

SEND Educational Excellence Committee



Terms of Reference

2025/26

Constitution

The Committee is recognised as a Local Governing Bodies pursuant to Article 100 of the Trust's Articles of Association and includes a parent representative from each school in its membership.

Committee Purpose

To provide assurance to the Trust Board in matters relating to curriculum and continual enhancement of the quality of education and the student experience at our SEND schools, by monitoring relevant strategy, policies, procedures and educational outcomes and scrutinising their impact.

To provide assurance to the Trust Board that local input from parents, students and other stakeholders of our SEND schools is being sought and heard.

To challenge and hold to account the leadership team on matters of educational quality and the student experience, seeking continual improvement.

Responsibilities

1. To review the school staff, student and stakeholder survey outcomes and the leaderships plans to respond to any areas of improvement.
2. To review the schools Quality of Education KPIs against internal and external targets/ benchmarks and agree appropriate targets for the forthcoming academic year.
3. To receive updates and to hold the school leadership team to account on behaviour and attendance to ensure students attend, are safe, feel calm and supported, and are able to actively participate and progress.
4. To receive updates and to hold the school leadership team to account on the school curriculum to ensure an appropriate specialist broad, well-sequenced and knowledge-rich curricula.
5. To receive updates and to hold the school leadership team to account on the enrichment offer to ensure all children can participate and access opportunities that enrich the curricula and support their wider development.
6. To receive updates and to hold the school leadership team to account on how the school prepares children for their next stage – whether that be education, employment or training – and to become confident citizens.
7. To receive and comment on the schools annual School Evaluation Framework, identifying emerging trends and risks, and recommend to the Trust Board for approval.
8. To review and approve the schools School Development plan and any other associated Improvement Plans.
9. To review progress reports on the implementation on the schools School Development Plan.
10. To receive regular reports and provide assurance on the effectiveness of Safeguarding procedures.
11. To engage with and visit the schools to support a culture of continuous improvement in the school and provide visit feedback to the Committee.
12. To support the Group's strategic vision and support opportunities for sharing best practice across schools to help underperforming schools to improve and contribute to delivering broad and sustainable improvements.
13. To receive updates and to hold the school leadership team to account on the impact of teacher development and staff CPD to enhance the quality of the curriculum and safeguarding arrangements.

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14. To support any Ofsted or other regulatory inspections as required.
15. To give due consideration to issues of Equality and Diversity in all areas of work.

Delegated Authorities

1. To review and monitor student suspensions and exclusions (fixed term and permanent).
2. To consider any decision made to exclude permanently a student and to establish and authorise an independent appeal panel, as needed.
3. To review and approve the Pupil Premium statement for each SEND school (for the websites).
4. To review and approve the submission of the Trust's annual PE and Sport Premium digital reports for each SEND school (to the DfE) and of the PE and Sport Premium statement for each SEND school (for the websites)

Policies/Reports to scrutinise and recommend to the Trust Board:

1. Accessibility policy
2. Charging and remissions policy
3. Child protection and safeguarding policy
4. Children with health needs who cannot attend school policy
5. Inclusion policy
6. School Development and Improvement Plan
7. Special educational needs and disabilities policy
8. Student Discipline policy
9. Supporting children with medical conditions policy
10. Uniform policy

Membership

The Committee shall comprise of five elected parent Committee members (one representative from each school) and up to thirteen non-parent members including ex-officio the Trustee lead for Safeguarding (specialist SEN schools and residential), the Group governance lead for SEND and the Group governance lead for careers.

The Head of each SEND school, Group Head of Safeguarding and members from the Quality team are expected to attend all Committee meetings.

There shall be a standing invitation the CEO and other members of Senior Executive Team to attend meetings of the Committee. Other members of staff may also attend on specific invitation from the Committee Chair.

The Committee may invite the advisers or other third parties to attend meetings of the Committee as appropriate (such persons shall be entitled to speak at the meeting, but not to vote).

The quorum for meetings of the Committee shall be four, or if greater, one third of the appointed Committee members.

Chair

The Trust Board will appoint a Trustee as the Committee Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

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Vice-Chair

The Trust Board will appoint a Committee Vice Chair through its standard processes for a term of one year, renewable, at its meeting in July for the following academic year.

Clerk

The Governance Professional shall act as Clerk to the Committee.

Frequency of Meetings

The Committee will meet half termly.

Term of Office

Appointments of members of the Committee will cease at the end of their term of office as a Trustee or as Committee member, unless members opt to terminate their membership by issuing notice of resignation to the Governance Professional.