

# **West Sussex SEND and Alternative Provision Partnership Board Terms of Reference & Membership**

**March 2024**

**Version 3.2 - SEND AP Board approved**

**Review date December 2024 Board**

# West Sussex SEND and Alternative Provision Partnership Board Terms of Reference

This section outlines the Partnership Board Terms of Reference.

## Partnership Board Purpose

*This section outlines the purpose for the Partnership Board and how it has been established.*

Within West Sussex a SEND Strategy Board was initiated in 2019 to provide governance of the SEND Education Strategy 2019-24 and this was expanded in 2020 to include SEND Commissioning and Social Care. With preparation for the November 2023 Local Area SEND Review taking place alongside the introduction of the Delivering Better Value (DBV) Programme, the Council commissioned an external review of arrangements to support an improvement plan. The partnership undertook a comprehensive review of existing governance processes which resulted in a guide to the improvement activity and governance arrangements. The following key themes arose:

Purpose of the Governance Board:

- Members needed to have a shared understanding of both the vision and aims.
- Early Years and Alternative Provision needed to be included.
- Elected Members wanted the Board to be responsible for holding the system to account beyond Education.
- Parent Carers and Children's views needed to be at the heart and should be better reflected in tools and the data dashboard.

Additionally, work was required to clarify information sharing arrangements, and to establish a broader base of membership.

The SEND Strategy and Partnership Board (2024) therefore brings together partners who work collectively to provide the leadership required to deliver the shared vision, values and priorities for children and young people with SEND in West Sussex. The Board is an equal partnership of education providers, West Sussex County Council, healthcare providers and Integrated Care Board, SEND Commissioning, West Sussex Parent Carer Forum, Adult Social Care and, where appropriate, input from children's representatives.

The Board provides leadership and oversight to ensure that, in West Sussex:

- Children and young people's needs are identified accurately and assessed in a timely and effective way.
- Children and young people receive the right help and support at the right time.
- Children and young people are well prepared for their next steps in learning or employment and achieve strong outcomes.
- Children and young people with SEND are valued, visible and included in their communities.
- All partners fulfil their roles and responsibilities in achieving the above.

## Aims and objectives of the Partnership Board

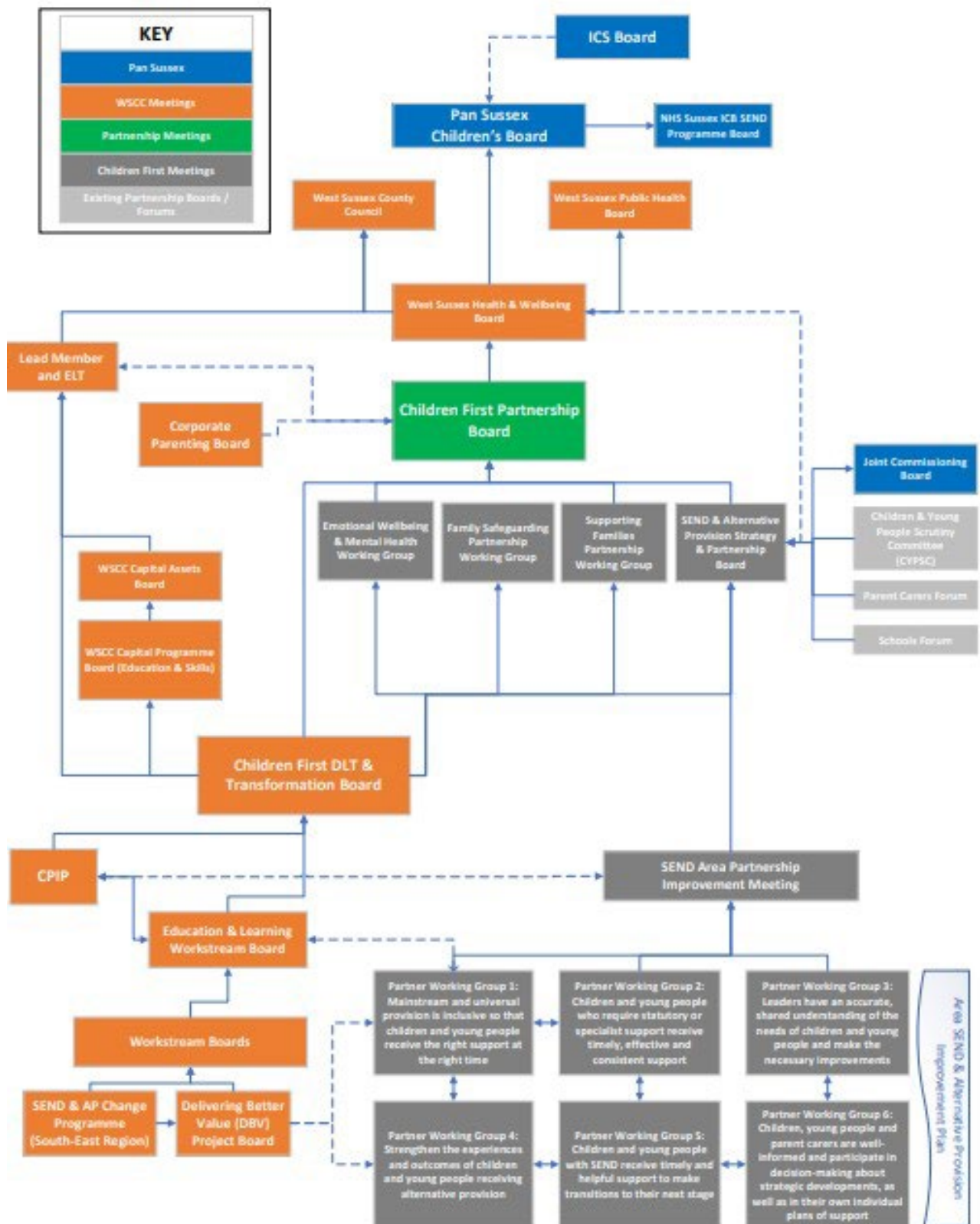
*This section outlines the Partnership Board's aims and objectives within its scope of responsibility.*

This Board has representation from a broad range of partners and provides the leadership and oversight of action and follow-through from respective partners. Their role is to ensure improvement based on data, feedback, and information is actioned and the impact of actions monitored and reported. The Board will review data and progress against agreed actions arising from the individual themes identified as part of the SEND Transformation Plan.

The Board provides the forum for West Sussex Partners to be able to demonstrate that West Sussex is:

- ambitious for children and young people with SEND
- actively engaged and working with children, young people and families
- providing an accurate, shared understanding of the needs of children and young people in their local area
- commissioning services and provision to meet the needs and aspirations of children and young people
- continually evaluating services and making improvements
- creating an environment for effective practice and multi-agency working to flourish
- determining Partner Working Groups and Key Themes to be explored and developed with sector representation
- ensuring effective use of data and information to determine priorities and actions, holding all partners to account for implementation in line with their key responsibilities and accountabilities.

The Board will explore impact in the work of partners in implementing actions in support of the Strategy and Improvement Plan and also barriers where these exist. Feedback on the work and impact of Partner Working Groups will be explored with actions agreed where additional work, communication or escalation is required to embed actions and developments.



## Membership

As outlined in the above terms of reference, membership of the Partnership Board is based on statutory responsibilities of key partners and their importance to its function.

Board members act as the representatives for their sector as part of the partnership, sharing the perspective of the sector, whilst also engaging with their sector and keeping others informed. Each Board member is responsible for a communication plan into their sector to ensure dissemination of information and action and also to collate feedback from the sector and formally feed this back to the Board.

<b>Name</b>	<b>Role</b>
<b>Brian Pope</b>	<b>Chair of Partnership Board</b>
<b>Kathryn Kellagher</b>	<b>Clerk to Partnership Board (LA)</b>
<b>LOCAL AUTHORITY</b>	
<b>Lucy Butler</b>	LA Director of Children's Services
<b>Claire Prince</b>	LA Head of SEND
<b>Steve Nyakatawa</b>	Assistant Director, Education & Skills
<b>Vince Clark</b>	Assistant Director, Children First Transformation
<b>Louise Warren</b>	Senior Improvement Lead, WSCC
<b>Jenny Boyd</b>	Assistant Director, Children's Social Care
<b>Dan Ruaux</b>	Assistant Director, Corporate Parenting
<b>Loretta Rogers</b>	Assistant Director, Adult Operations
<b>Claire Hayes</b>	Head of Service – Early Help
<b>TBC</b>	SEND Improvement Lead
<b>Karen Furse</b>	Head of Standards and Effectiveness
<b>Grace Fairbourn</b>	Early Years SEND Lead
<b>Natalie Mcneill</b>	Designated Social Care Officer
<b>Sarah Clark</b>	Head of Virtual School
<b>Rebecca Doody</b>	SEND Commissioning
<b>Steve Trippier</b>	Education Transformation Programme Director
<b>Marie Foley</b>	HoS Project Management office & Data performance
<b>Cllr Jacquie Russell</b>	Cabinet Member or nominated Adviser
<b>Andy Thorne</b>	Delegate for the LA Finance Director
<b>Fiona Mackison</b>	Public Health, WSCC
<b>HEALTH</b>	
<b>Caroline Tozzi</b>	Joint Director for CYP Commissioning
<b>Kate Courtney</b>	ICB Designated Clinical Officer for SEND
<b>Sally Kean</b>	ICB Children's and Adult's Health commissioners
<b>Jane Taylor</b>	and/or Local Authority and ICB Joint commissioners.
<b>Emma Smith (SCFT)</b>	Representation from NHS Providers to attend on
<b>Miranda Rose (SPFT)</b>	a quarterly basis.
<b>TBC (UHSx)</b>	
<b>PARENTS &amp; CARERS</b>	
<b>Rowan Westwood</b>	Chief executive - WSPCF

**John Clifton** Chair - WSPCF

### **EDUCATION & SCHOOLS**

**Mark Wignall** Headteacher - Downlands Secondary School  
**Phillip Potter** Headteacher - Oak Grove College Special School  
**Zoe Gordon** Headteacher – North Mundham Primary  
**Lisa Harris** Headteacher – Rumboldswyke Primary  
**Simon Brown** Head of SEND - Chichester College  
**Gillian Santi** West Sussex Governors Association  
**Claire Kenyon, Busy Lizzies** Early Years Sector Representative  
**Doug Thomas, Head of APC** Alternative Provision Representative

### **TRAINING PROVIDERS**

**Mike Smith** Supported Internships Officer

## **Local Arrangements**

West Sussex County Council provides a central secretariat function to administer board meetings and ensure meeting documents are available to all members in a timely fashion. This terms of reference document has been produced by the Council for discussion with all members who have been consulted on it and agree to it at the Board meeting on 6th February 2024. The ToR will be reviewed at the Board meeting in December 2024.

### **Decision Making and Delegation**

The WSCC Assistant Director: Education and Skills is responsible for the reporting of progress with SEND. Delegated responsibilities to the Head of SEND & Inclusion ensure that leadership and action is driven through then SEND & Inclusion Team but with a key route of escalation to the Assistant Director and through to the Corporate Director for Children (DCS) and Leadership of the ICB where escalation is required. The DCS and Chief Officer representing the combined CCGs are jointly accountable for the efficient and effective delivery of the 'West Sussex local area partnership' arrangements for children and young people with SEND.

### **Membership**

Where Board Members are unable to attend a Board meeting, they will be responsible for arranging a nominated substitute for the meeting and ensuring that this is communicated to the Chair.

### **Tenure of Membership**

The chairing of the SEND Strategy Partnership Board will be reviewed every two years in line with membership of the Board. The membership of the Board will be reviewed every two years to ensure that it continues to reflect the SEND Partnership and to ensure that there are no vacancies due to changes in personnel.

### **Quoracy**

The meeting is quorate with either Chair or Vice Chair in attendance along with 40% of the membership. Where a meeting is not quorate, it may proceed with decisions ratified at the next meeting.

### **Attendance of non-members**

Invitations may be extended to non-members where their input or advice supports the discussion taking place or where it is agreed they are there as observers.

### **Substitution at Meetings**

The Chair and Vice Chair of the SEND Strategy Partnership Board are expected to attend all of the meetings with at least one or other in attendance at each meeting.

### **Frequency of Meetings**

The Board will meet monthly.

### **Communication and Sharing Information**

The minutes and action tracker for each Board meeting will be uploaded to the WSCC SEND Partnership website <https://schools.local-offer.org/send-inclusion-strategy/send-inclusion-strategy-board/>

Each member of the Board is responsible for implementing their own communication plan to their respective partner organisations and for encouraging partners and peers to access information provided on the West Sussex SEND Partnership Website.

### **Declaration of Interest and Confidentiality**

Board members must declare a direct personal or professional interest related to any items under discussion. At times, the Board will consider sensitive and/or confidential items which will be identified within papers and at the meeting. Such items remain confidential until such time that it is agreed otherwise.

## **Reviewing Board Terms of Reference**

The Partnership Board Terms of Reference will be reviewed on an annual basis. This will include co-production with parents/carers and CYP is at the heart of this process.

## **Review (including future meeting dates)**

The Board will keep under review the purpose of its work, priorities for action and governance structure under annual review. A formal review will be undertaken in quarter 3 of each financial year. The next review will take place before the end of December 2024.