

## 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

- 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. Parent 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

Ian Thomas	Chief Executive	RB Kingston upon Thames
Cllr Diane White	Lead Member for Children's Services	RB Kingston upon Thames
Pauline Maddison	Director of Children's Services	RB Kingston upon Thames

Stephen Taylor	Director of Adult Services	RB Kingston upon Thames
Sarah Ireland	Director of Corporate & Commercial	RB Kingston upon Thames
Iona Liddington	Director of Public Health	RB Kingston upon Thames
Ian Dodds	Managing Director	Achieving for Children
Charis Penfold	Director of Education Services	Achieving for Children
Alison Twynam	Director of Children's Social Care	Achieving for Children
Ashley Whittaker	Programme Director (SEND)	Achieving for Children
Anna Chiva	Associate Director for SEND	Achieving for Children
Eamonn Gilbert	Associate Director for Commissioning	Achieving for Children
Jo Sullivan-Lyons	Strategic Lead: Educational Inclusion	Achieving for Children
Joan Myers	Associate Director for Health	Achieving for Children
Sian Wicks	Non-Executive Director	Achieving for Children
Brian Gale	SEND Professional Adviser	Department for Education
Tonia Michaelides	Managing Director	Kingston & Richmond CCG
Julia Travers	Director of Commissioning	Kingston & Richmond CCG
Karen Long	Service Lead (Frontline Services)	Your Healthcare
Claire Deadman	Nursery Manager	One Nine Seven Nursery
Rachel Nye	Headteacher	Tolworth I & J School
Sean Maher	Headteacher	Richard Challoner School
Leigh Edser	Principal	Dysart School
Laura Smyth	Chief Executive Officer	Yorda Adventures
TBC	TBC	Voluntary sector
TBC	Parent or Carer	Parent Carer Forum
TBC	Parent or Carer	Parent Consortium
Stuart Sweeney	Lay Member	

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 Chief Executive of 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 Children's and Adults' Care and Education 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.