

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

Terms of Reference

Purpose of the SEND Partnership Board

The SEND Partnership Board will provide strategic direction to the work of professionals, service providers and parents/carers associations in Trafford who are involved in SEND. In doing so the 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

Our purpose will be to:

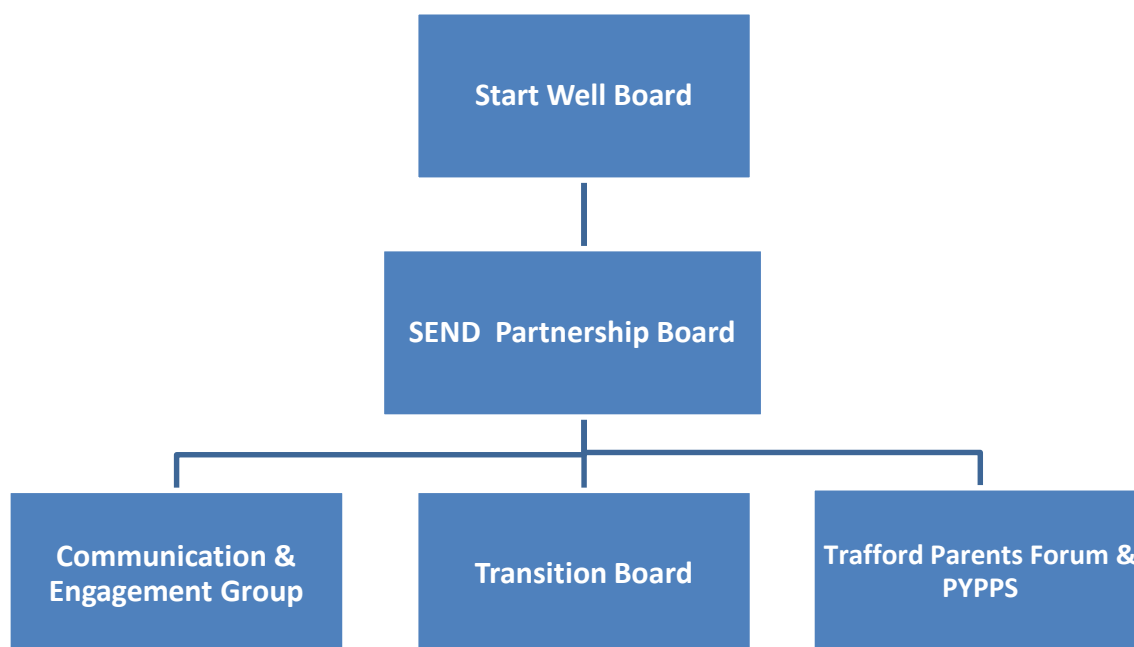
- Ensure best policy, practice, service and provision for children and young people with SEND across the Local Area
- Ensure that services are child and family-centred and responsive to need
- Collaborate effectively across services, school, settings and parent partnerships for the benefit of children and young people with SEND
- Strengthen the local offer for SEND across all services
- Intervene in a timely and effective manner where appropriate
- Ensure sufficiency of places

Membership

Karen Harris	Principle Educational Psychologist and Head of Inclusion
Sarah Butters	Head of Early Years, School Places and Access
Cathy Rooney	Director of Early Help and Social Care
Paula Lee	Interim Strategic Lead – Complex Needs
Emma Brown	Strategic Lead-North Neighbourhood/Professional Lead
Justine Bailey	Trafford Parents Forum
Caroline Woodhead	Trafford Parents Forum
Claire Ball	Interim Specialist Commissioner
Jo Gibson	Head of All Age Commissioning
Polly Goodson	Primary Headteacher
Jude Lomas	Special School Headteacher
Karen Samples	Director of Education

Jo Moore	Access & Inclusion Team Co-ordinator
Cllr Hynes / Cllr Carter	Elected Members

Governance Structure



What we will do:

- ✓ Oversee the work/activities identified in the Trafford Strategic SEND Action Plan
- ✓ Ensure there is effective partnership with children and young people with SEND, their parents/families, carers and providers
- ✓ Hold to account the SEND Task & Finish Groups by supporting and challenging them
- ✓ Ensure that appropriate strategies, actions plans, policies and practices are fit for purpose and being implemented
- ✓ Evaluate the difference that our support and services has made to the lives of children and young people with SEND

Who reports to the SEND Partnership Board?

- The Partnership Board will receive a summarised report from the SEND Task & Finish Workstreams in advance of each Board meeting
- Where required the Lead for any Task & Finish Workstreams will attend the Partnership Board to present reports on progress
- The SEND Executive Group will also report by exception, any issues / risks and relating to the work of the Group or any T&F Workstream

Meeting timescales:

- The Partnership Board will meet quarterly
- Meetings will last approximately 2 hours and within school hours to accommodate parent carer representation
- All members of the SEND Partnership Board will be expected to attend each meeting
- 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
- The Partnership Board must be quorate in order for decisions to be made

Meetings of the Partnership Board

The agenda and related documents for each Partnership Board meeting will be made available ahead of each meeting.

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

The business and administration for the Board will be supported as appropriate by a local authority appointed coordinator