

SEND Steering Board Terms of Reference

Vision

To implement the SEND reforms and to ensure long term sustainability within the local area as stated in the Written Statement of Action.

Scope

- Following the local area SEND inspection that took place 3rd – 7th July 2017 we are required to submit a written statement of action (WSOA) to Ofsted by 24th November 2017. The WSOA needs to state how we will address the eight areas of concern set out in the inspection letter and also needs to include a clear action plan.
- The SEND Steering Board will have responsibility for ensuring that the action plan is delivered in a timely way and that progress and impact is closely monitored for its duration. The action plan will be set out in themes and will have a lifetime of one year (*exact date to be added once confirmed*)
- In addition to the board a SEND Strategy Workgroup will be responsible for driving the action plan and will be made up of Headteachers from all phases and others as required in order to deliver on the agreed actions.
- Specific work will be carried out by task and finish groups who will develop action plans as appropriate.

Governance

See structure in Appendix 1

Membership

Chair -Sarah Bellars – Director of Nursing and Quality, Clinical Commissioning Group
Kevin Mc Daniel, Director of Children’s Services
Cllr Airey – Lead Member for Children’s Services RBWM
Cllr Coppinger – Lead Member for Planning and Health (including sustainability) RBWM
Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group
Karen Cridland – Director of Children’s Service, BHFT
Vice Chair -Liz Kelsall - PaCiP
Lisa Vickers – PaCiP
Nick Stevens – Headteacher, Riverside Primary School and Nursery
Chris Tomes – Headteacher, Churchmead Secondary School
Louise Kerfoot – Learning Disability Service Manager (Optalis)
Alison Crossick – Service Leader, Inclusion and Pupil Support (AfC)
Debbie Verity – Service Leader, Children and Young People Disability Service (AfC)

Operation

The board will meet regularly and will undertake the following key tasks:

Provide and receive relevant updates in relation to the WSOA.
Monitor overall progress of the action plan

Quality Assure the SEND Working Group.
Contribute to the quarterly DfE monitoring visits.
Provide a summary for the Local Offer.

Produce other reports as required to satisfy the agreed governance model.

Assumptions

Board members will work collaboratively to deliver on the action plan and will prioritise attendance and any follow up tasks.

If a deputy attends on behalf of a board member they will be fully briefed on all matters.

Paperwork will be circulated one week before each meeting.

Appendix 1: Proposed Governance Structure

