

## Raising Achievement Meeting - TERMS OF REFERENCE

**Meeting:** *Once per term*  
**Day:** Monday, 4pm  
**Time:** 1-2 hours

**Location:** HT office,  
 Newham Bridge Primary  
 School

**Attendees:**

RA sub committee members  
 Deputy Head Teacher  
 SEN teacher (by invitation)  
 Subject leaders (by invitation)

**Objectives:**

- To monitor pupil progress and attainment and to be aware of any issues that impact adversely on these such as low attendance, exclusions or an increase in EAL or SEN pupils
- To review progress on the School Improvement Plan actions
- To monitor the use and impact of Pupil Premium Funding and review the comparison of SEND/non-SEND Pupil Premium pupils
- To monitor SEN and Gifted and Talented programmes
- To oversee the feedback from annual surveys to parents and pupils
- To monitor the school website including the statutory information
- To agree school policies
- To review statutory curriculum provision and additional enrichment activities (e.g. visits, guests and clubs)

**Inputs documents sent out before the meeting:**

- Pupil progress report vs. school targets
- Governor & HT input on Raise online data (Autumn term)
- SATs Performance and draft future targets (Autumn term)
- Staff development and training
- Curriculum summary report (Summer term)
- School survey report (Spring term)
- SEN teacher report
- Gifted and talented programme
- School improvement plan progress
- School improvement plan proposal (Summer term)
- Additional educational provision
- Clubs and activities

**Output:**

- Notes of the meeting (by LA within one week of meeting)
- School improvement plan (Summer term) – for FGB meeting
- SATs school targets (Autumn term)

**Agenda:**

- Apologies for absence
- Declaration of interest
- [Discuss questions arising from "input" documents]
- SEN/G&T governor verbal report/questions
- Governor verbal report on pupil tracking data
- Any other business

**KPI's:**

- SATS performance
- Pupil progress

**Ground rules:**

- Agenda and documents for review are sent out a week before the meeting by email.
- All documents are read before the meeting
- Input documents will not be read during the meeting only the issues discussed