

Terms of reference for the AREA SEND Partnership: Improvement Meeting and Core SEND Partnership and Improvement group, and the Partner Working Groups.

1. AREA SEND Partnership Improvement Meeting

Aim: To provide a formal meeting for leaders to oversee and monitor the planning, activity, and evidence of impact of improved practice for children with special educational needs and disabilities (SEND) across the partnership and in co-production with the West Sussex parent carer forum.

To embody a Child First approach and build improved practice within strengths-based relationships across partner agencies, and with children and their families.

Objectives: for leaders to:

- Ensure priorities for children are met through the actions set out in SEND and AP Improvement plan.
- To provide management and oversight of an effective and timely response to the Local Area SEND Inspection Report February 2024.
- To provide up to date reporting and monitoring of progress for children from the 6 partner working groups, to be quality assured before sharing with the SEND and AP Board
- Analyse and understand the challenges and barriers to success and impact of work being undertaken for children.
- Provide guidance and support to achieve key milestones and priorities.
- Influence direction of progress and pace of change to meet agreed timescales and milestones.
- Communicate with clarity and purpose about improvements to practice across a wider landscape.

Schedule of meetings

- Once monthly for the Area SEND Partnership Improvement meeting for 1.5 hours on a Tuesday afternoon 13:30 – 15:00
- Three partner working groups to feedback each month according to a planned schedule.
- Each PWG will report in 6 x a year, and to the SEND and AP Board, twice a year.

Chair: Assistant Director of Education and Skills or Head of Service for SEND and Inclusion (or delegated to Head of Service for Improvement and Inspection if needed)

Administrator: SEND Development Officer or Improvement Policy Officer to ensure all agenda are circulated in advance of the meeting, chase reports when required, provide accurate minutes and action logs for circulation and sharing.

Meeting only to be cancelled by decision of the Chair.

2. CORE SEND Partnership and Improvement group

To supplement the above by meeting bi-monthly to provide a time for open and honest conversations about risks, challenges and strengths within the SEND and AP improvement journey. This would be attended by AD for Education and Skills, Head of Service of Send and Inclusion, Send Development officer, Senior Project Officer, Designated social care officer, DSCO, Director of joint commissioning (ICB) Designated Clinical Officer (DSO), Director of Transformation, or Programme Director of transformation, Head of Practice Improvement and Inspection.

3. Terms of reference for the Partner Working Groups (PWG's)

The lead for each Partner Working Group is responsible and accountable for progressing specific and identified practice improvements for children with SEND within the outlined scope of the SEND and AP Improvement plan. These actions will be monitored against the relevant outcome measures and key performance indicators for children with SEND.

The lead will identify managers and members of staff to lead specific outcome workstreams, who are responsible for delivering practice improvements. The lead of the PWG and the workstream leads will work together to monitor and progress actions to deliver the appropriate quality of practice improvements in a timely and appropriate way.

It is expected that each PWG will meet regularly, and at a minimum monthly, to progress their work, and update and provide the relevant highlight reports when required.

The lead will ensure that success is celebrated, and take the initiative to understand, seek support, and problem solve difficult or entrenched challenges with other colleagues where needed.

Participation for Area SEND Partnership Improvement Meeting:

Claire Hayes, Assistant Director, Education and Skills **CHAIR**

Claire Prince, Interim Head of Service - SEND & Inclusion **CHAIR**

Caroline Tozzi, Joint Director for CYP Commissioning (NHS Sussex)

Kate Courtney, Designated Clinical Officer for Special Educational Needs and Disabilities (Children and Young People Joint Commissioning Team)

Toby Silverman, Team Manager – Transforming Care Team

Jane Taylor, Joint Commissioning Manager

Sally Kean, Children's Commissioning Manager

Rowan Westwood, Chief Executive Officer WSCC Parent Carer Forum

Mark Dodson, Services Manager, Adult Services & Health

Adrian Caines, Service Manager, Adult Services & Health

Jacqueline Clay, Principal Manager, Public Health Research Unit

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Samantha Taplin, Public Health Consultant, Adult Services & Health

Karen Spencer, Principal Service Lead – SENAT

Andrea Morgan, Principal Educational Psychologist

Kathy Lockyear, Lead for Specialist Advisory Teaching Service

Karen Furse, Interim Head of Service - Standards and Effectiveness

Jenny Boyd, Assistant Director for Early Help and Childrens Social Care

Natalie McNeill, Designated Social Care Officer

Moira Keen, Service Manager - Family Safeguarding Western

Michelle Mead, Service Manager - Children with Disabilities

Vicky Richardson, Head of Service – Practice Improvement and Inspection

Toby Wilson, Team Manager – Voice and Participation

Rebecca Doody, SEND Commissioning Strategic Lead

Charlotte Smith, Team Manager - SEND Commissioning and Contracts

Shaun Jarvis, Alternative Provision Consultant

Marie Foley, Head of Service - Data & Performance

Vince Clark, Assistant Director – Transformation

Steve Trippier, Children First Transformation Delivery Partner

Kathryn Kellagher, SEND Development Officer

Victoria Hoskins, Senior Project Officer – Business Support Team

Jade Fellows, Practice Development, and Improvement Lead (on maternity leave until early 2025)

Adrian Dyka, Head of Service – Children with disabilities and Care Leavers

Peter Waters, Team Manager – Post 16

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