

GREAT HEIGHTS ACADEMY TRUST
WORKFORCE COMMITTEE
TERMS OF REFERENCE Autumn 2025

Title:	Workforce Committee
Membership:	The membership shall include two Trustees. The Committee Trustees shall agree the Chair of the Committee. The Chair of the Trust shall be an ex-officio member of the committee. Employees of the Trust should not be committee members, but the HR Director and the CFOO should attend to provide information and participate in discussions.
Quorum:	The quorum is one Trustee in attendance.
Meetings:	The committee shall meet at least four times per academic year plus as required by the MAT Board, to enable it to report appropriately on Trust standards.
Responsibilities:	Other than where specified, this is a non-delegated committee to provide information to the Trust Board concerning workforce issues to ensure appropriate planning, monitoring and compliance with the latest version of the DfE's Trust Quality Descriptions. To oversee effective Safeguarding .
Terms of Reference:	This document is an annex to the Terms of Reference for the Trust Board.

Purpose

Workforce Committee has a key role to play in ensuring that GHAT is judged to be a High-Quality Trust. In particular, to assist the Core Team in creating a high-performing working culture for all staff that:

- promotes collaboration, aspiration and support;
- uses the flexibility of the Trust structure to create opportunities for staff;
- recognises the critical value of high-quality teaching and champions the profession;
- take responsibility for maintaining, updating and implementing a Pay Policy.

To ensure that the Trust pays due regard to the statutory guidance on **Safeguarding** – 'Keeping children safe in education'.

To refer major issues to the Trust Board for ratification.

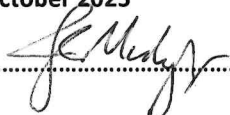
Duties and responsibilities:

To guide and assist the Trust Board, Local Governing Bodies and Principals in all matters relating to workforce:

- 1 *Workload:*
Fostering a supportive working environment: managing workload, prioritising wellbeing, taking action to support all staff.
- 2 *Recruitment and retention:*
Supporting the recruitment and retention of great staff across the Trust.
- 3 *Working environment:*
Prioritising effective behaviour and attendance policies to create a safe environment in which to work and learn. Utilising the Trust structure so that staff are empowered to deliver their best.
- 4 *Developing new and early career teachers:*
Making a positive contribution to the wider system by delivering high-quality training and placements for trainee teachers. Supporting early career teachers through the 'Early Career Framework'.
- 5 *Continuing Professional Development (CPD):*
Encouraging and enabling all staff to build their expertise through evidence-based CPD and mentoring.
- 6 *Collaboration:*
Building an innovative and vibrant community of professionals, collaborating across schools and other trusts to develop and share expertise and evidence-based practice.
- 7 *Performance management, line management and career progression:*
Ensuring every member of staff is effectively line managed to maintain high performance. Actively encouraging career progression opportunities across the Trust
- 8 *Equality, diversity and inclusion:*
Ensuring inclusive working environments, supporting flexible working and taking action to promote equality and diversity.

Approved by the Trust Board October 2025

Signed by the Trust Chair:

 20/10/25