

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

Anna Chiva	Associate Director for SEND	Achieving for Children
Alex Hardy	RUILS	Voluntary sector
Alison Danks	Associate Director of Health Services	Achieving for Children
Alison Stewart	Designated Clinical Officer for SEND	South West London CCG
Ashley Whittaker	Programme Director (SEND)	Achieving for Children
Charis Penfold	Director of Education Services	Achieving for Children
Claire Schneider	Clinical Service Manager for Paediatric Therapies	Hounslow and Richmond Community Healthcare Trust
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 (Chair)	Director of Children's Services	Richmond Council
Ian Hutchings	Headteacher, Sheen Mount Primary School	Primary School
Ivan Pryce	Headteacher and CEO, Strathmore School and Auriga Academy trust	Special School
Jamie Fisher	Commissioner	Richmond Council
Jane Spencer	Non-Exec Director	Achieving for Children Board
Jessica Thom	Director of Commissioning and Partnerships	Achieving for Children
John Street	Adult Services	Richmond Council
Jonathan Rourke	Team Coordinator	SENDIASS

Karl Burgess	Adult Services	Richmond Council
Kate Jennings	Senior Public Health Lead	Richmond Council
Kelly Dooley	Headteacher, Richmond Upon Thames School	Secondary School
Laura Turner	Mencap	Voluntary sector
Natalie Douglas	Deputy Director Clinical Services	South West London CCG
Nigel Evason	Head of Children's Services and Mental Health & Learning Disabilities, Richmond	South West London CCG
Cllr Penny Frost	Chair of the Education and Children's Services Committee	Richmond Council
Representative	Parent Carer Forum	Parent Carer of child with SEND
Representative	Parent Carer Forum	Parent Carer of child with SEND
Representative	Young person with SEND	Young person with SEND
Sara Doyle	Associate Director for Identification & Assessment	Achieving for Children
tbc	Richmond College	Post 16
Tonia Michaelides	Executive Locality Director	South West London CCG
Tracey Mabbs	Proprietor, Kings Road Nursery	Early Years Provider

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. 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 or Borough Committee.

8. Review

The Board will keep its terms of reference under regular review. There will be a review of the terms of reference annually; the next review is due in January 2022.