



## EVALUATION COMMITTEE TERMS OF REFERENCE

1. The Committee shall consist of at least 5 Governors including the Headteacher. The Chair of Governors may attend and vote as a member *ex officio*.
2. The quorum is 3 Governors
3. The committee shall meet at least termly or more frequently if required.
4. The chair shall be elected from within the committee at the first meeting of the school year and shall serve for one year
5. Declaration of Interests should be included in the Agenda of the first meeting of the academic year.
6. To develop partnership arrangements with local businesses and explore sponsorship opportunities
7. To assist the Headteacher in the promotion of good relations with parents and the local community

The committee shall be empowered to take decisions on behalf of Governing Body and shall report such decisions to the following meeting of full Governing Body.

<b>AUTUMN - NOVEMBER</b>	<b>SPRING - FEBRUARY</b>	<b>SUMMER - JUNE</b>
<ul style="list-style-type: none"> <li>• To set targets for and to monitor pupil attendance and to consider those factors that enable pupils to attend regularly.</li> <li>• Monitor progress of Business and Enterprise work readiness programme across school.</li> </ul>	<ul style="list-style-type: none"> <li>• To receive reports from meeting of student council and discuss relevant matters and requests that arise from them.</li> <li>• To appoint from within their number, and receive information from, the governor with responsibility for Business and</li> </ul>	<ul style="list-style-type: none"> <li>• To receive reports from meeting of student council and discuss relevant matters and requests that arise from them.</li> <li>• To promote inclusion in mainstream schools where appropriate and to support and encourage the development</li> </ul>

AUTUMN - NOVEMBER	SPRING - FEBRUARY	SUMMER - JUNE
<ul style="list-style-type: none"> <li>• To discuss the results of the home-school survey.</li> <li>• To monitor and support the schools work in relation to Portage and LEAPS.</li> <li>• To liaise with the Head teacher/SIP/LA to agree pupil achievement targets in relation to statutory and non-statutory targets Personal Learning Plans (PLP)</li> <li>• To appoint from within their number, and receive information from, the Governor with responsibility for SEN.</li> <li>• Receive data on pupil performance (PLP) Personal Learning Plan</li> <li>• Plan annual Self Evaluation Timetable</li> <li>• Discuss Teaching &amp; Learning in School</li> <li>• Lesson Observations</li> <li>• Whole School Lesson Observations</li> <li>• Sensory Service Progression data</li> <li>• SEF - Leadership &amp; Management</li> </ul>	<p><b>Enterprise.</b></p> <ul style="list-style-type: none"> <li>• To monitor and support the schools work in relation to extended schools - update on Time Out OOSC Provision</li> <li>• To ensure the school meets the framework for developing equality within services delivered and within employment and complies with the law.</li> <li>• To support and encourage programmes of learning that enable and extend independent travel.</li> <li>• To monitor and support the schools work in relation to Portage and LEAPS.</li> <li>• To review, analyse and report on progression between key stages and in relation to assessment/achievement data in consultation with the Head teacher and appropriate staff members.</li> <li>• To monitor and evaluate pupil performance using comparative data and school pupil tracking systems - PIVATS &amp; PLP targets (including targeted groups eg Looked After Children, Young Carers,</li> </ul>	<p>of opportunities for inclusion.</p> <ul style="list-style-type: none"> <li>• To monitor and promote equal opportunities within school and to ensure that the school does not discriminate unlawfully against learners, job applicants or staff on the grounds of sex, race, disability or marital status.</li> <li>• To discuss the results of the school leaver's survey.</li> <li>• To monitor and support the schools work in relation to portage and LEAPS.</li> <li>• Review Home/School Agreement ( GH 13.6.3)</li> <li>• Work Experience - SEND Employment pathway.</li> <li>• To appoint from within their number, and receive information from, the Governor with responsibility for PSHCE.</li> <li>• SEF - Teaching &amp; learning &amp; Behaviour &amp; Welfare</li> <li>• Assessment without Levels</li> </ul>

AUTUMN - NOVEMBER	SPRING - FEBRUARY	SUMMER - JUNE
<p>MONITORING / INFORMATION</p> <ul style="list-style-type: none"> <li>• School Local offer 2017</li> <li>• To receive reports from meeting of student council and discuss relevant matters and requests that arise from them.</li> </ul>	<p>Ethnic Minority, English as an Additional Language etc.)</p> <ul style="list-style-type: none"> <li>• Whole school Lesson Observations</li> </ul> <p>MONITORING / INFORMATION</p> <ul style="list-style-type: none"> <li>• Evaluation for annual reviews of Parental, Pupil &amp; Sibling reports.</li> <li>• Consider work in relation to Community Cohesion (GH 8.6)</li> <li>• Parental Attendance</li> <li>• Pupil destination report</li> <li>• SEF - Outcomes</li> </ul>	<p>MONITORING / INFORMATION</p> <ul style="list-style-type: none"> <li>• Review attendance register procedures (GH 8.3.3)?</li> <li>• To monitor and support the schools work in relation to parental involvement.</li> <li>• To monitor and review systems for school Self Evaluation</li> <li>• Review Curriculum</li> </ul>

AUTUMN - NOVEMBER	SPRING - FEBRUARY	SUMMER - JUNE
<p>POLICIES :-</p> <ul style="list-style-type: none"> <li>• Children Missing from Education - 2017</li> <li>• Complaints (School) - 2018</li> <li>• SEN Report - 2017</li> <li>• Assessment for Learning - 2017</li> <li>• Science - 2018</li> <li>• Early Years - 2018</li> <li>• Collective Worship - 2018</li> <li>• Autistic Spectrum Condition - 2018</li> <li>• PSHCE - 2018</li> <li>• Modern Foreign Language -2019</li> </ul>	<p>POLICIES:-</p> <ul style="list-style-type: none"> <li>• Work Related Learning - 2018</li> <li>• Looked After Children - 2018</li> <li>• Transition - 2019</li> <li>• Attendance (Pupils) - 2019</li> <li>• Basic Skills - 2018</li> <li>• Self-Evaluation - 2018</li> <li>• Teaching &amp; Learning - 2018</li> <li>• International - 2018</li> <li>• Art - 2019</li> <li>• Maths - 2019</li> <li>• English - 2019</li> <li>• PE - 2020</li> <li>• Music - 2020</li> </ul>	<p>POLICIES:-</p> <ul style="list-style-type: none"> <li>• Home school policies - 2018</li> <li>• Home Learning - 2018</li> <li>• Behaviour Management - 2018</li> <li>• Bereavement - June 2018</li> <li>• Lone Working - 2020</li> <li>• Portage - 2020</li> <li>• ICT - 2017</li> <li>• Curriculum 2018</li> <li>• Geography - 2018</li> <li>• Multi-Disciplinary (MDT) - 2018</li> <li>• Augmentative &amp; Alternative Communication (AAC) - 2019</li> <li>• RE - 2020</li> <li>• History - 2020</li> <li>• 6<sup>th</sup> Form -2020</li> </ul>