

## **SEND FUTURES**

### **Richmond SEND Partnership Board Terms of Reference**

#### **1. Vision**

Our vision is that every child and young person with SEND is supported to engage in learning and has an educational 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**

The Board will seek to ensure that:

- 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 should feel that they are at the centre of the team supporting their child, and their views and unique knowledge is essential to all professional decision-making.
- There is clear and comprehensive information about children and young people's needs and their outcomes. The Board will need to receive reports which present and analyse quality assurance findings, data and the views of children, young people and parents.
- 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 continually improved so that parents and carers are confident that their children's education, health and social care needs can be met effectively and 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. Partner agencies will need to commission jointly to ensure that we have the right local provision.

- 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. The Board will meet its objectives through the following ways of working:**

- The Board will centre its focus and start each meeting with evidence of the experience of children and young people.
- The Board will hold partners to account for meaningful engagement with children and young people with SEND and their families, seeking to ensure this 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.
- Take responsibility for the effective delivery of the SEND Futures Plan, and that the Plan is developed and implemented in an effective, transparent and timely manner, including improvements to the quality and timeliness of Education, Health and Care plans and their annual reviews.
- 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.
- When central government funding is insufficient to meet children and young people's needs, the Board will provide co-ordination of lobbying efforts for increased funding.

#### **4. Membership**

For current membership see page 5.

Substitution at Board meetings will be by exception only, as strategic leaders are expected to make this a priority.

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. 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 for its first year. 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 Children's Committee, for Achieving for Children this will be its Board of Directors, and for the Clinical Commissioning Group this will be its Governing Body.

## **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 March 2020.

## Richmond SEND Partnership Board Membership

Alex Hardy	SEND Advisor	RUILS
Alison Stewart	Designated Clinical Officer	Richmond Clinical Commissioning Group
Ashley Whittaker	Programme Director	Achieving for Children
Awaiting election	Co-Chair	Richmond Parent Carer Forum
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Charis Penfold	Director of Education Services	Achieving for Children
Penny Frost (Cllr)	Chair of Education and Children's Services Committee	Richmond Council
Dan Collins	Acting Head of Learning Disability and Mental Health	Richmond Council
Doreen Redwood	Lead Children's Health Commissioner	Richmond Clinical Commissioning Group
Elaine Ball	Headteacher	Orleans Park School
Grace Over	Participation Officer for Children and Young People with SEND	Achieving for Children
Heather Mathew	Children and Young Peoples Voluntary Sector Strategic Lead Manager	Richmond Council for Voluntary Service
Ian Dodds	Managing Director	Achieving for Children
Ian Hutchings	Headteacher	Sheen Mount Primary School
Ivan Pryce	Chief Executive Officer	Strathmore School
James Thomas (Chair)	Director of Children's Services	Richmond Council
Jonas Thompson-McCormick	Consultant in Public Health	Richmond Council
Jonathan Rourke	SENDIASS Team Coordinator	KIDS

Laura Turner	Chief Executive Officer	Richmond Mencap
Mandy Skinner	Assistant Chief Executive	Richmond Council
Martin Ellis	Director of Commissioning	Richmond Clinical Commissioning Group
Natalie Douglas	Deputy Director Clinical Services for Richmond and Southwest London	Hounslow and Richmond Community Healthcare Trust
Nicola Boyle	Interim Clinical Business Unit Manager Children's Health & Development Division	Central London Community Healthcare NHS Trust
On rotation	Representative	Richmond Parent Panel
On rotation	Representative	Richmond Parent Panel
Sara Doyle	Associate Director for Identification & Assessment	Achieving for Children
Sharon Cousins	Assistant Principal - Student Experience	Richmond upon Thames College
Tonia Michaelides (Vice Chair)	Managing Director	Richmond Clinical Commissioning Group
Tracey Mabbs	Proprietor	The Kings Road Nursery
Vanessa Preece	General Practitioner	Richmond Clinical Commissioning Group