

**CASTLEMAN ACADEMY TRUST**  
**HUMAN RESOURCES COMMITTEE**  
**TERMS OF REFERENCE**

**1. POWERS OF THE TRUST BOARD OF TRUSTEES**

- 1.1. The Trustees of the Trust Board shall establish the HR Committee as a Trust committee as empowered by the Trust's Articles of Association (Article 100B).
- 1.2. The Trustees shall determine and approve the Committee's Terms of Reference and shall 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 their safety and well-being.

**2. POWERS OF THE HR COMMITTEE**

- 2.1. Attend to the general welfare and professional development of staff;
- 2.2. 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;
- 2.3. 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, ethos and values,
- 2.4. to oversee the strategic management of staff to comply with statutory regulation, the Trust's HR regulations, policies and procedures,
- 2.5. to 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,
- 2.6. Ensure staff vacancies are advertised and filled with appropriately qualified staff according to The Trust's Recruitment Policy,
- 2.7. to 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,
- 2.8. to consider and identify opportunities to optimise the employment, deployment and management of staff across the Trust's schools,

Functions 2.2 to 2.7 above will be carried out through regular review of the following documents against the Trust's development plan and its vision, ethos and values:-

- Review of SSB meeting minutes
- Head Teachers' termly reports to governors
- Chief Executive Officer's reports to Trust Board

and any other means deemed appropriate by the committee.

- 2.9. to review and recommend to the Trust Board policies relating to the employment and management of Trust staff,

- 2.10. to review and approve plans for the development of Trust staff as recommended by the Chief Executive Officer,
- 2.11. to receive assurances that staff across all schools have the opportunity for staff development,
- 2.12. to ensure that the Performance Management Policy is followed in Trust Schools,
- 2.13. to review and recommend to the Trust Board the annual pay awards for Teachers and Support staff, having consulted with the Finance & Audit Committee on the financial implications of the proposals. The Committee shall consider relevant local and national agreements and ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies, including consultation with unions and professional associations,
- 2.14. to review and recommend to the Trust Board proposals for the restructuring, early retirement (both voluntary and involuntary) and redundancy of staff, having consulted with the Finance Audit and Risk 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,
- 2.15. to review and respond to proposals by the Chief Executive Officer for the Trust leadership structure. The Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the Trust's relevant policies,
- 2.16. to establish a sub-group of non-Executive Trustees and Committee members for the performance management and remuneration of the Chief Executive Officer.

### **3. COMPOSITION AND APPOINTMENT OF THE HR COMMITTEE**

- 3.1. The composition of the Committee should be as follows;
  - 3.1.1. Trustees with relevant knowledge, skills and expertise in human resources, personnel and pay management
  - 3.1.2. Chief Executive Officer,
  - 3.1.3. Persons with relevant knowledge, skills, expertise in human resources, personnel and pay management who will be appointed by the Trust Board,
  - 3.1.4. Further Trust Trustees such that the Committee has a majority of Trustees.
  - 3.1.5. The HR and Operations Director is in attendance for reporting purposes.

### **4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS**

- 4.1. The committee structure should be reviewed annually.
- 4.2. On appointment members are each required to familiarise themselves and to agree to comply with;
  - 4.2.1. Trust Articles of Association,
  - 4.2.2. 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;
  - 5.1.1. The Committee shall meet at the appropriate times set out in the Trust Meetings Calendar
  - 5.1.2. The members will receive notice of each meeting 7 clear days before the date of the meeting.
  - 5.1.3. The agenda, papers and minutes of Committee meetings will be sent to the Director of Governance Operations when they are issued to members
  - 5.1.4. Minutes will be signed by the Committee Chair at the next meeting to verify that the minutes are a true record.
- 5.2. Quorum for a meeting of the Committee will be half the members and a majority of members present being Trust Trustees.
- 5.3. 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 case of equal votes for and against the decision.

**6. APPOINTMENT OF THE COMMITTEE CHAIR AND VICE CHAIR**

- 6.1. The Trust Board shall approve the Chair and Vice Chair who will be recommended by the Committee after election. The roles of Chair and Vice Chair shall be filled by a Trustee of the Board.
- 6.2. The Trust Board shall have the right to remove the Chair and/or Vice Chair, specifically in circumstances where they have cause for concern that the Committee is not fulfilling its responsibilities.
- 6.3. The term of office for Chair and Vice-Chair will be 1 year and they shall be appointed at the first meeting of each school year.

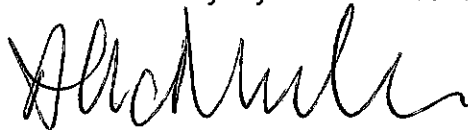
**7. CLERKING MEETINGS**

- 7.1. The Committee will ensure that the meeting is clerked.

**DECLARATION**

*The HR Committee at its meeting on 27<sup>th</sup> September, 2023 resolved to adopt these Terms of Reference. A copy has been forwarded to the Director of Governance Operations for the formal Trust Board records. These Terms of Reference will be reviewed annually at the start of the academic year.*

Signature



(Chair of the HR Committee)

Date of signature

27/9/23 .