



# **Education Learning Trust Multi Academy Trust**

## **Terms of Reference People, Pay and Performance Committee**

**2024/2025**

Last update	New Document
Date updated	February 2025
Next review	Autumn Term

## Revision History

Date	Document Version	Document Revision History	Document Author / Reviser	Document Approver
03/02/2025	1.0	New Trust Document	Vanessa McManus and Helen White	Trust Board

**The committee will monitor, evaluate and report on:**

### Working Culture

- the working culture for all staff which promotes collaboration, empowerment, aspiration and support
- the Trust structures and processes which create opportunities for staff
- the retention of strong staff
- the line management in relation to high performance and career progression opportunities
- inclusive working environments including flexible working, equality and diversity
- effective succession planning with a pipeline of future Trustees and Committee Members
- Board Induction, training and review

### Workload and Wellbeing

- the fostering of a supportive working environment, managing workload, prioritising wellbeing and taking action to support all staff
- effective behaviour and attendance policies to create a safe environment for staff to work and learn
- staff work-life balance, working conditions and wellbeing, including monitoring staff absence rates

### Expert Ethical Leadership

- the expertise of the Executive Team to provide effective strategic leadership that enacts the Trust's vision, mission and purpose
- the expertise of the Executive Team to ensure school improvement
- the expertise of the Executive Team to ensure financial stability and improvement
- the expertise of the Executive Team to create a high-performing working culture
- the expertise of the Executive Team to support the Trustees to meet their duties
- the expertise of the Executive Team to contribute to the wider system and ensure growth

### Remuneration

- decisions regarding pay following consideration of the recommendations of pay reviewers and the Headteacher, in line with Pay and Appraisal Policies
- the operation of the Appraisal Policy, including arrangements for pay progression
- pay decision data to ensure that pay increments are awarded fairly

- staffing procedures (including recruitment procedures) comply with equality legislation and Safer Recruitment practice
- the provision of staff training and CPD
- the staffing structure of the Trust, ensuring that it meets the requirements of the Trust Strategic Plan
- applications from staff for variation to contract (such as secondments, early retirement, reduced working hours and flexible working requests)

**Policies (that may be delegated to the committee to review) include:**

- People Strategy
- Pay Policy
- Appraisal Policy

**Membership:** Three trustees, CEO, Director of Operations, Director of Learning and Innovation, Executive Lead for Strategic Growth and Partnerships, and Executive Lead for People and Culture

**Quorum:** Minimum of three

**Frequency:** Three times per year