




Terms of Reference
Resources Committee

Adopted by the Trust Board:	21 st September 2021
Signed by the Chair of the Trust Board:	

1 Constitution

- 1.1 The Trust Board (the **Directors**) of The de Ferrers Trust hereby resolves to establish a sub-committee to be known as the Resources Committee (the committee).
- 1.2 The committee will be established to consider the strategic approach to people management.
- 1.3 The Chief Executive, Chief Financial Officer and Chief People Officer will routinely attend meetings.

2 Membership

- 2.1 The committee shall have a minimum of three and a maximum of five members. A majority of committee members must be Directors and the Trust Board will ensure committee members have the necessary skills, background and experience to properly fulfil the committee functions.
- 2.2 Subject to paragraph 2.3, the trust board shall at the first meeting of each academic year elect a Director to act as Chair of the committee (the **chair**). The committee will elect a temporary replacement from among the members present at the meeting in the absence of the chair.

- 2.3 No person may act as chair unless they are also a member of the Trust Board.
- 2.4 The Governance and Compliance Manager shall ensure that a clerk is provided to take minutes at meetings of the committee.
- 2.5 The committee may invite attendance at meetings from persons who are not Directors or committee members to assist or advise on a particular matter or range of issues. Such persons may speak with the permission of the chair but shall not be entitled to vote.
- 2.6 Only Directors assigned to the committee and members of the committee will be entitled to vote.

3 Remit and Responsibilities of the Committee

- 3.1 The committee shall be responsible for the matters set out in Annex 1. This should be read in line with the Trust's Scheme of Delegation.

4 Proceedings of Committee Meetings

- 4.1 The committee will meet as often as is necessary to fulfil its responsibilities but at least on an annual basis.
- 4.2 Any two committee members can request that the chair convene a meeting by giving no less than 14 days prior notice.
- 4.3 The quorum for the transaction of the business of the committee shall be a majority of the committee members and no vote on any matter shall be taken at a meeting of the committee unless the majority of members of the committee present are Directors.
- 4.4 Every matter to be decided at a meeting of the committee must be determined by a majority of the votes of the members present and voting on the matter.
- 4.5 Each member present in person shall be entitled to one vote.
- 4.6 Where there is an equal division of votes the chair shall have a casting vote.
- 4.7 A register of attendance shall be kept for each committee meeting and published annually.

5 Authority

- 5.1 The committee is authorised by the Trust Board to:
 - 5.1.1 carry on any activity authorised by these terms of reference and the scheme of delegation; and

5.1.2 seek any appropriate information that it requires from any officer of the Trust and all officers shall be directed to co-operate with any request made.

5.2 Any decisions taken by the committee will be decisions deemed to have been taken by the Trust Board, unless it is only a recommendation for the Trust Board to consider and ratify.

6 Reporting Procedures

6.1 Minutes of the meeting will be produced and approved at the next meeting of the committee.

6.2 Copies of the minutes will be made available to the Trust Board upon approval.

6.3 The chair of the committee shall provide a summary report to the Directors at the meeting of the Trust Board that immediately follows the committee meeting, outlining any key recommendations, concerns or decisions that were made during the last meeting.

6.4 If the chair of the committee is absent from the meeting of the Trust Board that immediately follows the committee meeting, then another committee member will provide a verbal report as outlined in 6.3.

6.5 The committee shall arrange for the production and delivery of such other reports or updates as requested by the Trust Board from time to time.

Annex 1

Responsibilities of the Resources Committee

To consider all education and employment matters relating to the performance of each academy within The de Ferrers Trust. Agreeing, monitoring and evaluating the effectiveness of common policies and practices including:

- To receive the staffing structure across the Trust for information purposes.
- In consultation with the executive team, to oversee any process leading to staff reductions forming a change committee where required.
- Be familiar with the Trust policy for appraisal or performance management and pay to monitor compliance and to ensure that these policies include all staff.
- Ratify decisions concerning pay progression for teaching staff.
- Receive information from the Chief Executive on the performance of the Principals and Executive Team including decisions regarding their pay awards.
- To review and make decisions on the recommendation from the Chair of the Board regarding the pay progression of the Chief Executive.
- To ensure staffing procedures (including recruitment) follow equalities legislation.
- To review the gender pay gap and approve any report to be published.
- To review work/life balance, working conditions and well-being.
- To review and approve any people policies which require the ratification of the Trust Board.
- To review human resources due diligence information for new schools joining the Trust to assist the work of the Trust board, timescales permitting.