their appointment.

7. Policies

Review of the Trust's HR policies, and the Whistleblowing Policy, in accordance with their review cycles, and provide advice prior to approval by the Trust Board.