



Astrea Academy Trust
INSPIRING BEYOND MEASURE

Terms of Reference

HR Committee

2019/20

Date	September 2019
Written by	Head of Governance and Legal
Adopted by Trustees	July 2019
Review Date	July 2020, then annually upon publication of the Academies Financial Handbook

Remit and Responsibilities of the HR Committee

Membership and Meetings

1. A minimum of three Trustees will constitute the Committee. Per Article 101 of the Trust's Articles of Association, additional members of the committee who are not Trustees may be appointed, but a majority of members must be Trustees.
2. No employee of the Trust shall be a member of the committee.
3. The Chair of the committee, being someone other than the Chair of Trustees, will be elected annually from among the membership of the committee.

Responsibilities

Higher Authority

4. The Committee is authorised by the Board to:
 - i. carry on any activity authorised by these Terms of Reference, the Scheme of Delegation and the Policy Framework; and
 - ii. seek any appropriate information that it properly requires to carry out its role from any senior employee of the Trust and all senior employees shall be directed to co-operate with any request made.
5. The HR Committee will function as a higher authority forum where the Executive can refer HR matters beyond its remit for consideration and which, subject to the Committee's evaluation, can be rejected, amended or approved for recommendation to the Board for final approval.
6. Where it is agreed that a matter does not have extensive financial, strategic, legal or reputational implications for the Trust as a whole, the amendments or approval of the committee may be taken as final.

As an illustration, this might include:

- To hear, consider and make decisions about any matters relating to senior staff grievances, or disciplinary matters against senior staff, that have been referred to the Committee in accordance with Astrea's grievance and disciplinary policy
- Succession planning for the Astrea Executive
- Review and consideration of the People Strategy
- Review and consideration the 3-year HR Delivery Plan

Compliance

7. The HR Committee will act on behalf of the Board to ensure that the Executive and the Trust is compliant in all aspects pertaining to HR within Astrea, including related policies and procedures. In particular, the committee will consider and approve the delegation of HR policies and will review, approve, amend or reject policies in accordance with the policy framework.

As an illustration, this might include:

- Monitoring compliance of the Trust with mandatory data returns such as Gender Pay Gap information, pension auto-enrolment and apprenticeship levy submissions
- Monitoring the communication and implementation of mandatory policies such as disciplinary, grievance, staff absence, capability management, and appraisal
- Ensuring compliance with the Trust's duties as an approved visa sponsor

Performance Review

8. The HR Committee will review detailed HR performance across Astrea.

As an illustration this might include:

- Reviewing key HR KPIs across the whole Trust such as long-term sickness absence, persistent absenteeism, vacancies at Executive-level, and turnover and retention
- Reviewing the impact across the whole Trust of Astrea's approach to recruitment and reward packages, career progression, and CPD for educational and non-education staff
- Reviewing the implementation of major HR-led projects with cross-Trust implications, for example the design, delivery and implications of the staff wellbeing survey

Strategic Development

9. The HR Committee will act as an interface and adviser with the Executive to develop and support the strategic development of HR across Astrea.

As an illustration, this might include:

- defining approaches to promoting staff wellbeing across the Trust
- working alongside the Education Committee on approaches to CPD for educational and non-education staff across the Trust
- devising strategies for staff engagement and participation across the Trust

10. In addition the HR Committee will review, on a regular basis, its own performance, constitution and terms of reference to ensure it is operating at maximum effectiveness.