

EDUCATION SEND GROUP TERMS OF REFERENCE 2017/18

Roles and Responsibilities

The Education SEND Group operates as a reference group to the SEND Board, Solihull Schools Strategic Accountability Board and Schools Forum on matters of Special Educational Needs and Disability and Inclusion and has some decision-making powers. Its primary role is to consult and formulate recommendations, together with other groups, on a range of SEND and inclusion issues, for pupils with special educational needs in schools, pupil referral units, early years settings, post-16 colleges and other specialised provision.

Tasks

- To be a consultative group representing schools, pupil referral units, early years settings, post-16 colleges and other specialised provision.
- To ensure suitable arrangements are in place for pupils with special educational needs, in particular the places to be commissioned by the LA and schools in specialist provisions.
- To ensure suitable arrangements are in place for paying top-up funding.
- To ensure suitable arrangements are in place for early years provision in respect of pupils with additional needs.
- To ensure suitable arrangements are in place for post-16 provision in respect of pupils with additional needs.
- To ensure suitable arrangements are in place for the allocation of central Government grants in respect of pupils with additional needs.
- Working with the Forum Finance WG to evaluate the efficiency, effectiveness and value for money of centrally funded services in respect of High Needs.
- Any other matters relevant to the education of pupils with High Needs.
- To regularly audit SEND needs across the LA to ensure provision is matched carefully to need
- To regularly review SEND related policies to be shared with schools
- To discuss places for pupils with SEND to be commissioned by the LA in schools and institutions
- To discuss places for pupils to be commissioned by the LA and schools in pupil referral units and other providers of alternative provision
- To formulate a forward plan of areas requiring action, review, evaluation and monitoring and develop appropriate meeting agendas
- To commission Task & Finish Groups as necessary to manage and complete specific project briefs with an in-built reporting mechanism back to the group
- To accept commissioned projects from SSSAB, Schools Forum and the SEND Board
- To provide regular reports for presentation at SSSAB, Forum and SEND Board

Membership

The membership shall be:

- ❖ 5 Primary Headteachers/SENCOs (1 from each Collaborative)
 - ❖ 5 Secondary Headteachers/SENCOs (1 from each Collaborative)
 - ❖ 1 Special School Head Teacher
 - ❖ 1 Primary Governor
 - ❖ 1 Secondary Governor
 - ❖ 1 Special School Governor
 - ❖ 1 Teaching School Representative
 - ❖ 1 PVI Representative
 - ❖ 1 SENDIAS Representative
 - ❖ Chair of SSSAB
 - ❖ Chair of Forum
 - ❖ Chair of Finance Work Group
 - ❖ Chair of Capital Work Group
 - ❖ Chair of School Governors Association
- Officers will attend as non-members

Membership will be reviewed annually and the Forum Administrator will contact the appropriate constituent bodies on behalf of the Chair by the middle of summer term to confirm membership for the next academic year.

Chair

The Group will appoint one of its members to act as Chair, the appointment to be reviewed annually. The appointment of Chair will be made in the Summer Term, to be ratified by members at the first meeting in the Autumn Term.

Vice Chair

If required, a Vice Chair is to be elected by the permanent members of the Work Group. The appointment is to be reviewed annually. The appointment of Vice Chair will be made at the first meeting of the Autumn Term, following ratification of the appointment of the Work Group Chair.

Frequency of Meetings

The work group shall meet at least once per half term, but may meet more frequently, as agreed by its members.

Attendance

Members should attend all meetings. Any apologies should be received at least a week before the meeting and every effort should be made to arrange for a 'deputy' to attend

Should a member miss three consecutive meetings, it is likely they will be asked to step down

Reporting Arrangements

The Group shall provide a report following each meeting for circulation the Solihull Schools Strategic Accountability Board, Forum and the 0-25 SEND Board. All reports shall represent the consensus view of the Group. After approval by the Chair, minutes of meetings are to be published on the Forum and SSSAB websites. Information the Group considers confidential will be withheld from open publication.

Review of Terms of Reference

The Terms of Reference will be reviewed on an annual basis.

Document agreed by Education SEND Group on 18 September 2017

18.9.17