



## The TRUE Learning Partnership

### THE TRUE LEARNING PARTNERSHIP Human and Physical Resources Committee Terms of Reference

#### Committee membership

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#### **Purpose**

The Human & Physical Resources Committee has delegated responsibility from the Trust Board of The TRUE Learning Partnership (the “Trust”) for the following:

- To take a strategic overview of HR and premises-related issues across the Trust’s schools
- To ensure that the Trust addresses compliance with employment law, health and safety and safeguarding duties, as well as occupier’s liability and compliance duties
- To oversee the strategy for the learning and development of the Trust’s staff
- To refer major issues to the full Trust Board for discussion and ratification and to consider specific issues remitted by the Trust Board to the committee for detailed consideration

#### **Membership**

- The Committee shall comprise four members of the Trust Board including:
  - The Trust Leader (ex officio)
  - Three other Trustees
- Members of the Committee shall serve a term of 2 years.
- The Committee will elect a chair from within its own membership, who shall serve for a period of two years. The Chair may not be an employee of the Trust. In the absence of the Chair, members shall appoint a temporary replacement from among their number present at the meeting. Where necessary, the Chair may have a second or casting vote.

- Non-voting participants may be invited to meetings by the committee as and when required, including:
  - Headteachers of individual schools
  - Chairs or link governors of Local Governing Bodies
  - External expert speakers

### **Quorum**

The quorum shall be a minimum of three members present in person or by virtual means.

### **Appointment of Clerk**

- The Committee shall appoint a clerk to take minutes and manage the business of the committee.
- In the absence of the Clerk, members will appoint a replacement for the meeting.
- No committee member employed by the Trust shall act as Clerk to the Committee.

### **Meetings**

#### **Preparation**

- The Clerk to the committee shall be responsible for convening the meetings of the committee. Proceedings of any meetings must be minuted
- The Clerk to the Committee shall circulate to members the agenda and papers at least a week before each meeting.
- Minutes must be presented for approval at the next committee meeting and remitted to the next meeting of the full Trust Board.

#### **Frequency of Meetings**

The committee shall meet as often as is necessary to fulfil its responsibilities and at least once each term.

#### **Authority**

- The Committee is authorised by the Trust Board to investigate any activity within its terms of reference. It is authorised to seek any information it requires from any Trustee, Committee, Local Governing Body, Sub-Committee of the Local Governing Body, Officer or employee of the Trust. All Trustees, Governors, Officers and employees of the Trust are directed to co-operate with any request made by the Committee.
- The Committee is authorised by the Trust Board to obtain outside legal or other independent professional advice and to secure the attendance of outsiders with the relevant experience and expertise, if it considers this necessary.

## **Duties**

The Committee is authorised to carry out the following activities:

### **Staffing/ Personnel**

- To develop, review and oversee the implementation of the Trust's personnel policies, including recommendations for the adoption of, and amendments to policies.
- To oversee the procedures for appointment of all members of staff on administration and teaching assistant level and above (except Headteachers)
- To review on behalf of the Trust Board annually, the performance management policy for all staff.
- Agree and monitor a training strategy for Executive Management, teachers, support staff, trustees and local governors.
- To approve applications for early retirement, secondment and leave of absence not covered by local agreements.
- To draft and review, in consultation with the Trust Leader, a policy on absence management for the approval of the Trust Board.
- To carry out staff-related tasks as specifically delegated by the Trust Board.

### **Pay Awards**

- To receive and agree recommendations from the Trust Leader relating to the pay of all members of Trust staff, including that of Head teachers and, in line with legal requirements.

### **Premises**

- To receive and approve an annual programme of repairs and maintenance.
- Agree level of maintenance service the Trust will buy from external service providers.
- To receive and approve an Asset Management Plan and Accessibility Plan for the Trust's schools.
- To ensure that a programme of statutory testing and compliance is in place for the Trust's premises
- Research and keep under review the opportunities (and challenges) from developing Extended School activities and income-generation.
- To recommend a hiring/lettings policy to the Trust Board and to oversee its implementation.
- To carry out any other premises-related tasks specifically delegated by the Trust Board.

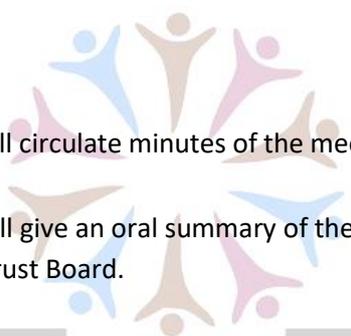
### **Health & Safety and Safeguarding**

- To carry out the Trust Board's responsibilities in relation to Health & Safety and Safeguarding, including recommending a draft Health and Safety policy and Safeguarding Policy to the Board and providing regular reports to the Trust Board on the monitoring of health and safety and safeguarding issues.

- Monitor to ensure that suitable risk assessments have been prepared and action taken to minimise risk.
- To oversee arrangements for the security of school premises and equipment.
- To agree protocol for Trustee and governor monitoring visits to the Trust's Schools
- To monitor, update and review when appropriate and make recommendations to the Trust Board on the following policies: -
  - Disciplinary and Grievance Procedure
  - Equality and Diversity
  - Managing Staff Absence
  - Performance Management
  - Health and Safety
  - Safeguarding
  - Outdoor Education and visits.

### **Reporting Procedures**

- The Clerk to the Committee shall circulate minutes of the meetings of the Committee to the Trust Board
- The Chair of the Committee shall give an oral summary of the Committee's deliberations, if necessary, at meetings of the Trust Board.



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