SHARE MAT People Committee
Terms of Reference 2026-27

1. Purpose

The role of the trust board:
In trusts, the purpose of governance is to provide:

- strategic leadership
- accountability and assurance
- strategic engagement

The board has collective accountability and strategic responsibility for the trust. It has a focus on ensuring the trust delivers an excellent education to pupils while maintaining effective financial management and **must** ensure compliance with:

- the trust's charitable objects
- regulatory, contractual and statutory requirements
- their funding agreement

The **people committee** reports to and is accountable to the trust board. The board have determined that the committee will:

- Support and hold trust leaders to account for achieving our strategic objectives (add link to trust strategy), specifically in our aim of 'Recruiting and Retaining an Outstanding Workforce'
- Assure trustees that the trust achieves the standards for Workforce, as described in the five pillars of Academy Excellence: pillars of quality for academy trusts
- Take the lead role in fulfilling the board's responsibilities in staffing matters, as described in the Academy trust governance guide - Guidance - GOV.UK

2. Membership

The people committee is a committee of the trust board and will consist of:

- At least 2 directors, one of whom will chair the committee and act as the statutory lead for whistleblowing.
- At least 1 governor from each of the SHARE MAT local governing bodies
- Up to 2 co-opted members.

The members of the committee are appointed annually by the trust board.

The Chief Executive Officer (CEO) will be invited to attend the committee meetings but will not be a member of the committee. The CEO may delegate this responsibility to other executive leaders or ask other staff to attend, so that the most appropriate person is able to answer questions or lead any agreed actions. Any other members of staff or external professionals may be invited to attend the relevant meeting as required. The CEO or delegate will ensure the committee receives any reasonably requested information or reports in good time for the meetings.

3. Meetings

The committee will meet 3 times per year in advance of the trust board meetings. The Chair will report to the trust board and governors will report back to their local governing body. The quorum shall be at least three members, one of whom must be a director.

The administration of meetings will be managed by the clerk to the directors. Agenda and papers will be circulated to members of the committee 7 days in advance of the meeting. Any decision taken must be determined by a majority of votes of committee members present and voting.

4. Authority

The committee will report to the board on any decision taken in accordance with the Scheme of Delegation.

The committee is authorised to investigate any activity within its term of reference or specifically delegated to it by the board.

The committee is authorised to obtain any legal and professional advice it considers necessary, normally in consultation with the chair of the trust board.

5. Main Duties

The committee will:

- Ensure staffing policies and practices reflect the trust's positive culture and ethical practice
- Review the progress of the trust's strategic goals for staffing, identifying appropriate metrics to measure success
- Promote staff well-being, safeguarding arrangements, and child protection, through safer recruitment practices and training
- Help to foster a supportive environment for staff, ensuring workload is managed carefully
- Help to set and safeguard high standards of conduct and professionalism of its staff
- Ensure the trust abides by statutory responsibilities as an educational establishment, a public sector body and employer, including (as examples) Safer Recruitment practices, Working Time Regulations and the Equality Act 2010
- Provide a forum to listen and respond to staff and capture how their views have informed the board's decision-making
- Assure itself that there are effective, fair and compliant processes in place for the appointment, conduct, suspension and dismissal of staff
- Assure itself that there are robust risk controls and management systems in place for staff, e.g. in terms of recruitment, succession planning or training needs. Emerging risks should be highlighted to the Audit & Risk Assurance Committee/Board for discussion.
- Review Whistleblowing and other key policies that are relevant to staff, assuring itself that the procedures are fit for purpose.

The committee will usually decide to undertake a more detailed, annual review or audit into one or two of the above responsibility areas. This may be with the support of an external partner or suitable organisation.

6. Work Programme

The board recognises the significant responsibilities placed on the committee. To support governors' and directors' workload, the committee will agree a cycle of activities over a three-to-five-year period and an annual plan. This should help the committee achieve the right balance between focusing on key aspects of its work in more detail and fulfilling statutory responsibilities in a timely manner.