

**ST BARTHOLOMEW'S SCHOOL  
PEOPLE COMMITTEE**

**TERMS OF REFERENCE**

**REVIEWED BY THE GOVERNORS' PEOPLE COMMITTEE SUMMER 2021  
AGREED BY THE FULL GOVERNING BODY SUMMER 2021**

**TO BE REVIEWED ANNUALLY AT THE SUMMER TERM MEETING**

**The People Committee discharges the Academy Trust's responsibilities for all aspects of staff pay, performance and progression on behalf of the Trust as the employer. It is also responsible for ensuring that the governance structure of the Trust is fit for purpose, is compliant with statutory obligations and that a succession plan is in place.**

**Objectives**

The objectives of the People Committee are:

1. The establishment and continual development of a people strategy that ensures the Trust and its constituent schools has the human resources to deliver their strategic plans now and in the future;
2. To ensure that the Trust's governance arrangements are fit for purpose;
3. The overview and / or implementation of policies and key tasks delegated by the Full Governing Body, in particular agreeing the Headteacher's (also the Accounting Officer) objectives and appraising his/her performance against them;
4. To act as the nominations and remunerations committee of the Trust.

**Areas of Responsibility**

The Chair and the Committee hold the following delegated authorities from the Full Governing Body:

**Staff & Employment**

- Responsibility for the appointment of the Headteacher (Accounting Officer) with support from the Finance & Risk Committee;
- Responsibility for pay and grading structure;
- Responsibility for staff establishment as per the Scheme of Delegation;
- Responsibility for staffing remuneration, nomination and dismissal committees;
- Responsibility for approving secondments and early retirements;
- To carry out the appraisal of the Headteacher, to set objectives and to review performance on a termly basis;
- To ensure that there is an effective human resources strategy to enable the Trust to sustain effective Leadership Team performance.

**Governance**

- Responsibility for the nomination of Trustees through the Nominations Committee which shall be made up of the non-staff Governors of the People Committee, with a quorum of two;
- To ensure that there is an effective governance strategy in place, including the proposing of Trustees to Members through the establishment of a Nominations Committee;
- To review the performance, membership and development of the Academy Trust in the context of the latest statutory and government guidance regarding governance such as the Governance Handbook, Competency Framework for Governance and the Academy Trust Handbook.

### General

- To keep abreast of relevant developments and to advise the Full Governing Body accordingly;
- To approve, review and monitor the implementation of all requisite policies as defined in the Delegated Policy Framework and the Finance Scheme of Delegations;
- Any other delegated authority and/or request to work on behalf of the Full Governing Body as may be minuted at their meetings.

### Related Party Employment

In the event that a close relative (as defined by the Academies' Financial Handbook and the Articles of Association) of a Member, Trustee, Governor or senior member of staff seeks employment with the Trust, they are required to declare this relationship as part of their application.

The Chairs of the People and the Finance & Risk committees will be notified if a candidate is successful at interview in order that they make a joint assessment of the risk of employing that individual. They will report their recommendation to the next meeting of the People Committee and the Full Governing Body and it will be recorded in the minutes of those meetings.

### Membership

- A minimum of four Governors who have been appointed to the Committee based on their skills and including the Headteacher and Chair or Co-chairs of Governors, each with an equal vote
- The Chair (and Vice-chair if elected) of the Committee shall not be employees of the School and will be elected from the membership of the Committee

### Quorum

Two non-staff governors.

Signed.....

Date.....

Co-Chair of Governors