People Committee

Terms of Reference 2026-27

Our Vision

Achieving More Together

Our Mission

Working together passionately to achieve the best outcomes for children and young people within our specialist SEND and AP settings

Reviewed by:	Governance Lead; DoO; HR Business Partner
Review date:	30th June 2026
Ratified by:	Board of Trustees
Ratification Date:	2nd July 2026
Review Frequency: *Annual, Bi-Annual* (Subject to Academy Trust or national policy change)	Annual
Related policies / documents	ET Scheme of Delegation
Review Date:	June 2027

Create a high-performing and engaged workforce that is empowered to deliver exceptional outcomes through a culture of continuous improvement and innovation, ensuring the Trust operates with integrity, transparency, and accountability.

Constitution

The People Committee (the Committee) is established by the Board of Trustees (the Board) of Enable Trust (the Trust) to oversee the development of Trust's People systems and monitor the impact of strategic decision making and culture development across the Trust.

Authority

The Board will agree and approve the committee terms of reference annually and ensure the committee's delegated responsibilities are in line with the Trust Scheme of Delegation.
The committee will seek information to support its work from the Trust Executive, Local Governing Bodies and other committees of the Board, and obtain advice from external professionals as necessary. The committee will make recommendations to the Board on matters within its remit.

Membership

- The committee shall consist of no less than 4 Trustees appointed by the Board of Trustees
- Chair of Trustees (ex-officio with full voting rights) may attend at any time
- A Chair and Vice Chair shall be appointed annually from among the committee members; the appointment of the Chair shall be subject to the approval of the Board of Trustees and will not be the Chair of Trustees.
- The committee may invite other Trustees, staff, or persons with specific expertise to attend and provide advice to the committee.
- The Director of Operations and the Trust HR Business Partner will be the main liaison for the committee.

Quorum

The quorum shall be 3 Trustees.

Meetings

The committee shall meet a minimum of 3 times per year as required. Meetings shall generally be held virtually via Microsoft Teams. The committee will report regularly to the Board of Trustees via distribution of committee minutes and reporting at each Board meeting.

Monitoring and challenge

To critically evaluate the extent to which Enable Trust is effective in reaching its objectives through achievement of Key Performance Indicators (KPIs) across a range of factors including human resources, staff welfare, and organisational culture that impact a high-performing and engaged workforce.

1. Workforce Development Plan (WDP):
Oversee the evolution of the Trust's people and culture strategy across the Trust through the 4 Pillars:

- Enabling workforce planning
- Enabling strong leadership
- Enabling people to thrive
- Enabling excellence

Monitor the agreed KPIs across all areas and augment with benchmarking to provide the Board with a clear picture of the Trust's People and Culture Performance.
The KPIs will include:

Enabling workforce planning
- Recruitment performance
- Staff turnover data during first year of employment

Enabling strong leadership
- Promotion data
- Leadership performance

Enabling people to thrive
- Staff absence
- Staff retention
- Staff survey scores

Enabling excellence
- Performance management evaluation
- Internal promotion information

2. Risk Management:
To carry out a cyclical review of the areas of control and mitigation for the risks associated with the Trust's approach to people and culture. Areas of concern will be reported to the Risk and Audit committee.

3. **Policies:**
To review and approve delegated policies in line with the Trust Policy Schedule and seek assurance of the implementation and effectiveness of delegated policies; to review and approve substantive changes to policies delegated to the Trust Executive Leadership Team.

Administrative Responsibilities:

- To ensure there are effective Clerking arrangements in place for the Committee
- To set an annual schedule of meetings
- To set the annual workplan for the committee

- To regularly review the committee skills base and make recommendations to the Board for training, development and recruitment of committee members
- To review the terms of reference annually and recommend to the Board for approval

END.