



PETERBOROUGH KEYS ACADEMIES TRUST

People and Infrastructure Committee

TERMS OF REFERENCE

2023-24 v1.0

1. POWERS OF THE BOARD OF TRUSTEES

- 1.1. The Trustees shall establish the People and Infrastructure Committee as empowered by the Trust'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 end of each academic year to take effect from 1 September (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 end of each academic year to take effect from 1 September (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.

2. POWERS OF THE PEOPLE & INFRASTRUCTURE COMMITTEE

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

People

- 2.1. to guide and support the Trust Board in fulfilling its legal and regulatory responsibilities for the employment of staff in ways that are appropriate to the Trust's vision, ethos and values,
- 2.2. to review and agree strategies for establishing good communications and engaging with the local community to enable the Trust to achieve its strategic objectives (SoD 2.13 and 2.16),
- 2.3. to guide and support the Trust Board in developing a staff body with appropriate knowledge, skills and expertise to enable the Trust to fulfil its vision and achieve its strategic objectives,
- 2.4. to guide and recommend to the Trust Board strategies to develop a motivated, trained and well-lead workforce including monitoring and managing the working conditions, work/life balance and well-being of employees including absence and sickness,
- 2.5. to consider and recommend to the Trust Board any changes to employee terms and conditions and employee terms and conditions for new schools (SoD 3.2 and 3.3),
- 2.6. to review and agree policies relating to the employment and management of staff as per policy matrix (SoD3.1),

- 2.7. to consider and recommend to the Trust Board the Teacher and Support Staff annual pay awards (SoD 3.4 and 3.5),
- 2.8. to consider appeals by employees in relation to individual performance pay awards (SoD 3.9),
- 2.9. to review the Trust's Gender Pay Gap report and make recommendations in response (SoD 3.10),
- 2.10. to approve aspects of the central team structure and complement (normally reserved to the Trust Board but may be delegated to the Committee in specific circumstances) (SoD 4.2),
- 2.11. to review any recommendation by the CEO for the dismissal of a Headteacher (decision to be made by the Trust Board) (SoD 4.14)

Premises, Infrastructure and Health and Safety

- 2.12. to monitor Health & Safety;
- 2.13. to monitor the Estates Strategy, the Long-Term Maintenance Plan, and the condition of buildings and fabrics across all sites, and make recommendations as appropriate to the Trust Board,
- 2.14. to ensure that the Trust's Land and Buildings Collection Tool (LBCT) submission (SoD 5.20) is completed,
- 2.15. to review and recommend to the Trust Board the Trust Asset Management Policy or equivalent (SoD 5.21),
- 2.16. to monitor the Trust Asset Management Plan (SoD 5.22),
- 2.17. to oversee Trust and school website compliance (SoD 1.26),
- 2.18. to ensure the maintenance of suitable and effective IT infrastructures across the Trust,
- 2.19. to review, recommend and provide assurance that the Trust's undertakings are insured appropriately against risk,
- 2.20. to review and agree policies relating to IT, Data Protection and Freedom of Information, Premises, Estates and Health & Safety,

Other

- 2.21. to agree and monitor the Trust's Contingency and Business Continuity Plan (SoD 2.13) and ensure that schools have developed their own such Plans which are consistent with the Trust Plan.
- 2.22. to agree (school and central) expenditure above £50,000, in accordance with the Finance Manual (SoD 6.3 and 6.4),
- 2.23. to consider and respond to proposed compensation payments up to £50,000 or the limit set by the Education and Skills Funding Agency (SoD 6.5).

3. COMPOSITION AND APPOINTMENT OF THE PEOPLE & INFRASTRUCTURE 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 community management, and estates planning/maintenance,
 - 3.1.2. Chief Executive Officer,

3.1.3. Persons with relevant knowledge, skills and expertise in human resources, personnel, property and estates management, Information Technology and community management who will be appointed by the Trust Board,

3.1.4. Further Trustees such that the Committee has a majority of Trustees.

3.2. The membership of the Committee shall be detailed as Annex 1.

4. TERM OF OFFICE AND RESPONSIBILITIES OF COMMITTEE MEMBERS

4.1. Committee Members shall be appointed annually at the end of each academic year to take up the role from 1 September. Committee Members who are Trustees may be re-appointed an unlimited number of times whilst they remain a serving Trustee. Other Committee Members may serve for a maximum of eight years.

4.2. On appointment members are each required to familiarise themselves and to agree to comply with;

4.2.1. The Trust's Articles of Association,

4.2.2. The Trust's 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 three times per year (usually once per term) and in particular;

5.1.1. The Committee shall meet at the appropriate times set out in the Trust's Governance Planner.

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 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 Trust Board shall appoint the Chair, noting any recommendation from the Committee.

6.2. The Trust 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 last meeting of the Trust Board each school year, for a term commencing on 1 September.

7. APPOINTMENT OF A CLERK

7.1. The Trust Board shall appoint a Clerk to the Committee.

ANNEX 1: Committee membership

DECLARATION

The Board of Trustees, at its meeting on 11 July 2023, resolved to adopt these Terms of Reference.

Claire Higgins

Claire Higgins
(Chair of the MAT Board)

Date of signature: 18 July 2023