

**GREAT HEIGHTS ACADEMY TRUST**  
**WORKFORCE COMMITTEE**  
**TERMS OF REFERENCE Autumn 2024 v2**

<b>Title:</b>	<b>Workforce Committee</b>
<b>Membership:</b>	<p>The membership shall include two Trustees.</p> <p><b>The Committee Trustees shall agree the Chair of the Committee.</b></p> <p><b>The Chair of the Trust shall be an ex-officio member of the committee.</b></p> <p><b>Employees of the Trust should not be committee members, but the HR Director (AH) and the CFOO 'stand in' should attend to provide information and participate in discussions.</b></p>
<b>Quorum:</b>	The quorum is one Trustee in attendance.
<b>Meetings:</b>	The committee shall meet at least four times per academic year plus as required by the MAT Board, to enable it to report appropriately on Trust standards.
<b>Responsibilities:</b>	Other than where specified, this is a non-delegated committee to provide information to the Trust Board concerning <b>workforce</b> issues to ensure appropriate planning, monitoring and compliance with the latest version of the DfE's Trust Quality Descriptions. To oversee effective <b>Safeguarding</b> .
<b>Terms of Reference:</b>	This document is an annex to the Terms of Reference for the Trust Board.

### **Purpose**

Workforce Committee has a key role to play in ensuring that GHAT is judged to be a High-Quality Trust. In particular, to assist the Core Team in creating a high-performing working culture for all staff that:

- promotes collaboration, aspiration and support;
- uses the flexibility of the Trust structure to create opportunities for staff;
- recognises the critical value of high-quality teaching and champions the profession.

To ensure that the Trust pays due regard to the statutory guidance on **Safeguarding** – 'Keeping children safe in education'.

To refer major issues to the Trust Board for ratification.

### **Duties and responsibilities:**

To guide and assist the Trust Board, Local Governing Bodies and Principals in all matters relating to workforce:

- 1 *Workload:*  
Fostering a supportive working environment: managing workload, prioritising wellbeing, taking action to support all staff.
- 2 *Recruitment and retention:*  
Supporting the recruitment and retention of great staff across the Trust.
- 3 *Working environment:*  
Prioritising effective behaviour and attendance policies to create a safe environment in which to work and learn. Utilising the Trust structure so that staff are empowered to deliver their best.
- 4 *Developing new and early career teachers:*  
Making a positive contribution to the wider system by delivering high-quality training and placements for trainee teachers. Supporting early career teachers through the 'Early Career Framework'.
- 5 *Continuing Professional Development (CPD):*  
Encouraging and enabling all staff to build their expertise through evidence-based CPD and mentoring.
- 6 *Collaboration:*  
Building an innovative and vibrant community of professionals, collaborating across schools and other trusts to develop and share expertise and evidence-based practice.
- 7 *Performance management, line management and career progression:*  
Ensuring every member of staff is effectively line managed to maintain high performance. Actively encouraging career progression opportunities across the Trust.
- 8 *Pay Policy*  
Take responsibility for maintaining, updating and implementing a Pay Policy.
- 9 *Equality, diversity and inclusion:*  
Ensuring inclusive working environments, supporting flexible working and taking action to promote equality and diversity.

In addition, the Committee is delegated **Pay Committee** responsibilities, as determined by the Pay Policy and HR Scheme of Delegation; to be undertaken by at least two Trustees - with external advice, as required.

Approved by the Trust Board October 2024

Signed by the Trust Chair: .....