

**GOLDINGTON ACADEMY**  
**ACADEMIC STANDARDS, SEN AND EDUCATIONAL TRIPS**  
**TERMS OF REFERENCE AND ANNUAL WORKPLAN**

<b>1.0</b>	<b>SUMMARY</b>
<b>1.1</b>	<i>The role of the Academic Standards, SEN and Educational Trips Committee is to consider all matters related to the School's Curriculum, Academic Performance and to make appropriate recommendations to the Governing Body.</i>

<b>2.0</b>	<b>MEMBERSHIP &amp; QUORUM</b>
<b>2.1</b>	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.
<b>2.2</b>	The Committee will have the right to invite any other individual to attend all or part of any particular meeting. The voting rights of such members will be agreed on appointment.
<b>2.3</b>	Any Governors with specific responsibilities, literacy, numeracy, special needs education, EAL and pupil premium shall be members of this committee.
<b>2.4</b>	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.

<b>3.0</b>	<b>TERMS OF REFERENCE</b>	<b>FREQUENCY</b>
<b>3.0</b>	Review and approve committee's terms of reference.	Annual
<b>3.1</b>	Review the school's curriculum statement	Annual
<b>3.2</b>	Monitor the implementation of the School Improvement Plan: a) Review progress of its implementation, b) Review New Plan, c) Agree draft for approval by full Governors meeting. d) Review OFSTED requirements and the School's response to inspection reports.	Autumn, Spring and Summer
<b>3.3</b>	Receive governor reports on curriculum as required, Special Educational Needs, EAL and Pupil Premium with reference to the School Improvement Plan.	Each meeting as required
<b>3.4</b>	Receive and review school relevant academic results data from ASP, FFT and from results of both mock and external GCSE examinations.	Annual
<b>3.5</b>	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.
<b>3.6</b>	Review school policies including those on Religious education and collective worship, Anti bullying, Curriculum Complaints, SEND. Changes to existing policies will be tracked for ease of reference.	Annual, as required.
<b>3.7</b>	Review arrangements for Educational Trips	Each meeting as required
<b>3.8</b>	Receive and consider Link Governor visit reports	Each meeting as

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<b>4.0</b>	<b>MEETINGS</b>
<b>4.1</b>	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.
<b>4.2</b>	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.
<b>4.3</b>	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.
<b>4.4</b>	Notes of all meetings will be submitted to the Full Governing Body for consideration.
<b>4.5</b>	The Committee will normally meet four times every academic year, and otherwise as required by the Full Governing Body, Chair or Principal.
<b>4.6</b>	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).

<b>5.0</b>	<b>ANNUAL WORKPLAN</b>
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Autumn term	Spring term	Summer term
Appoint Chair and vice-chair(2.4) <ul style="list-style-type: none"> <li>• Review Curriculum Statement (3.1)</li> <li>• Monitor School Improvement Plan (3.2a)</li> <li>• Receive Governors reports (3.3)</li> <li>• Academic Data results (3.4)</li> <li>• Review Policies (3.5, 3.6)</li> <li>• Review Educational Trips (3.7)</li> <li>• Receive Link Governor visit reports (3.8)</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor School Improvement Plan (3.2b and 3.2c)</li> <li>• Receive Governors reports (3.3)</li> <li>• Academic Data results (3.4)</li> <li>• Review Policies (3.5, 3.6)</li> <li>• Review Educational Trips (3.7)</li> <li>• Receive Link Governor visit reports (3.8)</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor School Improvement Plan (3.2b and 3.2c)</li> <li>• Receive Governors reports (3.3)</li> <li>• Review Policies (3.5, 3.6)</li> <li>• Review Educational Trips (3.7)</li> <li>• Receive Link Governor visit reports (3.8)</li> </ul>

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