

Special Educational Needs and Disabilities (SEND) 0-25 Partnership Board

Terms of Reference

This says what we will do and how we will do it

Updated February 2019

1 What is SEND?

- 1.1 Special educational needs and disabilities (SEND) can affect a child or young person's ability to learn. SEND can also have an impact on their;
- behaviour or ability to socialise, for example they struggle to make friends;
 - reading and writing, for example because they have dyslexia;
 - ability to understand things;
 - concentration levels, for example because they have ADHD; or
 - their physical ability.

2 What is the SEND Partnership Board for?

- 2.1 The SEND Partnership Board will oversee the work of professionals, volunteers, service providers and parents/carers associations in Oldham who are involved in SEND. In doing so the Partnership Board will ensure that children and young people from 0-25 with SEND:-
- achieve well in their early years, at school and in further education;
 - find suitable employment;
 - lead happy, safe, healthy and fulfilled lives; and
 - where possible, have choice and control over their support.
- 2.2 To ensure that everyone who is involved and engaged in the Partnership Board has a voice the Board will;
- include representation from people with SEND, their parents/families, carers and providers; and
 - actively listen to a broad range of views and give people a chance to have their say, ask questions and explore ideas;
- 2.3 To ensure that positive things happen for children and young people with SEND the Partnership Board will;
- hold to account professionals, volunteers, service providers and parents/carers associations involved in SEND;
 - make sure that SEND strategies, actions plans, policies and practices are fit for purpose and being implemented; and
 - ensure that what is identified in key national documents relating to SEND is actually happening in Oldham.
- 2.4 To influence decisions the Partnership Board will;
- ensure that people come together who have the collective knowledge and experience to work together to deliver change;
 - ensure everyone thinks about how their work affects and impacts on children and young people with SEND, their parents/families, carers and providers; and
 - approve proposals on how available resources and money can be best spent on SEND services and work/activities.

3 What will we do?

- 3.1 Oversee the work/activities identified in Oldham's Written Statement of Action in response to the recommendations of the Ofsted/Care Quality Commission joint Inspection in October 2017.
- 3.2 Hold to account the SEND Management Group (and its Task & Finish Workstreams) for its work on SEND in Oldham by supporting and challenging them.

4 What will we monitor and evaluate?

- 4.1 How well and effectively the SEND Management Group (and its Task & Finish Workstreams) is working.
- 4.2 That children and young people with SEND are thriving.
- 4.3 How well children and young people with SEND, their parents/families, carers and providers are involved and engaged.
- 4.4 That people involved and engaged are fulfilling their roles to which they have agreed.
- 4.5 Our progress in achieving set goals and targets.
- 4.6 That appropriate strategies, actions plans, policies and practices are fit for purpose and being implemented.
- 4.7 The difference that our support and services has made to the lives of children and young people with SEND.

5 Who reports to the Partnership Board?

- 5.1 The Partnership Board will receive a summarised Highlight Report from the SEND Management Group on the work and progress being made by the SEND Task & Finish Workstreams in advance of each Board meeting, via the Chair/Deputy Chair of the Management Group.
- 5.2 Where required the Lead for any Task & Finish Workstream will attend the Partnership Board to present reports on progress.
- 5.3 The Chair/Deputy Chair of the Management Group will also report by exception, any issues / risks and mitigations relating to the work of the Group or any T&F Workstream to the Chair/Deputy Chair of the Partnership Board.
- 5.4 The Chair/Deputy Chair of the Partnership Board may call ad-hoc briefings/meetings to deal with any critical issues or risks arising between regular meetings, if necessary.

6 Who does the Partnership Board report to?

- 6.1 The Partnership Board will work closely with the SEND Management Group (and its Task & Finish Workstreams) in overseeing the development and delivery of work and key activities related to SEND.

6.2 The Partnership Board will inform the Best Start in Life Board and the Health & Wellbeing Board about its work.

7 Who chairs the Partnership Board?

- **Chair: Councillor Paul Jacques** (Cabinet Member for Education and Culture - Oldham Council).
- **Deputy Chair: Andrew Robinson** (Chief Executive Officer - POINT).
- An annual review of the Terms of Reference and role of Chair and Deputy Chair of the Partnership Board will be undertaken. This will take place in **May 2019**.

8 Who are members of the Partnership Board?

Name	Organisation
Cllr Paul Jacques (Chair)	Oldham Council, Cabinet Member for Education and Culture
Helen Lockwood	Oldham Council Deputy Chief Executive - People & Place
Merlin Joseph	Oldham Council Children's services
Andrew Sutherland	Oldham Council Education and Early Years services
David Stringfellow	Oldham Council Social Care and Early Help services
Mark Warren	Oldham Council Adult Social Care services
Katrina Stephens	Oldham Council Director Public Health services
Shirley Woods-Gallagher	Oldham Council Assistant Director of Education SEND
Shoukat Ali /Stephanie Thornton	Oldham Council Transformation PMO
Claire Smith	NHS Oldham CCG Executive Nurse
Janet Wray	NHS Oldham CCG Designated Clinical Officer
Siobhan Ebdon	Pennine Care NHS Foundation Trust Children's services
Karen Maneely	Pennine Care NHS Foundation Trust Mental Health
Karen Worthington	Bridgewater Community Healthcare NHS Foundation
Steph Bolshaw	Positive Steps
Kristy Nuttall	SEND Parent Governor
Andrew Robinson	Oldham Parent Carer Forum, POINT Chief Executive
Craig Slater	Parent Rep
Helen Hampson	Primary Schools Sector
Mathew Milburn	Secondary Schools Sector
Anne Redmond	Special Schools
Alun Francis/Debra Woodruff	Further Education (Oldham College)
As and when required	Workstream Leads

8.1 There will be occasions when a Partnership Board member has more than one legitimate interest that may conflict with matters coming to the group for discussion, consideration or decision. In order to protect themselves and the business of the group, members should declare any potential conflict of interest at the time it arises, or with the Chair immediately following the meeting.

8.2 The Partnership Board meetings will need to have a minimum of 1 representative from Oldham Council, the CCG, Oldham Parent Carer Forum (POINT) and Oldham Schools to be quorate and for any major decisions to be made.

- 8.3 In the event that the attendance does not reflect the required representation for decision making then the decision will be carried over to the next meeting.
- 8.4 Representatives from other services (e.g. housing, leisure, transport) will be drawn on as necessary and included in the work of the Partnership Board.

9 How often will the Partnership Board meet?

- 9.1 The Partnership Board will meet every other month.
- 9.2 Meetings will last approximately 2 hours and within school hours to accommodate parent carer representation.
- 9.3 Meetings will be held at a central and accessible location in Oldham.
- 9.4 All members of the Partnership Board will be expected to attend each meeting.
- 9.5 If members cannot attend they will be expected to send apologies before the meeting and must send a deputy who can act on their behalf and make decisions.

10 Meetings of the Partnership Board?

- 10.1 The agenda and related documents for each Partnership Board meeting will be made available ahead of each meeting.
- 10.2 The key notes including agreed actions from each meeting will be written in plain jargon-free language.
- 10.3 The key notes/agreed actions from each meeting, once approved by the Chair, will be circulated quickly to allow follow-up by members, as noted.
- 10.4 Agendas and notes from the meetings will go on the Local Offer pages of the Oldham Council website and sign posted from the NHS/Oldham CCG website so people can find out what we have talked about.
- 10.5 The business and administration for the Board will be supported as appropriate by a local authority appointed coordinator.

11 Governance and Reporting

11.1 The overall governance and reporting arrangements for the SEND Management Group are outlined below:

