GOLDINGTON ACADEMY
ACADEMIC STANDARDS, SEND AND EDUCATIONAL TRIPS
TERMS OF REFERENCE AND ANNUAL WORKPLAN (2026-27)

1.0	SUMMARY
1.1	The role of the Academic Standards, SEND and Educational Trips Committee is to review the progress and achievement of all pupils, monitor curriculum and assessment policy and ensure equality of opportunity for all pupils. The focus of the Committee will be led by the priorities identified within the School Improvement Plan. The Committee will make appropriate recommendations to the Governing Body. The Committee will also be responsible for the ongoing review of related policies including, but not limited to, SEND, collective worship, relationships and sex education and educational trips. The Committee will recommend approval of policies to the Governing Body.

2.0	MEMBERSHIP & QUORUM
2.1	Membership of the Committee will be at least 6 members of the Governing Body, with a quorum of three. The Committee is to include the Principal or his/her representative.
2.2	The Committee will have the right to invite any other individual to attend all or part of any meeting. The voting rights of such members will be agreed on appointment.
2.3	Any Governors with specific responsibilities linked to the role of this Committee shall be members including, but not limited to: Careers, Education and Secondary provision, Pupil Premium, Standards and Attainment, SEND, EAL and specialist subject governors.
2.4	At the first meeting of the Committee in each school year, the Committee will elect a Chair and Vice Chair for the following 12 months from its membership.

3.0	TERMS OF REFERENCE	FREQUENCY (at a minimum)
3.0	Review and approve committee's terms of reference, with membership approved by the Governing Body.	Annual (Autumn Term)
3.1	Review the school's curriculum statement and monitor curriculum policy to ensure that a broad and balanced curriculum is implemented, in line with statutory requirements	Annual (Autumn Term)
3.2	Oversee the review and implementation of the School Improvement Plan (SIP): a) Review progress of its implementation and recommend targets, b) Review New Plan, c) Recommend draft SIP for approval by full Governors' meeting. d) Review OFSTED requirements and the School's response to inspection reports.	Each meeting
3.3	Receive and review reports on provision for all groups of pupils (including Special Educational Needs and Disabilities. EAL and Pupil Premium), with specific consideration to teaching and learning, guidance and support, and impact of targeted funding, with reference to the School Improvement Plan	Each meeting
3.4	Monitor standards, achievement, and progress of all children in school and review relevant academic results data from ASP, FFT and from results of both mock and	Each meeting

	external GCSE examinations.	
3.5	Determine a timetable and undertake systematic review of the school's curriculum policies to evaluate their effectiveness in the context of the School Improvement Plan.	Schedule on 3-year cycle.
3.6	Review all curriculum and assessment policies (including SEND policy), including those required by legislation, and recommend their approval to the Governing Body. Changes to existing policies will be tracked for ease of reference.	Annual, as require (and determined by schedule of policy approval)
3.7	Ensure that agreed procedures are in place for educational visits and receive updates on arrangements as required.	Each meeting as required with a minimum of one update per year.
3.8	Receive and consider Link Governor visit reports (the Committee may receive reports from Link Governors for areas of interest, not limited to Committee membership).	Each meeting as required.
3.9	Ensure information on the school website complies with statutory requirements.	Annual
3.10	Review and make recommendations on matters related to school communications, including information available to parents and other members of the public on curriculum in school.	Annual
3.11	Receive and monitor risk register items relevant to the role of this Committee	Each meeting as required

4.0	**MEETINGS**
4.1	Dates for committee meetings shall be decided ready for the beginning of the academic year with reference to the School Diary. A notice calling each meeting of the Committee and setting out the items for discussion at the meeting will be issued by the Chair or Clerk, in conjunction with the Principal or their representative, normally at least seven days prior to the meeting.
4.2	Committee meetings may take place at the school, or via Zoom or other appropriate online programme, and the nature of the meeting delivery will be included in the meeting notice sent out by the Clerk 7 days prior to the meeting. Links to access online meetings will be included in the meeting notice where applicable.
4.3	A clerk will take minutes of each meeting and circulate these to all governors. In general, all meetings will be no longer than 2 hours.
4.4	Notes of all meetings will be submitted to the Full Governing Body for consideration.
4.5	The Committee will normally meet four times every academic year, and otherwise as required by the Full Governing Body, Chair or Principal.
4.6	The Agenda for each meeting shall be set by the Chair of the committee with the assistance of the Principal or their representative and distributed to all committee members by the Clerk. Items for discussion will as a minimum requirement cover those listed below in the Annual Work Plan section (see 5.0 below).

5.0	ANNUAL WORKPLAN

Autumn term	Spring term	Summer term
• Appoint Chair and vice-chair (2.4) • Review Terms of Reference and membership in advance for Governing Body approval • Review Curriculum Statement (3.1) • Monitor School Improvement Plan (3.2a) • Receive reports (3.3) • Academic Data results (3.4) • Review Policies (3.5, 3.6) • Receive Link Governor visit reports (3.8): • Risk register (3.11) Additional items as required (at a minimum on an annual basis): • Review Educational Trips (3.7) • School website compliance (3.9) • School communications (3.10)	• Monitor School Improvement Plan (3.2b and 3.2c) • Receive reports (3.3) • Academic Data results (3.4) • Review Policies (3.5, 3.6) • Receive Link Governor visit reports (3.8) • Risk Register (3.11) Additional items as required (at a minimum on an annual basis): • Review Educational Trips (3.7) • School website compliance (3.9) School communications (3.10)	• Monitor School Improvement Plan (3.2b and 3.2c) • Receive Governors reports (3.3) • Review Policies (3.5, 3.6) • Receive Link Governor visit reports (3.8) • Risk Register (3.11) Additional items as required (at a minimum on an annual basis): • Review Educational Trips (3.7) • School website compliance (3.9) • School communications (3.10)