HR Committee

Terms of Reference

These Terms of Reference were approved by the Board of Trustees in: Revised in:	2 September 2026
Signed by the Chair of Trustees:	
These Terms of Reference will be reviewed by the Trust on an annual basis. Next review date:	September 2026

1. POWERS OF THE BOARD OF TRUSTEES

1.1. The Trust Board has established a HR Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).

1.2. The Trustees determine and approve the Committee's Terms of Reference and review the Terms at the start of each academic year (Article 101).

1.3. The Trustees shall determine and approve the delegation of powers, responsibilities and duties to the Committee and shall review this Scheme of Delegation at the start of each academic year (Article 105).

1.4. The Trustees shall have the right to intervene in the governance of an individual School where it has serious cause for concern that there is a breakdown in the management of staff or a threat to the safety and well-being of the staff in that school.

1.5. The Trust Scheme of Delegation appears on the Trust website.

2. POWERS OF THE HR COMMITTEE

The Committee shall exercise the powers, responsibilities and duties delegated by the Trust Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

2.1. Shall guide and support the Trust Board in fulfilling its legal and regulatory responsibilities for the employment of staff in ways that are appropriate to the Trust's vision, ethos and values,

2.2. Shall guide and support the Trust Board in developing a staff body with appropriate knowledge, skills and expertise to enable the Trust to fulfil its vision and achieve its strategic objectives,

2.3. Shall guide and support the Trust Board in monitoring and managing the working conditions, work/life balance and well-being of Trust employees including absence and sickness,

2.4. Shall consult with the Board of Trustees the Finance Committee's recommendations for the approval of the annual Pay Policy,

2.5. Shall approve the award of performance-related pay increases for Headteachers as proposed by the Local Governing Committees, and shall approve the annual pay award for all staff

2.6. Shall determine the salary ranges for all Leadership Scale posts based on the group size of the school, and with reference to pupil numbers as set out in STPCD,

2.7. Shall review and recommend to the Trust Board policies relating to the employment and management of Trust staff as per the Trust's policy matrix (SoD 4.1-3);

2.8. Shall oversee the performance management review process of the CEO and ensure recommendations are made to the Trust Board (SoD 4.9),

2.9. Shall oversee the performance management review process of the CFO and ensure recommendations are made to the Trust Board,

2.10. Shall review and respond to the CEO's recommendations for the redundancy and/or restructuring of staff. In doing so, the Committee shall ensure that the recommendations are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies,

2.11. Shall assess the balance of skills, knowledge, experience and diversity in the Trust;

2.12. Shall assess succession plans for the Trust;

2.13. Shall assess diversity and inclusion initiatives;

2.14. Shall assess talent development throughout the Trust, ensuring there is a sufficient pipeline of diverse talent available to achieve the Trust's current and future strategy;

2.15. Shall assess the governance practices of the Trust;

2.16. Shall drive consistency in respect of governance and overseeing compliance with governance principles in line with the Trust's strategic priorities;

2.17. Shall assess the Trust's organisational design and the governance and controls around any proposed changes; and

2.18. Shall review and respond to a Local Governing Committee's recommendations for compensation payments up to £50,000, having consulted with the Finance Committee on the financial implications of the proposals. The Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies (SoD 7.1).

3. COMPOSITION AND APPOINTMENT OF THE HR COMMITTEE

3.1. The composition of the Committee shall be as follows;

3.1.1. Trustees with relevant knowledge, skills and expertise in human resources and personnel

3.1.2. Chief Executive Officer,

3.1.3. HR Director and persons with relevant knowledge, skills and expertise in human resources and personnel who will be appointed by the Trust Board,

3.1.4. Further Associates such that the Committee has a majority of Trustees.

3.2. The membership of the Committee shall be detailed in Annex 1.

4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

4.1. The Term of Office for all committee members is 4 years.

4.2. On appointment committee members are each required to familiarise themselves and to agree to comply with;

4.2.1. the Trust Articles of Association,

4.2.2. the Trust Master and Supplementary Funding Agreements

4.2.3. these Terms,

4.2.4. current relevant legislation and guidance on the employment of staff.

5. MEETINGS OF THE COMMITTEE

5.1. The Committee shall meet at least once per term and in particular shall meet at the times as set out in the Trust Business/Governance Calendar.

5.2. The members will receive notice of each meeting 7 clear days before the date of the meeting.

5.3. The agenda, papers and minutes of Committee meetings will be sent by the Governance Professional.

5.4. The Governance Professional shall ensure that minutes are prepared which will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.

5.5. Quorum for a meeting of the Committee will be half the members of the Committee provided that more than half of those present are Trustees.

5.6. Each question to be decided at a meeting of the Committee shall be determined by a majority of votes of members present and eligible to vote on the question. The Chair shall have the casting vote in the event that the vote is tied.

6. APPOINTMENT OF THE COMMITTEE CHAIR

6.1. The Committee shall appoint its Chair and this appointment will be ratified by the Trust Board.

6.2. The Trust Board shall have the right to remove the Chair, specifically in circumstances where they have cause for concern that the Committee is not fulfilling its responsibilities or in the case of misconduct.

6.3. The term of office for the Chair will be 1 year and they shall be appointed at the first meeting of the Trust Board each school year.

7. APPOINTMENT OF A GOVERNANCE PROFESSIONAL

7.1. The Trust Board shall appoint a Governance Professional to the Committee.

Annex 1

Membership of the Trust's HR Committee 2026/27

Trustees
Lesley Duffin (Chair)
Sue Sunderland
Vivienne Hole
George Yerosimou
Graham Clifford