

Human Resources Committee Terms of Reference

A. Introduction

The terms of reference should be read in conjunction with the Trust's Scheme of Delegation and Policy Matrix.

B. Membership & Appointment

Membership	3 x Trustees plus 1 x Associate Member – appointed Board of Trustees CEO – ex officio member
Meeting Frequency	Min 3 meetings per year – 1 per term
Quorum	3 of which 2 must be Trustees
Venue	Trust Schools on a rota basis or video conferencing
Chair	Appointed by Board of Trustees

C. Purpose

To 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 and values.

D. Powers, Responsibilities & Duties

1. Guide and support the Trust Board in fulfilling its legal and regulatory responsibilities for the employment of staff.
2. Guide and support the Trust board in developing a staff body with appropriate knowledge, skills and expertise.
3. Review any proposal regarding the dismissal of a member of the Senior Leadership Team and propose appropriate action to the Trust Board.
4. To ensure effective measures are in place to promote and monitor staff wellbeing.
5. To monitor and review the following areas:
 - a. Staff absence figures
 - b. Performance Management
 - c. Training/CPD
 - d. Staff retention figures
 - e. Recruitment

- f. HR challenges for Head Teachers.
 - g. What are schools doing to attract and retain pupils?
- 6. The Committee is responsible for approving the Uniform Policy.
- 7. Review and recommend to the Trust Board policies relating to the employment and management of Trust staff as per the Policy Matrix.