

Terms of reference for the SEND and Inclusion Board

These terms of reference will help ensure senior staff/managers can successfully lead the strategic development of the SEND and Inclusion across the Isle of Wight. To serve the children and their families on the Island, in creating a aspirational, resilient and agile education system.

Name of group: SEND and Inclusion Board

Purpose of the group:

- ◆ To strategically lead the SEND and Inclusion improvement across the IOW
- ◆ To develop better early intervention approaches
- ◆ To evaluate our own performance
- ◆ To review and allocate resources to improvement the system
- ◆ To review and coordinate our offer, training, support and guidance to schools and other settings
- ◆ To coordinate workstreams
- ◆ To develop a common language across the branch
- ◆ To feed information up and across the branch.

Membership:

- ◆ EIA senior leaders (Director, Strategic and Service Managers)
- ◆ Financial Accountant
- ◆ Post 16 Manager
- ◆ Inclusion Manager
- ◆ Schools Speech and Language Team Lead
- ◆ Specialist Teacher Adviser Team Lead
- ◆ SEN Statutory Manager
- ◆ Early Years Lead
- ◆ Head of the Virtual School
- ◆ Other people may at times be invited to join to brief the branch on their areas of responsibilities’.

Accountability:

- ◆ Individual group members are responsible for reporting back on activities of the group to their own teams, unless an item is stated confidential.
- ◆ The chair feeds information into the Area SEN Partnership Board
- ◆ The chair feeds Safety Valve reporting back to DFE

Review:

- ◆ Meeting structure and attendance will be reviewed every 6 months, along with the relevance and value of its work and the terms of reference.

Working methods / ways of working:

- ◆ Attendance is face to hybrid and half termly
- ◆ All participates are expected to provide a short update on their areas of responsibilities for the wider team.
- ◆ The Service Director will chair the meetings

- ◆ Agendas and papers will be sent out in advance, with the opportunity for leads/managers to contribute
- ◆ If a manager has a slide deck to be included in main papers, this needs to be emailed to the chair or SandLBusinessSupport 24 hours prior to the meeting
- ◆ A cycle of which reports for cabinet/committees will be developed for reports to be brought to the meetings for reviewing, prior to publication
- ◆ Secretariat, through SandLBusinessSupport will be provide minute taking and paper circulation
- ◆ If an item is confidential, it will be made explicit, and managers/leads are expected to keep confidentiality.