

## SEND Partnership Board Terms of Reference

Name of the group	SEND Partnership Board	
Accountable to	Accountability will be through the Children’s Strategic Alliance and the Health and Wellbeing Board	
Overview/ Purpose	<p>To have accountability and overall responsibility for the delivery of Wigans SEND &amp; AP Strategic Plan.</p> <p>In fulfilling its role, the board will:</p> <ul style="list-style-type: none"><li>• Receive regular updates from the programme strands, providing direction and scrutiny and will be assured that we are meeting our joint statutory requirements around SEND. Supporting system wide ownership of the SEND agenda.</li><li>• Ensure all appropriate parties contribute to a robust self- evaluation of the local SEND offer</li><li>• Ensure the areas for development highlighted from inspection and self-evaluation are implemented</li><li>• Review high level data trends and ensure that data and intelligence is driving the transformation</li><li>• Review and make recommendations on the financial information and will have final financial decision-making authority for the recommendations made by the SEND Operational Group.</li></ul>	
Chair	Steph Whitelaw	
Membership	<b>Name</b>	<b>Role/Organisation</b>
	Andrea Yates	Service Manager Transport, Fleet & School Operational Services
	Ann Clarkson	Director EH, Prevention & Sufficiency
	Kath Levens	Service Manager Joint Commissioning
	Kirsten Reid	Group Finance Manager
	Cath Pealing	AD Education
	Kellie Williams	SEND Service Lead
	Mel Allen	SEND Service Manager
	Cllr Anderton	Portfolio Holder Children & Families
	Colette Dutton	Director of Children’s Services
	Amanda Brown	GMMH
	Leanne Turner	Secondary School Headteacher
	Julie Leech	Primary School Headteacher
	Jo Willmott	Director Social Care & Transformation

	Kathryn Anthon	Strategic Development Manager, Supporting Skills & Futures
	Sarah Hodgson	Service Lead Performance and Transformation Children's Services
	Leanne Evripidou & Vicky Postill	Parent Carer Forum
	Louise Gettings	DCO
	Louise Tuersley Dixon	Principal Educational Psychologist
	Lynne Hamnett	Lead Officer, Embrace
	Mike Wharton	Assistant Director, Community Services
	Charmaine Tarring	Service Lead, Inclusion & Virtual School Head
	Rachel Derbyshire	Transformation & Policy Manager Childrens
	Sandie Hayes	Practice Director Children Social Care
	Stephanie Whitelaw (Chair)	Associate Director Quality (Wigan) NHSGM
	Sue Allen	Special School Headteacher
	Carmen Ellis	Service Manager CWD & DSCO
Information flow structure and reporting accountabilities	As per governance chart	
Objectives	<ul style="list-style-type: none"> <li>• To agree and review the key priorities of the SEND &amp; AP strategic plan.</li> <li>• To ensure that plans are co-produced and co-designed with key stakeholders</li> <li>• Monitor progress against the priority plan, offering challenge and identifying and resolving any gaps or barriers.</li> <li>• To ensure shared accountability for actions and decision making.</li> <li>• Review high level data trends and ensure that data and intelligence is driving the transformation</li> <li>• To frequently review and make recommendations based on the financial information relating to the programme.</li> <li>• To ensure that all programme activities comply with the SEND code of practice:0-25</li> <li>• To facilitate greater integrated working between professionals across the partnership.</li> <li>• To ensure regular attendance at the group and nominate informed deputies/representatives where appropriate.</li> </ul>	

	<ul style="list-style-type: none"> <li>• To ensure links and interdependencies with other groups are identified and addressed</li> <li>• Share opinions, expertise and best practice in relation to SEND.</li> <li>• To keep the reporting lines informed and engaged with any emerging issues and concerns into the work plan.</li> </ul>
Frequency of meetings	The board will meet every 8 weeks.
Agenda and Papers	<p>New items for each agenda will be requested in advance of the meeting and any papers will be provided one week before the meeting.</p> <p>The agenda and paper will be circulated at least three days prior to the meeting.</p>
Minutes	Minutes will be provided by the project manager who will be responsible for organising, collating and circulating the necessary documentation for each meeting