

# SHAW WOOD ACADEMY



## Children Working Group Terms of Reference

Date Prepared: June 2022	Prepared By: KWS	Review Date: July 2022
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 establish a working party of the Trust Board to be known as the Children's Working Group

## 2 Membership

2.1 The Working Group shall have a minimum of three 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 appropriate 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 Children's Working Party

#### Behaviour

1 To ensure policies are in place to promote good behaviour and discipline among children. For example, behaviour policy, bullying etc

2 To ensure that the school follows the statutory and required guidance for behaviour and bullying

3 To Monitor behaviour in school on a regular basis

4 To analyse behaviour logs to monitor if behaviour policy is effective

5 Meet the behaviour lead termly to understand how behaviour is within school and how it is managed

6 Monitor exclusions data if required

#### Absence

7 To ensure policies are in place that support the Ofsted Framework and Statutory responsibilities

8 To Monitor Absence within school including persistent absence

9 To Ensure methods for managing absence are effective

10 To analyse School and benchmarking data to review school performance and impact for example:

- Patterns and trends in the school's attendance figures
- The nature of any absence (for example, illness or reluctance to attend school)
- How a school analyses its attendance figures, and looks at data by different pupil groups
- Actions taken to improve attendance
- Evidence of improved attendance
- Evidence of alternative strategies put in place where attendance has not initially improved

#### SEN (Special Educational Needs)

11 Ensure there are 2 Trustees with responsibility for SEND (Special Educational Needs and Disabilities) 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.

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Doncaster DN3 2DG (01302) 831307.

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 don't 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 provided 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.

## Attendance

27 To ensure there are effective attendance management processes, and that they provide consistent support for the pupils that need it by prioritising staff and resources. This includes making sure your school engages with wider local partners and services e.g., the LA (Local authorities) School Attendance Support Team.

28 To ensure the school maintains high aspirations for all pupils, but that it adapts support to pupils' individual needs

29 To ensure regular communication between the board and members of staff tasked with improving attendance and offering support

30 To regularly monitor attendance data at board meetings (including looking at trends and benchmarking with other schools)

31 To regularly review specific pupil cohorts that have had poor attendance historically, or face entrenched barriers to attendance, for example pupils:

- With a social worker
- From a background/ethnicity where attendance has been low
- With a long-term medical condition
- With SEND
- Who are eligible for free school meals

Work with senior leaders to develop an attendance action plan and review it regularly if problems are identified.

32 To ensure the school has an attendance policy which meets the DfE's expectations and is easily accessible to pupils, parents and staff.

33. To ensure staff records attendance accurately in the register, and shares the required information with the DfE (Department for Education) and LAs (Local authorities)

34 To support staff to work effectively with local partners to remove barriers to attendance that go beyond the school gates, including building strong links with local services (e.g., social care, health and police) and the voluntary and community sector.

## 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 Blakely

Marie Tame

Members with specific Linked Governor Responsibilities are:

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Attendance & Behaviour Link Governor – Samantha Blakeley & Tamala Simmons

SEND Link Governor – Karen Wood-Stones & Tamala Simmons