

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 were required to submit a written statement of action (WSOA) to Ofsted by 24th November 2017. The WSOA needed 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.
- 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

Sarah Bellars (Chair) – Director of Nursing and Quality, Clinical Commissioning Group

Liz Kelsall (Vice Chair) – PaCiP

Kevin McDaniel, Director of Children's Services, RBWM

Cllr Carroll – Lead Member for Adults, Children and Health, RBWM

Alison Crossick – Associate Director for Inclusion, Achieving for Children

Debbie Hartrick – Designated Clinical Officer SEND, Clinical Commissioning Group

Karen Cridland – Director Children, Young People and Family Services, BHFT

Chris Tomes – Head Teacher, Churchmead Church of England School

Joolz Scarlett – Head Teacher, Manor Green School

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

