

EDUCATION SEND GROUP TERMS OF REFERENCE 2021/22

Roles and Responsibilities

The Education SEND Group operates as a reference group for the Joint Additional Needs 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 additional 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 all children and young people with additional 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 the allocation of central Government grants in respect of pupils with additional needs.
- Working with the Forum Finance Work Group 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 additional needs across the LA to ensure provision is responsive to changing patterns of identified need.
- To regularly review SEND related policies to be shared with schools.
- To have an overview of places for children and young people with additional needs to be commissioned by the LA.
- 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 Joint Additional Needs Board.
- To provide regular reports for presentation at SSSAB, Schools Forum and Joint Additional Needs 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 Special Academy Head Teacher/Principal
- ❖ 1 Primary Governor
- ❖ 1 Secondary Governor
- ❖ 1 Special School Governor
- ❖ 1 Teaching School Representative
- ❖ 1 PVI Representative
- ❖ 1 College Representative
- ❖ 1 SENDIAS Representative
- ❖ 1 Parent Carer Voice Representative
- ❖ 1 Health Representative
- ❖ Chair of SSSAB
- ❖ Chair of Schools Forum
- ❖ Chair of Finance Work Group
- ❖ Chair of Capital Work Group

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

After approval by the Chair, minutes of meetings shall be circulated to group members.

The Group shall provide a report following each meeting for circulation to the Solihull Schools Strategic Accountability Board and Schools Forum. Reports shall represent the consensus view of the Group. Reports will be published on the Solihull Schools Forum website as part of Forum meeting document packs.

Review of Terms of Reference

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

Document reviewed and approved by Education SEND Group on 29 September 2021

30.9.21