

## SEND Delivery Board Terms of Reference

### 1. Aim

The purpose of the SEND Delivery Board is to drive forward key improvements across the SEND system, necessary to achieve the deliverable outcomes partners have identified, as set out in the SEND Strategy.

### 2. Objectives

Specifically, the SEND Delivery Board is responsible for:

- Overseeing the preparation of the Self-Assessment and quarterly updates
- Overseeing the delivery of the Improvement Plan and progress towards its objectives
- Overseeing preparations for the joint Ofsted/CQC inspection

### 3. Reporting and Accountability

The SEND Delivery Board is accountable to the SEND Strategic Board and will report into the Board on a quarterly basis, regarding progress against the Improvement Plan and other key service developments. A risk register will be maintained and reported to Board, to help track issues and address problems as they arise.

The supporting SEND sub-groups will also provide updates, on a monthly basis, to the SEND Delivery Board, regarding progress against key actions and objectives of each sub-group.

Members of the board will be collectively responsible for the improvement agenda and plan across the SEND system, as well as individually responsible for any named actions within the Improvement Plan.

### 4. Membership

Name	Job Title	Organisation
Mark Jupp	Senior Manager, Transformation (Chair)	North Tyneside Council
Mark Mirfin	Assistant Director, SEND & Inclusion Services (Vice Chair)	North Tyneside Council
Janet Arris	Commissioning Manager	North Tyneside CCG
Anne Foreman	Designated Clinical Officer	North Tyneside CCG
Diane Buckle	Assistant Director, Education	North Tyneside CCG

Jane Smyth	General Manager, Child Health	Northumbria FT
Gillian Vince	Senior Manager Clinical Services / SEND Strategic Lead	Northumbria FT
Kevin Burns	School Improvement Officer, Inclusion	North Tyneside Council
Mark Taylor	Strategic Commissioning Manager	North Tyneside Council
Joanne Safe	Service Manager – Whole Life Disability	North Tyneside Council
Joann Connolly	Senior Manager – 0-19 Service	North Tyneside Council
Joanne Harries	Policy, Performance and Research Advisor	North Tyneside Council
Ruth Battey	Improvement Manager	North Tyneside Council
Rebecca Eden	Senior Manager, Children's Services	North Tyneside Council
Kevin Allan	Integration Manager	North Tyneside Council
Vacant	Lead SENCO	North Tyneside Council

Administrative support will be provided

If members are unable to attend a meeting, they are asked to identify a deputy / representative to attend on their behalf.

Other colleagues may be invited, as required, to provide updates or information, dependent on the agenda.

## **5. Meeting Administration**

### 5.1 Arrangement and Frequency of Meetings

The Board will meet monthly. Meeting dates, times and venues will be arranged by the Chair on a 3 monthly basis and communicated to staff.

### 5.2 Meeting Preparation

Ahead of each meeting, each colleague with named responsibility for an action within the Improvement Plan will be required to provide a written update to the plan, which will be collated and will inform the agenda for the following meeting.

### 5.3 Standing Agenda Items

- Attendees and Apologies
- Improvement Plan updates and actions
- Sub-group updates
- Risk Register updates
- Planning of agenda and forward Plan for SEND Strategic Board
- Any Other Business

## **6. Review of Terms of Reference**

6.1 These Terms of Reference will be reviewed annually, unless the need arises for an earlier review.

