



**PETERBOROUGH KEYS ACADEMIES TRUST**  
**PEOPLE & INFRASTRUCTURE COMMITTEE**  
**TERMS OF REFERENCE**  
**2020-21**

**1. POWERS OF THE TRUST BOARD OF TRUSTEES**

- 1.1. The Trustees of the Trust Board shall establish the PEOPLE & INFRASTRUCTURE 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 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.
- 1.5. The MAT Scheme of Delegation is attached as [Annex I](#).

**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:

- 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 MAT's vision, ethos and values,
- 2.2. to guide and support the Trust 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 review and agree strategies for establishing good communications and engaging with the local community to enable the MAT to achieve its strategic objectives (SoD 2.11),
- 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 MAT employees including absence and sickness,
- 2.5. to agree 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 MAT 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 review the annual Health & Safety report;

- 2.9. 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;
- 2.10. to ensure the maintenance of suitable and effective IT infrastructures across the Trust;
- 2.11. to review, recommend and provide assurance that the Trust's undertakings are insured appropriately against risk;
- 2.12. to review and recommend to the Trust Board the Trust Asset Management Policy (SoD 5.19);
- 2.13. to monitor the Trust Asset Management Plan (SoD 5.20);
- 2.14. to review and agree policies relating to IT, Data Protection and Freedom of Information, Premises, Estates and Health & Safety;
- 2.15. to review the MAT's Gender Pay Gap report and make recommendations in response (SoD 3.10),
- 2.16. to review and respond to the Local Governing Body proposals for the 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 4.17),
- 2.17. to agree PKAT central expenditure above £20,000, in accordance with the Finance Manual (SoD 6.4),
- 2.18. to oversee the PKAT website and agree any change in provider (SoD 1.25),
- 2.19. to review and respond to Local Governing Body 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 Finance Manual (SoD 6.5),
- 2.20. to agree and monitor the MAT's Contingency and Business Continuity Plan (SoD 2.12) and ensure that schools have developed their own such Plans which are consistent with the MAT Plan.

### **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 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.
- 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 Planner
  - 5.1.2. The members will receive notice of each meeting 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 Trust Board shall appoint the Chair.
- 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.

## **DECLARATION**

*The Board of Trustees, at its meeting on 13 July 2020, resolved to adopt these Terms of Reference.*

Signature  
(Chair of the MAT Board)

Date of signature

ANNEX 1: MAT Scheme of Delegation  
ANNEX 2: Committee membership