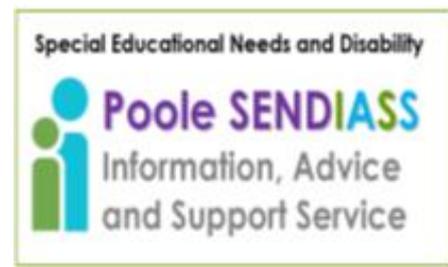


# Poole SENDIASS

## Steering Group

### Terms of Reference



## INTRODUCTION

All local authorities and clinical commissioning groups in England have a statutory duty to provide an arm's length, confidential and impartial Special Educational Needs and Disabilities Information, Advice and Support Service (SENDIASS), for children and young people with special educational needs and disabilities and their parents and carers in their area. Poole SENDIASS was built on the POPPs Poole Parent Partnership Service and is funded by The Borough of Poole to deliver the service through a service level agreement.

## AIMS

To monitor the continued development of this high quality, well-established, statutory service in a way that best meets the needs of children, young people with SEND in Poole and their parents and carers by:

- agreeing and reviewing the Poole SENDIASS Development Plan annually
- reviewing service user consultation evidence

To monitor the participation of children and young people with SEND and their parents and carers in Poole in the development of Poole SENDIASS

To demonstrate the impartiality of the service and ensure it remains at 'arm's length' to the local authority and the Clinical Commissioning Group

To ensure that impartiality and confidentiality policies are reviewed and monitor that they are implemented consistently and effectively

To evaluate the level to which Poole SENDIASS achieves the Quality Standards for services providing impartial, information, advice and support as supported by the Department for Education and is compliant with the SEND Code of Practice 2015

To monitor the impact of the service on improving outcomes for children and young people with SEND and their parents and carers using service user feedback

To monitor that Poole SENDIASS provides information and support for parents and carers of children with SEND or young people with SEND who are excluded, or at risk of exclusion, from school.

To act as a 'critical friend' and consultative body to Poole SENDIASS

To monitor that Poole SENDIASS is engaging effectively with all relevant partners, locally, regionally and nationally

## **MEMBERSHIP**

The Steering Group membership will, as far as possible, include representatives from the following:

Individual members may represent more than one stakeholder group providing there is no conflict of interest.

- SENDIASS former or current parent/carer service users
- Poole Parents' and Carers' Special Needs Forum (PAX)
- Foster carers of children with SEN or a disability
- Voluntary Agencies – working with families of children with SEN or disabilities in Poole
- Poole Schools - Special educational needs coordinators (SENCo) (mainstream and special schools)
- Early Years representative
- Elected Member (Borough of Poole)
- Clinical Commissioning Group
- Children, Young People and Learning (Borough of Poole)
  - Poole Child Health and Disabilities Team (CHAD)
  - Educational Psychologists (Borough of Poole)
  - Family Information Service

Representation of children and young people with SEND will be established through existing forums for young people such as the Children and Young People's Forum and the Special School's Council.

The Chair should be independent of SENDIASS and appointed from within the membership of the group.

In order to ensure wide representation within the steering group, regular attendance of the members is vital. However, it is recognised that members will occasionally have a conflicting priorities.

- If a member misses 3 Steering Group meetings in a row, (i.e. one year) the SENDIASS Manager will contact the member to ask if they need additional support to continue as a member
- If the member cannot guarantee attendance at the Steering Group on subsequent occasions the Manager will explain to the member that to ensure the effectiveness of the Steering Group it would be appropriate for the member to resign or request that an alternative person to represent the organisation or stakeholder group.

The Chair of the Steering Group will liaise with the SEND Information, Advice and Support Service Manager to set the agenda prior to each Steering Group meeting.

The SEND Information, Advice and Support Service Manager will:

- Endeavour to recruit and retain a representative membership on the Steering Group, as per the membership list below
- Endeavour to ensure that the voices of children and young people with SEND are represented on the Steering Group
- Provide a Manager`s Report to update the Steering Group at each meeting
- Facilitate all meetings of the Steering group, including
  - arranging venue
  - discussing and setting the agenda with the Parent Chair prior to meetings
  - providing agenda and supporting papers to Steering Group members prior to meetings
  - providing minutes of meetings to all members

The Steering Group will:

- Meet 3 times a year (once per school term); 2 hours per meeting
- Review the report from the SEND Information, Advice and Support Service Manager at each meeting
- Monitor the implementation of decisions taken at previous meetings
- Review the service impartiality and confidentiality policies annually
- Monitor the quality and impact of the SEND Information, Advice and Support Service
- Agree the service Development Plan annually, and monitor its implementation at each meeting

The Steering Group will **not**:

- Address issues relating to individual parents, carers, their children or young people, schools or members of staff – this will be redirected to the appropriate service

**Prepared by:**

*Jacky Westmaas*

Poole SEND Information, Advice and Support Service Manager

March 2016

To be reviewed: March 2017

# Poole SENDIASS

## Steering Group - Annual Agenda Cycle

