

SEND Partnership Board

Terms of Reference (Jan 2023 **DRAFT**)

1. Vision

Our vision is that every child and young person with special educational needs and disabilities (SEND) is supported to engage in learning and has an education, health and care experience that inspires them, enables them to nurture their talents, and provides a solid foundation for a happy and fulfilling life.

2. Purpose of the SEND Partnership Board

- Children, young people, parents and carers are listened to and engaged in the design and delivery of strategies, services and the support provided to them. Parents and carers are an integral part of the team supporting their child, and their views and unique knowledge is essential to all professional decision-making.
- The whole system, with education, social care and health services at the core, works together and with families to understand and respond to children's needs in a coherent way, with each partner contributing to robust assessments, plans and funding arrangements, and monitoring the impact of their services and support.
- Local provision is transformed so that children's education, health and social care needs can be met locally; it is focused on achieving the best possible outcomes for children and young people with SEND, by providing high quality and graduated support that is responsive to individual needs at the earliest opportunity, and which maximises young people's independence and prepares them for successful adulthoods.
- Assessment and provision is timely, high quality and delivered by well trained and supported professionals, who work effectively together and use evidence to inform their work, promote resilience and achieve positive outcomes for children and young people with SEND; services that cannot demonstrate this impact are re-provided or re-commissioned.

3. Roles and responsibilities

- Ensure that meaningful engagement with children and young people with SEND and their families is embedded in the culture of all SEND support and services, so that the needs and best interests of the child or young person are at the centre of professional practice and decision-making.
- Promote and support strong and effective working relationships between the organisations and sectors represented on the Board so that system leaders work effectively together and share resources in the best interests of children and young people with SEND.
- Ensure that the SEND Transformation Plan and the Written Statement of Action to the Department for Education is implemented in an effective, transparent and timely manner, including improvements to the quality and timeliness of Education, Health and Care plans and their annual review.
- Act as a sounding board for proposals and options to transform SEND support and services, providing support and challenge to partner agencies and the working groups delivering the actions in the plan.
- Help to unblock any barriers to the delivery of their plan within the sectors and organisations represented on the Board; help to provide solutions to complex issues and challenges in a timely and sustainable manner.
- Engage with relevant statutory and national organisations, such as the Department for Education and the Council for Disabled Children, to identify leading practice that would support improvements to service quality and outcomes for children and young people with SEND.
- Acknowledge and celebrate successes so that the whole SEND system is able to learn from each other, build resilience and ensure the sustainability of services; share and promote innovations across the partner organisations represented on the Board.

4. Membership

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| Alison Danks | Associate Director of Health Services | Achieving for Children |
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| Alison Twynam | Director of Children's Social Care | Achieving for Children |
| Anna Chiva | Associate Director for SEND | Achieving for Children |
| Ashley Whittaker | Programme Director | Achieving for Children |
| Bev Pass | Parent and Co-chair of Kingston PCF | Parent Carer Forum (PCF) |
| Carmel Brady | Lead Speech and Language Therapist | Your Healthcare |
| Charis Penfold | Director for Education Services | Achieving for Children |
| Claudia Isaby | Parent and Co-chair of Kingston PCF | Parent Carer Forum (PCF) |
| Denise Madden | Deputy Executive Lead for Kingston Place | Integrated Care System |
| Helen Green | Kingston Centre for Independent Living | Voluntary sector |
| Ian Dodds (Chair) | Director of Children's Services | Royal Borough of Kingston upon Thames |
| Iona Liddington | Director of Public Health | Royal Borough of Kingston upon Thames |
| Jonathan Rourke | Team Coordinator | Special Educational Needs and Disabilities Information Advice and Support Service (SENDIASS) |
| Judith Mobbs | SEND Professional Advisor | Department for Education |
| Julie Percival | Vice Principal Curriculum and High Needs | Kingston College |
| Karen Long | Service Lead (Frontline Services) | Your Healthcare |
| Leigh Edser | Principal | Dysart School |

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| Megan Francis-Falkner | SEND Project and Policy Officer | Achieving for Children |
| Rachel Nye | Headteacher | Tolworth Infant & Junior School |
| Rob Harris | SEND Parent Carer Engagement Officer | Achieving for Children |
| Sally Parkinson | Associate Director for Commissioning and Business Development | Achieving for Children |
| Sean Maher | Headteacher | Richard Challoner School |
| Sue Lear | Deputy Director of Transformation (Kingston) | Integrated Care System |
| Sian Wicks | Chair of the Board | Achieving for Children |
| Sharon Houlden | Executive Director of Social Care and Health | Royal Borough of Kingston upon Thames |
| Sophia Njiri | London Region Clinical Lead - Children and Young People & SEND | NHS England |
| Cllr Steph Archer | Portfolio Holder for Children Services including Education | Royal Borough of Kingston upon Thames |
| Stuart Sweeney | Lay Member | Social investment sector |

Current vacancies:

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| | Young person representative | Participation Team |
| | Participation Officer for Children and Young People with SEND | Achieving for Children |
| | | Early Years Representative |
| | Transformation Lead | Integrated Care System |

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| | Transformation Lead (mental health) | Integrated Care System |
| | Designated Clinical Officer | Integrated Care System |
| | Children’s Commissioner | Royal Borough of Kingston upon Thames |
| | | Voluntary sector representative |

Substitution at Board meetings will be by exception only.

Board members should declare at the start of any meeting any items under discussion which are of direct personal or professional interest. The Chair will determine whether or not any declaration necessitates exclusion for the whole or part of a meeting. At times the Board may consider sensitive or confidential items. Board members must respect confidentiality when requested to do so by the Chair.

5. Governance

The Board will be chaired by the Director of Children’s Services at the Royal Borough of Kingston upon Thames. In the absence of the Chair, the members will elect a chairperson for that specific meeting.

The Board will have responsibility for programme governance and will hold the working groups to account for the delivery of the actions, benefits and outcomes identified in the transformation plan. The Board will be accountable to the Health and Wellbeing Board for the escalation of any partnership issues and for progress reports on the delivery of the transformation plan.

6. Meeting agendas and papers

The Board will meet on a bi-monthly basis. The Chair will agree the agenda for the meeting in consultation with Board members. The agenda and meeting papers will be circulated by email five working days in advance of the meeting. Minutes will be circulated 10 working days after the meeting. Administrative support to the Board will be provided by Achieving for Children.

7. Decision-making

The SEND Partnership Board is not responsible for decision-making. Decisions will be made in accordance with the decision-making processes of the individual organisations represented on the Board. For example, for the Council this will be the People Committee, for Achieving for Children this will be its Board of Directors, and for the Integrated Care System this will be Kingston's Integrated Care board.

8. Review

The Board will keep its terms of reference under regular review. There will be a formal review of the terms of reference annually; the next review is due in January 2024.