

Reach South Academy Trust

People Committee

Terms of Reference 2026–27

1. Purpose

The People Committee is a committee of the Board of Trustees established to provide scrutiny, challenge and assurance regarding the Trust's people strategy, workforce wellbeing, organisational development and employment practices.

The Committee supports the Board in ensuring that the Trust attracts, develops, retains and supports a high-quality workforce capable of delivering the Trust's strategic priorities and educational ambitions. The Committee also provides oversight of workforce-related policy, culture, wellbeing and organisational effectiveness.

The Committee operates within the Reach South Academy Trust Scheme of Delegation and reports directly to the Board of Trustees.

2. Authority

The Committee is authorised by the Board of Trustees to:

- Investigate any matter within its terms of reference
- Seek information from any employee of the Trust
- Request reports and presentations from members of the Executive Team and other relevant individuals
- Commission reviews and obtain independent professional advice where appropriate
- Receive assurance regarding workforce strategy, culture and organisational development
- Make recommendations to the Board of Trustees on matters within its remit

The Committee has no executive powers other than those specifically delegated by the Board

3. Membership

The Committee shall comprise:

- No fewer than three and no more than five members
- A majority of members must be Trustees
- The Chair shall be appointed by the Board of Trustees
- Employees of the Trust may not serve as members of the Committee

The Chief Executive Officer, Chief People Officer/Director of People and other senior leaders may attend by invitation

The Governance Professional shall clerk the Committee.

The Committee may invite individuals with specialist HR, organisational development or employment law expertise to attend meetings where appropriate.

4. Meetings

The Committee shall meet at least three times each academic year, with additional meetings arranged where necessary

Meetings may be convened by the Governance Professional in consultation with the Chair

Agenda papers shall normally be circulated at least five working days in advance

The quorum for any meeting shall be one half of the membership, rounded up, with a majority of those present being Trustees

Decisions shall be made by a simple majority of those present and voting. The Chair shall have a casting vote where votes are equal

5. Responsibilities

The responsibilities of the Committee are set out in full in Appendix 1.

The Committee provides assurance to the Board through scrutiny of the following key areas:

- Workforce strategy and organisational development
- Recruitment, retention and workforce planning
- Workforce wellbeing and organisational culture
- Equality, diversity and inclusion
- Performance management and professional development
- Workforce policy and employment compliance
- Employee relations and stakeholder engagement
- Committee effectiveness and governance assurance

In fulfilling its responsibilities, the Committee focuses on strategic oversight, challenge and assurance rather than operational management

6. Reporting

The Committee shall:

- Provide reports and recommendations to the Board of Trustees following each meeting
- Review workforce performance against strategic priorities
- Highlight significant workforce risks, pressures and opportunities
- Escalate significant concerns relating to workforce capacity, employee relations, wellbeing or compliance
- Provide assurance regarding the effectiveness of people-related policies and strategies

7. Review

These Terms of Reference shall be reviewed annually by the Committee and recommended to the Board of Trustees for approval.

Appendix 1:

Area	Responsibilities
Workforce Strategy and Organisational Development	Review and recommend the Trust's people strategy and organisational development priorities.
	Consider workforce implications arising from strategic priorities, organisational change and Trust growth.
	Monitor workforce trends, capacity and organisational effectiveness.
Recruitment, Retention and Workforce Planning	Receive assurance regarding recruitment, retention and workforce planning arrangements.
	Monitor workforce supply, succession planning and leadership pipeline development.
	Consider workforce risks affecting the Trust's ability to deliver its strategic objectives.
Workforce Wellbeing and Organisational Culture	Monitor workforce wellbeing, workload and organisational culture.
	Receive assurance regarding staff engagement and wellbeing initiatives.
	Review workforce data relating to attendance, turnover and employee wellbeing indicators.
Equality, Diversity and Inclusion	Monitor implementation of the Trust's equality objectives and people-related inclusion strategies.
	Receive assurance regarding compliance with equality legislation and employment-related statutory duties.
	Review workforce diversity data and monitor progress in promoting equality, diversity and inclusion.
Performance Management and Professional Development	Receive assurance regarding workforce performance management arrangements.
	Monitor professional development, leadership development and talent management activity.
	Ensure people development arrangements support delivery of Trust priorities.
Workforce Policy and Employment Compliance	Review and recommend workforce-related policies and frameworks to the Board where appropriate.
	Receive assurance regarding compliance with employment legislation, safer recruitment requirements and Trust policies.
	Monitor implementation and effectiveness of workforce policies and procedures.
Employee Relations and Stakeholder Engagement	Receive assurance regarding arrangements for employee consultation, engagement and communication.
	Monitor significant employee relations matters and workforce-related organisational risks.
	Review themes and trends arising from workforce feedback and engagement activity.
Committee Effectiveness and Governance Assurance	Review the Committee's effectiveness, membership and Terms of Reference annually.
	Provide assurance to the Board regarding workforce strategy, organisational culture and people-related risks.
	Support continuous improvement in people management, organisational development and governance across the Trust.