



# CUL Academy Trust Ltd Safeguarding & SEN Committee Term of Reference

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| <b>Last Review:</b>   | 3rd Nov 2016   |
| <b>Reviewed by:</b>   | Governing Body |
| <b>Approval Date:</b> | 3/11/2016.     |
| <b>Approval By:</b>   | Desmond Jadoo  |
| <b>Next Review</b>    | October 2018   |

## **Safeguarding and SEN Committee Terms of Reference**

### **1. Purpose of Committee**

- 1.1 The remit of this Committee is to exercise the powers and responsibilities delegated to it by the Governing Body in respect of all safeguarding and inclusion matters, with respect to special educational needs and disabilities (SEND) of the academy, unless prevented from doing so by the Academies Act 2010, the academy's Articles of Association or by the Governing Body itself.
- 1.2 The Committee will work in partnership with the Senior Leaders of the academy to focus the academy's vision to deliver a flexible and inclusive curriculum to students identified as having special educational needs and/or a disability and ensure a safe learning environment for all students of the academy.
- 1.3 The Committee will act on behalf of the Governing Body; however the responsibility for safeguarding and the overall oversight, management and approval of all SEND provisions provided by the academy remains with the Governing Body.

### **2. Composition**

- 2.1 The Committee shall be made up of a minimum of 3 members which will consist of at least 2 Governing Body members.
- 2.2 The composition must include either the Principal or Vice-Principal and any additional Committee members appointed by the Governing Body or the Safeguarding and SEN Committee with the approval of the Governing Body, provided they have the appropriate skills and / or experience of safeguarding measures and SEND provisions as required. It may include an additional amount of co-opted members provided they do not outnumber Governors.
- 2.3 The Committee will annually elect from its members a Chair who is not an employee of the academy. Approval of the chosen Chair must be sought from and given by the full Governing Body.

### **3. Quorum**

- 3.1 Any decisions taken by the Committee must be determined by a majority of those Governors, including any Co-optees present and authorised to vote.
- 3.2 Decisions can only be ratified where the majority of Committee members present are members of the Governing Body to approve the decision.

### **4. Accountability**

- 4.1 All actions and decisions of the Committee will be reported directly to the Governing Body. Minutes of Committee meetings must be made available to the Governing Body on request.
- 4.2 The Governing Body will annually review the constitution, membership and terms of reference of the Committee and will have the discretion to make alterations where appropriate.

## **5. Meetings**

- 5.1 The Committee will hold a minimum one meeting per term. A calendar of meetings will be produced at the beginning of each academic year and presented to the Governing Body. Should it become necessary, any 2 Committee members may request an additional meeting at any time.
- 5.2 A minimum of at least 7 clear days' notice will be given for the meeting and the Clerk will be provided with any relevant documents at least 10 days before the meeting to be distributed to recipients no less than 7 days prior to the meeting.
- 5.3 The Principal and the Clerk have the right to attend all Committee meetings. New Governors also have the right to attend a Committee meeting in order to gain an understanding of the Committee and the Governing Body on a whole. Relevant staff members, who are not a member of the Committee, may attend all meetings to report and consult on the operations of the academy as a non-voting observer.
- 5.4 The Clerk will take the minutes of the meeting, however a Committee member (not being the Principal or other employee of the academy) may be appointed by the Committee in the absence of the Clerk to draft the minutes or as the Chair to facilitate the meeting.

## **6. Responsibilities and Duties**

### **6.1 Areas of Responsibility**

- Act on all safeguarding matters and those related to the provision of education for students with a special educational need or disability delegated to it by the Governing Body, primarily:
  - Ensure that the requirements of children with special educational needs (SEN) or disabilities are met and that there are effective provisions for looked after and gifted and talented students through the establishment and monitoring of policies and any arrangements.
  - Consider the identification assessment and provision given to SEN, looked after and gifted and talented students by assigning and liaising with the link Governors and designated persons(s) for special education needs, safeguarding and looked after children.

- Ensure that all staff are aware of the importance of identifying and providing for students with SEN as well as their responsibilities and monitor the communication of information to ensure relevant staff are aware of a student's needs who they are likely to teach.
- Seek to raise the expectations for learning for students with SEN, ensuring standards are set high and attainable and that students are able to participate fully in all academy activities through flexible and effective use of resources made available, including teaching assistant support.
- Agree and review academic and pastoral arrangements and performance targets for the gifted and talented and students with SEN taking into account the individual needs and abilities of those identified.
- Review and monitor the performance of gifted and talented, looked after and SEN students with respect to attainment, attendance and behaviour to ensure the appropriate and effective use of the academy's resources and identifying any gaps in provisions being made.
- Have regard to the SEN Code of Practice when carrying out its duties towards all students with SEN and ensure that the academy is able to demonstrate a continual commitment to inclusion.
- Establish and maintain good working relationships with link Governors, designated person(s) within the academy and any relevant agencies external to the academy as agreed by the Committee and where relevant, the Governing Body.
- Offer advice to the Governing Body and Senior Leaders in respect of safeguarding matters, and the appropriate resources and mechanisms required to provide and maintain effective provision students identified as gifted and talented or having a special educational need.
- Consult other Committees, in particular the Education Committee, with regards to the delivering of the Academy Improvement Plan and make necessary recommendations to the Governing Body for improvement.
- Consider safeguarding and equalities implications when undertaking all Committee functions.
- Review the terms of reference and membership of the Committee making necessary recommendations to the Governing Body.

## 6.2 **Further Duties**

- Adopt for Governing Body approval, review and regularly monitor the implementation of policies relating to the protection of students and provision of SEND such as safeguarding, safer recruitment special educational needs, etc.
- Appoint a link Governor to monitor safeguarding practices and oversee arrangements for individual Governors to take a leading role in specific areas of provision, e.g. SEN, Literacy, and Numeracy.

- Keep abreast of statutory changes with respect to safeguarding and safer recruitment to ensure continual compliance and to feedback to the Governing Body and where necessary relevant staff members.
- Carry out a quarterly audit of safeguarding and safer recruitment procedures to ensure that all new employees and volunteers are vetted following appropriate procedures and that the single record is accurate and updated regularly.
- Recommend as necessary any relevant training for link Governors and key staff members, ensuring that all statutory training has taken place and that a Governor (ideally a member of the Committee), the Principal and designated member of staff have completed the national accredited training course on safeguarding and safer recruitment.
- Agree and oversee the involvement of identified students and parents/guardians in target setting and progress reviews, ensuring that these groups are consulted wherever possible in order to reflect their views in decisions relating to provisions for gifted and talented and students with SEN.
- Ensure that staff, students and parents/guardians are aware of any decisions or changes in provisions made by the academy with respect to gifted and talented and students with SEN.
- Consult with pupils and staff whenever possible to strengthen the authority of the Governing Body in discussions with external agencies.
- Identify and oversee the engagement of appropriate support from relevant external agencies with furthering the progress and achievements of gifted and talented students, those identified as having a special educational need as well as looked after children.
- Collate and consider information from the Principal and key staff on the effectiveness of safeguarding measures and provisions for SEN; gifted and talented; and looked after children to feedback to the Governing Body.

## **7. Delegated Authorities**

- 7.1 All delegated authority exercised shall be reported at the subsequent meeting of the Committee and subsequently the Governing Body, where possible in the form of a report which will outline the effectiveness of the implemented standards and procedures.
- 7.2 Any matter which is new or controversial, or which represents a material change to a policy previously agreed by the Committee may not be dealt with under delegated authority of the Committee and will be referred directly back to the Committee.
- 7.3 Where an action will result in the standards set by the Government or the academy not being met within the specified time frame, delegated authority will not be used.

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Signed (Chairperson): [Signature]  
Print Name: D JADDOES  
Approval Date: 3/11/2016.