

SHAW WOOD ACADEMY



Statutory Working Group Terms of Reference

Date Prepared: June 2022	Prepared By: KWS	Review Date: July 2023
Approved By Governors:	Signed By Chair:	Dated By Chair:

1 Constitution

1.1 The Board of Trustees (the Directors) of Armthorpe Shaw Wood Academy hereby resolves to set up a working party of the Trust Board to be known as the Statutory Working Group

2 Membership

2.1 The Working Group shall have a minimum of two members. A majority of Committee members must be Directors of the Trust Board, and the Directors will ensure group members have the necessary skills, background, and experience to properly fulfil the functions.

2.2 The Working Group's current members are set out in Schedule 2.

2.3 There will be no allocated chair to the working group as each responsibility will be carried out over the academic year

3 Remit and responsibilities of the Committee

3.1 The Working Group shall be responsible for the matters set out in the Schedule.

4 Proceedings of Working Group

4. The quorum for the transaction of the business of the working group is 1 to allow teams or specific link governors to carry out their responsibilities

4.1 Every matter that requires a formal decision must be brought to the full governing body.

4.2 A register of activity shall be kept for each responsibility by way of an evidence form and fed back termly at the Fully Governing Body.

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

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

6 Reporting Procedures

6.1 Within 14 days of activity the members will:

- 6.1.1 provide a summary document identifying
 - (i) activities undertaken
 - (ii) recommendations to the Trust Board,
 - (iii) any items for the information of the Trust Board and
 - (iv) items for further discussion by the Trust Board.

6.2 The evidence forms will be sent to the Trust Board within 21 days following each activity

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

6.5 The Committee shall conduct an annual review of its work and these terms of reference and shall report the outcome and make recommendations to the Trust Board.

Schedule 1

Responsibilities of the Statutory Working Party

Safeguarding

You must comply with your duties outlined in part 2 of KCSIE (Keeping Children Safe in Education), and make sure that policies, procedures, and training in your school are effective and comply with the law.

This means you should:

1 To Facilitate a whole-school approach to safeguarding, making sure safeguarding and child protection are at the forefront and underpin all relevant aspects of process and policy development

2 Ensure that staff who work directly with children read at least part 1 of KCSIE (staff who do not work directly with children should read either part 1 or the condensed version of it in annex A)

3 Ensure all staff receive regularly updated safeguarding and child protection training (including online safety)

4 Ensure the school have policies and procedures in place that support safeguarding, including policies on [child protection](#), [pupil behaviour](#), [staff behaviour](#) and [safer recruitment](#)

5 Ensure there are clear systems and processes in place for identifying pupils with possible mental health problems, including routes to escalate and clear referral and accountability systems

6 Monitor to ensure all pupils are taught about safeguarding, including online safety (and that this teaching is adapted for vulnerable children, victims of abuse and pupils with special educational needs and disabilities (SEND), where necessary)

7 Ensure there a suitable senior staff member is appointed as the [designated safeguarding lead \(DSL\)](#)

8 Ensure all trustees and staff involved in recruitment follow [safer recruitment procedures](#) to prevent people who pose a risk of harm to children from working with them. This

includes [Disclosure and Barring Service \(DBS\)](#) and [section 128](#) checks on trustees and local governors in academies.

9 Keep up to date with statutory guidance and any advice issued by your safeguarding partners

10 Support the board to develop its understanding of its safeguarding responsibilities, and reporting back to the board about safeguarding issues and development

11 Meeting regularly with the DSL to monitor your school's policies and procedures, and check that all staff, governors, and volunteers have had proper training

10 At least termly and meet with the DSL or SLT (Senior Leadership Team) member responsible to make sure your school carries out right recruitment [checks](#)

12 Ensure that senior staff are checking Single Central Record on a regular basis and that it meets the statutory requirements

SEN (Special Educational Needs)

11 Ensure there are 2 Trustees with responsibility for SEND as part of the working party. These are SEND Link governors.

12 To ensure that the school co-operate with the Local Authority in reviewing provision and local offerings.

13 To ensure the needs of SEN children are met and they are not excluded from learning provision.

14 To ensure that school meets the needs of children with disabilities and makes adjustments.

15 To monitor provision and progression of children with SEN and disabilities.

16 To ensure there is a fully trained professional SENCo (Special Educational Needs Co Ordinator) in place and they are supported.

17 To monitor the use of resources and provision, and ensure they are effective.

18 To approve policies relating the SEND and ensure the SEN Information report is published on the website.

19 To meeting with the SENCo at least once per term to cover:

- Discussing the school's SEND provision, budget, and resources
- Strategic oversight and the school's systems and processes for supporting pupils with SEND - you do not need to concentrate on supporting them in their day-to-day role
- Developing a strong and trusting relationship, so they feel comfortable talking to you, and confident that any sensitive information they share will remain confidential

20 To ensure the arrangements for the admission of pupils with disabilities, the steps taken to prevent them being treated less favourably than others, the facilities supplied to assist access, and their accessibility plans are published on the website.

Pupil Premium

21 To ensure the Pupil Premium information is available on the school website.

22 To monitor the pupil premium is spent and the expected impact.

23 To ensure that the Pupil Premium is having an impact on disadvantaged children across the school and not specific children or years.

24 to ensure the Sports Pupil Premium information is on the school website.

25 To monitor the use of PE Pupil Premium and the expected impact.

26 To ensure the PE Pupil Premium is having an impact on children across the school and not specific children or years.

Most Able

27 To ensure that all children are encouraged to achieve irrespective of their backgrounds.

28 To ensure all children are challenged within their learning.

Schedule 2

Members of the Working Group

Members of this working group are:

Karen Wood-Stones

Tamala Simmons

Samantha Blakeley

Members with specific Linked Governor Responsibilities are:

SEND Link Governor: Karen Wood-Stones & Tamala Simmons

Safeguarding Link Governor: Tamala Simmons & Samantha Blakeley