

HERA PRIMARY ACADEMY TRUST

HR & PAY COMMITTEE

TERMS OF REFERENCE (vo.2)

1. POWERS OF THE MAT BOARD OF TRUSTEES

- 1.1. The Trustees of the MAT Board shall establish the HR & Pay Committee as a MAT committee as empowered by the MAT'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.
- 1.5. The MAT Scheme of Delegation is attached as [Annex 1](#).

2. POWERS OF THE HR & PAY COMMITTEE

The Committee shall exercise the powers, responsibilities and duties delegated by the MAT Board as set out in the Terms of Reference and Scheme of Delegation, and in particular:

- 2.1. to guide and support the MAT Board in fulfilling its legal and regulatory responsibilities for the employment of staff in ways that are appropriate to the MAT's vision, ethos and values,
- 2.2. to guide and support the MAT Board in developing a staff body with appropriate knowledge, skills and expertise to enable the MAT to fulfil its vision and achieve its strategic objectives,
- 2.3. to guide and support the MAT Board in monitoring and managing the working conditions, work/life balance and well-being of MAT employees including absence and sickness,
- 2.4. to review and recommend to the MAT Board policies relating to the employment and management of MAT staff as per policy matrix (SoD3.1);
- 2.5. to review and recommend to the MAT Board the annual pay awards for Teachers and Support staff, having consulted with the Finance and 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 MAT's relevant policies, including consultation with unions and professional associations (SoD 3.3-4),
- 2.6. to oversee and recommend to the MAT Board the performance management review of the CEO (SoD 3.5)
- 2.7. to review proposals for the restructuring and redundancy of staff. The Committee shall ensure that the proposals are compliant with relevant legal and regulatory requirements and with the MAT's relevant policies (SoD 4.10),
- 2.8. to review recommendations for compensation payments up to £50,000, having consulted with the Finance and Audit 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 MAT's relevant policies (SoD 6.5),
- 2.9. to consider disciplinary and other matters and dismissals where these functions have not been delegated to the CEO (SoD 4.8 – 4.9)

3. COMPOSITION AND APPOINTMENT OF THE HR & PAY COMMITTEE

- 3.1. The composition of the Committee shall 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 MAT Board,
 - 3.1.4. Further MAT Trustees such that the Committee has a majority of Trustees.
- 3.2. The membership of the Committee shall be detailed as [Annex 2](#).

4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

- 4.1. The Term of Office for all members is 4 years subject to annual re-appointment.
- 4.2. On appointment members are each required to familiarise themselves and to agree to comply with;
 - 4.2.1. MAT Articles of Association,
 - 4.2.2. MAT 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 MAT Governance Planning Calendar,
 - 5.1.2. The members will receive notice of each meeting seven (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 Clerk to the Trustees 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 MAT 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

- 6.1. The MAT Board shall appoint the Chair, noting any recommendation from the Committee.
- 6.2. The MAT Board shall have the right to remove the 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 will be 1 year and they shall be appointed at the first meeting of the MAT Board each school year.

7. APPOINTMENT OF A CLERK

- 7.1. The MAT Board shall appoint a Clerk to the Committee.

DECLARATION

The HR & Pay Committee at its meeting on 30 October 2018 resolved to adopt these Terms of Reference. A copy has been forwarded to the Clerk to the Trustees for the formal MAT Board records. These Terms of Reference will be reviewed annually at the start of the academic year.

Signature Isabelle Bailey

(Chair of the HR & Pay Committee)

Date of signature 22 November 2018

ANNEX 1: MAT Scheme of Delegation

ANNEX 2: Committee membership

ANNEX 3: Appeal Committee terms of reference