

Special Educational Needs and Disabilities (SEND) Partnership Board

Terms of Reference

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

Revised July 2020

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 or have the skills to engage in meaningful activity for a good life;
- 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;
- Agree, regularly review and hold to account, SEND Workstreams to deliver work and related activities to meet expectations
- make sure that SEND strategies, action 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.
- promote system wide communication and ensure information flow across wider SEND partners
- ensure co-production across the SEND system and with partners i.e. not just consultation or canvassing opinion but creating and doing things together with shared decision making and accountability.

2.4 To influence decisions the Partnership Board will work in Co-production to ensure that the voice of all SEND partners contributes to the outcomes for our children young people and families. Oldham's Co-production is defined the Coproduction Values and Involvement Levels document embedded in this Terms of Reference at Appendix 1, but principally this means all stakeholders are active participants from the start, have an equal voice and shared accountability.

Good Co-production 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
- Agree how available resources and money can be best spent on SEND services and work/activities.

3 What will we do?

- 3.1 Ensure there is a commitment from all partners across the SEND system at both strategic and operational levels to achieve the agreed aims and objectives.
- 3.2 Oversee and shape the work/activities identified in Oldham's Accelerated Progress Plan (APP) for SEND produced as follow on to Oldham's Written Statement of Action (WSOA) March 2018 in light of the SEND Revisit by Ofsted/CQC in September 2019.
- 3.3 Oversee the delivery of the wider SEND Strategy and Development Plan 2020–23 for Oldham.
- 3.4 Promote and influence integrated and joint working across Oldham on SEND
- 3.5 Hold all partners to account for their 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 Workstreams are 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, action 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 SEND Implementation Assurance Board (IAB) will set up SEND Workstreams, as and when needed, to complete required work/activities related to SEND in delivering Oldham's Accelerated Progress Plan (APP) and the SEND Strategy and Development Plan 2020–23. Each Workstream will have a Lead who will produce Highlight Reports for the on progress being made by the Workstream.

- 5.2 The Partnership Board will support and hold to account the SEND Workstreams to deliver outcomes identified in the APP and the SEND Strategy and Development Plan 2020–23,
- 5.3 The Partnership Board will receive updates from the SEND Workstreams on their work and progress being made in advance of each Board meeting, via the Workstream Leads.
- 5.4 The Leads for the Workstreams will attend the Partnership Board to present reports on progress as appropriate.
- 5.5 The Chair/Deputy Chair of the SEND Implementation Assurance Board (IAB) will also report by exception, any issues / risks and mitigations relating to the work on SEND to the Partnership Board.
- 5.6 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 with the SEND Implementation Assurance Board and Workstream Leads in overseeing the development and delivery of work and key activities related to SEND as identified in the SEND Accelerated Progress Plan and SEND Strategy and Development Plan 2020-23.
- 6.2 The Partnership Board will inform Oldham’s Children’s Alliance and the Health & Wellbeing Board about its work.

7 Who chairs the Partnership Board?

- **Chair: Councillor Shaid Mushtaq** (Cabinet Member for Education - 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.

8 Who are members of the Partnership Board?

Name	Role
Cllr Shaid Mushtaq	LA, Cabinet Member for Education (<i>Chair of Board</i>)
Andrew Robinson	POINT (PCF), Chief Exec (Deputy Chair of Board) & <i>Chair of EHCP Workstream</i>
Richard Lynch	LA, Dir of Education (<i>LA Local Area Nominated Officer</i>)
David Shaw	LA, AD for SEND
Gerard Jones	LA, Managing Director, Childrens and Young People (DCS)
Jayne Ratcliffe (Charlotte Walker)	LA, Dep Managing Dir, Health & Adults Social Care Services
Jodie Barber	LA, Service Manager - Youth Service
Andrew Shillito	Youth Voice Family Rep
Rebecca Fletcher	LA, Dir of Public Health
Claire Smith	CCG, Dir of Nursing & Quality (<i>CCG Local Area Nominated Officer</i>)
Janet Wray	CCG, Designated Clinical Officer
Debra Woodruff (Alan Benvie)	Oldham College, Vice Principal (Further Education Sector)
Mark Crilly (Sub TBC)	Oldham 6 th Form College, Assistant Principal (Further Education Sector)
Sue Callaghan/ Karl Newell	Mainstream Schools (Primary & Secondary)
Anne Redmond	Special Schools (Primary & Secondary)

Paula Healey	Oldham Council, Early Years Services
Paula Green	<i>Deputy Chair of EHCP Workstream & LA, SEND Service Manager</i>
Gavin Lyons	<i>Chair of Graduated Response Workstream & Headteacher, Newbridge School</i>
Donna Lewis	LA, Head of Inclusion & Post 16
Andrea Greenwood	Parent Carer Forum
Siobhan Ebden	Northern Care Alliance, Children's Community Services
Karen Maneely	Pennine Care, CAMHS/Mental health/Specialist Services
Karen Worthington (Jannette Olsen)	Universal health services: Currently Bridgewater
Elaine Robinson	SENDIASS

- 8.1 Partnership Board members are expected to represent the interests of their sector at meetings. The commitment is to establish links across their sector, share information and provide feedback that demonstrates sector awareness and engagement. This will facilitate effective decision making which robustly represents all stakeholder groups.
- 8.2 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.
- 8.3 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.
- 8.4 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.
- 8.5 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 Meetings of the Partnership Board will take place approximately 6-8 weekly with each meeting lasting 2 hours.
- 9.2 Times of the Partnership Board meetings will be varied with meetings being scheduled to take place in the morning (2), afternoon (2) and early evenings (2) across the year to accommodate and enable parent carer and young people's representation.
- 9.3 Meetings will be held at easily accessible locations 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 Partnership Board will be supported as appropriate by a local authority appointed coordinator.

11 Governance and Reporting

Oldham SEND Partnership - Governance Structure – Jan 2021

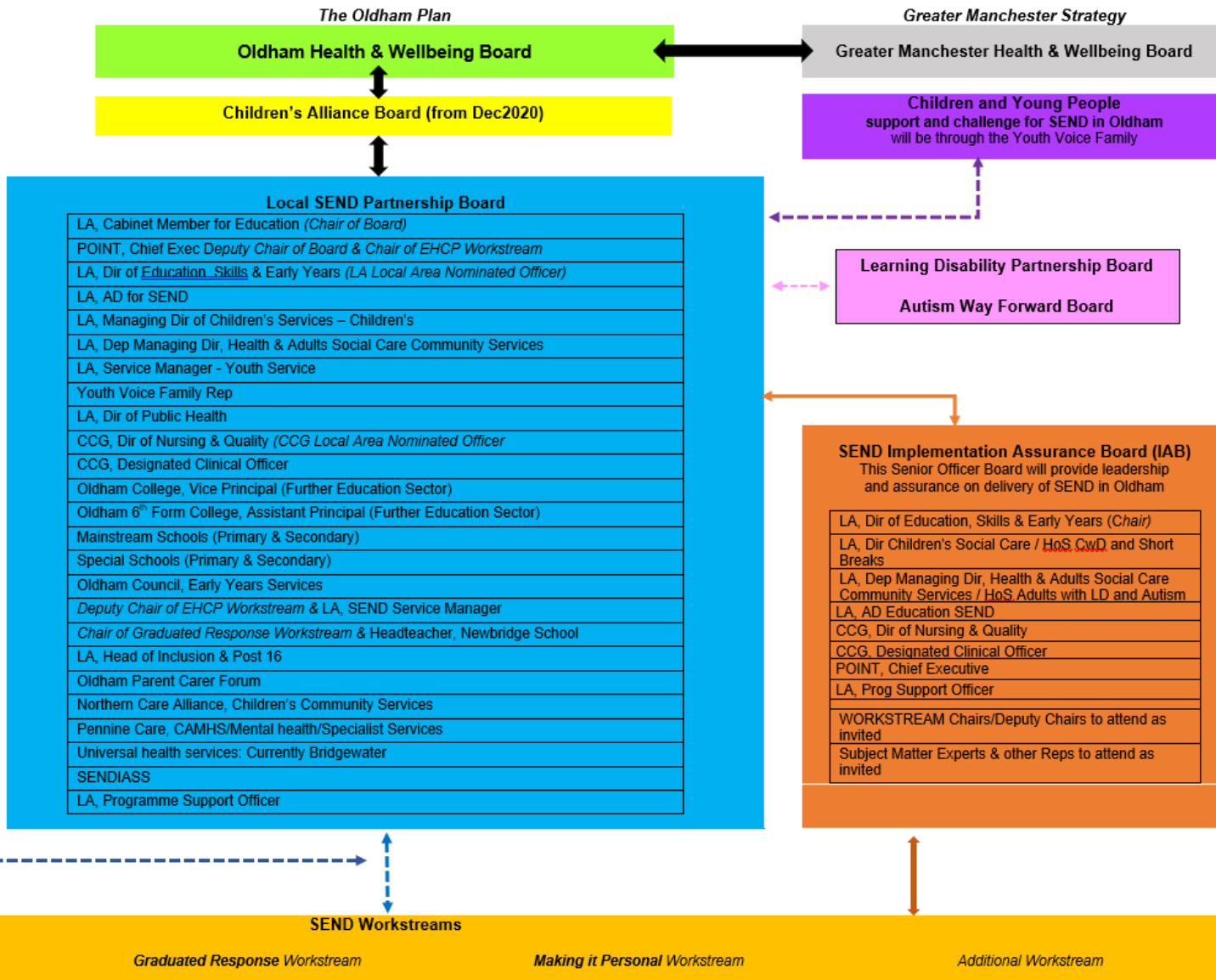
The Oldham Health & Wellbeing Board is the Statutory Board overseeing the delivery of SEND in Oldham

The Local SEND Partnership Board will be chaired by the Council's Cabinet Member for Education and have direct oversight of the delivery of:

- Oldham's **Accelerated Progress Plan (APP)** for SEND (as follow on to its WSOA); and the
- wider **SEND Strategy and Development Plan** for Oldham.

The Board will direct and hold to account the work of SEND Workstreams focussed on delivery of the above.

The Board will report into the Oldham Health & Wellbeing Board.



12 Appendices

Appendix 1: Oldham's Coproduction Values and Involvement Levels



Oldham's
Co-Production Values