

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

January 2025 SEND AP Board approved

Review date December 2025 Board

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.

Name	Role
Brian Pope	Chair of Partnership Board
Kathryn Kellagher	Clerk to Partnership Board (LA)
LOCAL AUTHORITY	
Vince Clark	Interim LA Director of Children's Services
Claire Hayes	Assistant Director, Education & Skills
Kieron Lyons	Assistant Director, Children's Social Care & Early Help
Loretta Rogers	Assistant Director, Adult Operations
Dan Ruaux	Assistant Director, Corporate Parenting
Vicky Richardson	Head of Practice, Improvement & Inspection
Marie Foley	Head of Data, Projects and Systems
Andrew Parker	Head of SEND & Inclusion
Nadia McGarry	SEND Improvement Lead
Karen Furse	Head of Standards and Effectiveness
Natalie Mcneill	Designated Social Care Officer

Charlene Hornsey	Head of Early Help
Louise Fox	Head of Service Assessment and Family Safeguarding
Sarah Clark	Head of Virtual School
Rebecca Turner	SEND Commissioning
Toby Wilson	Young Voices
Grace Hall	Early Years SEND Lead
Derry Richardson	Head of Commercial and Contracting
Steve Trippier	Education Transformation Programme Director
Andy Thorne	Delegate for the LA Finance Director
Fiona Mackison	Public Health, WSCC
Elected Member	
Cllr Jacquie Russell	Cabinet Member or nominated Adviser
Department for Education	
Liz Flaherty	Department for Education
NHS England	
Adeline Gibbs	NHS England SE SEND Advisor
Health	
Caroline Tozzi	Integrated Care System Health Lead
Toby Silverman	Health Commissioner, SEND
Rachael Prim	ICB Designated Clinical Officer for SEND
TBC	ICB Children's and Adult's Health commissioners and/or Local Authority and ICB Joint commissioners

TBC	Representation from NHS Providers to attend on a quarterly basis
Parents and Carers	
Rowan Westwood	Chief executive - WSPCF
John Clifton	Chair - WSPCF
Education and Schools	
Mark Wignall	Headteacher - Downlands Secondary School
Phillip Potter	Headteacher - Oak Grove College Special School
Zoe Gordon / Lisa Harris	Headteachers of North Mundham and – Rumboldswyke - attend alternate meetings
Simon Brown	Head of SEND - Chichester College
Gillian Santi	West Sussex Governors Association
Nicky Smith	Governor – Parklands School
Liz Mellor /Ruth Campbell	Heads of Horsham Nursery and Chichester Nursery - attend alternate meetings
Doug Thomas, Head of APC	Alternative Provision Representative

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 16 December 2024. The ToR will next be reviewed at the Board meeting in December 2025.

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 the 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 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 of the SEND Strategy Partnership Board is expected to attend all of the meetings. Should the chair not be able to attend the meeting will agree a chair for that meeting.

Frequency of Meetings

The Board will meet monthly.

Communication and Sharing Information

The minutes 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.

Review (including future meeting dates)

The Board will keep 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 formal review will take place before the end of December 2025. This will be done with parents and carers, keeping children and young people at the heart of the process