



TERMS OF REFERENCE

Cheshire East 0-25 SEND Partnership

0-25 Special Educational Needs and Disabilities (SEND) and Alternative Provision (AP) Partnership Board

Purpose

The 0-25 SEND and AP Partnership Board is in place to provide oversight, support and challenge to the progress, outcomes and impact of the work carried out by the SEND Transformation Action Group (and associated task and finish groups), in line with the locally agreed SEND and AP Strategy and Improvement Plan (which will incorporate all mitigations identified in the DSG Management Plan).

Key objectives of the board

The specific objectives of the Cheshire East 0-25 SEND and AP Partnership Board are to:

- Be accountable for effective local SEND and AP arrangements and provision to deliver the best outcomes for children and young people within a financially sustainable framework
- Oversee local implementation of [HM Government SEND and AP Improvement Plan \(2023\)](#)
- Regularly self-evaluate the local SEND and AP arrangements to ensure children and young people's experiences are positive and they achieve their agreed outcomes
- Co-produce and co-deliver the local SEND and AP Strategy and Improvement Plan and refresh it regularly to address the outcomes of self-evaluation
- Oversee and facilitate successful delivery of the SEND and AP Strategy and Improvement Plan objectives, through oversight of the work and performance of the SEND Transformation Action Group (and associated task and finish groups)
- Ensure an integrated education, health and care response to children's needs which delivers improved outcomes for children, young people and their families
- Review performance and financial indicators across education, health and care and provide challenge to responsible bodies
- Provide senior level guidance, scrutiny, financial monitoring and direction to monitor progress of the SEND and AP Strategy and Improvement Plan and the linked Designated Schools Grant (DSG) Management Plan 2024/25 to 2030/31
- Ensure that any issues or areas of risk are escalated to the SEND Executive Oversight Panel



Membership

0-25 SEND and AP Partnership Board Chair:

Claire Williamson, Director of Education, Strong Start and Integration, Cheshire East Council

0-25 SEND and AP Partnership Board Vice-Chair:

Josette Niyokindi, Associate Director Quality and Safety, NHS Cheshire and Merseyside ICB

Name	Role	Organisation and Sector
Claire Williamson	Director of Education, Strong Start and Integration	Cheshire East Council – Strong Start, Family Help and Integration
Keith Martin	Strategic Transformation Lead for SEND	Cheshire East Council – SEND
Laura Rogerson	Head of Service: Inclusion	Cheshire East Council – Inclusion (SEND and Virtual School)
Danielle Holdcroft	Head of Service: Early Years, Family Help and Prevention	Cheshire East Council – Early Years
Alexandria Brightmore	Principal Educational Psychologist	Cheshire East Council – Educational Psychology Service
Martyn Baggaley	Head of Integrated Commissioning, Children, Families and Adults with Complex Needs	Cheshire East Council / NHS Cheshire and Merseyside ICB – Commissioning
Annie Britton	Participation Lead	Cheshire East Council – Education Participation and Pupil Support
Keith Evans	Head of Service: Mental Health and Learning Disability	Cheshire East Council – Adult Social Care
Andrea Stone	Interim Director of Family Help And Children's Social Care	Cheshire East Council – Family Help and Children's Social Care
Susie Roberts	Consultant in Public Health	Cheshire East Council – Public Health
Liz Dunne	Speech and Language Therapy Team Manager	Health – East Cheshire NHS Trust
Jo Gillman	0-19 Health and Wellbeing Service Lead	Health – Wirral Community Health and Care NHS Foundation Trust
Penny Millington	Clinical Lead/Operational Lead Neurological Services Cheshire	Health – Cheshire and Wirral Partnership NHS Foundation Trust (CWP)



Name	Role	Organisation and Sector
Jo Shippey	Paediatric Matron – Lead for Paediatricians and Special School Nursing	Health – East Cheshire NHS Trust
Mat Southall	Community Operational Manager - Paediatrics	Health – Central Cheshire Integrated Care Partnership (CCICP)
Josette Niyokindi	Associate Director Quality and Safety	Health – NHS Cheshire and Merseyside ICB
Chris Jaydeokar	CEPCF Co-Chair	Parent Carers – Cheshire East Parent Carer Forum
Kayla Sellors	CEPCF Co-Chair	Parent Carers – Cheshire East Parent Carer Forum
<i>TBC</i>	<i>TBC</i>	Early years settings rep
Gemma Bailey	Headteacher	Education settings – Oakfield Lodge School
<i>TBC</i>	eCAPH Chair	Education settings – East Cheshire Association of Primary Heads (eCAPH)
<i>TBC</i>	CEASH Chair	Education settings – Cheshire East Association of Secondary Heads (CEASH)
<i>TBC</i>	eCASS / CEASS Chair	Education settings – special schools
<i>TBC</i>	Cheshire East Schools Forum Chair	Cheshire East Schools Forum
<i>TBC</i>	<i>TBC</i>	Post-16 setting rep
Cllr Carol Bulman	Councillor and Chair of Children and Families Committee	Cheshire East Council – Elected Members
Cllr Jos Saunders	Councillor	Cheshire East Council – Elected Members
<i>TBC</i>	Senior Communications Officer	Cheshire East Council – Communications

Role of individual members

- Act as a ‘champion’, representing the disability, SEN and complex health needs agenda and joint commissioning priorities within their parent organisation or representative forum.
- Ensure communication and engagement in their own organisations/groups and that relevant issues from their organisations/groups are fed back appropriately.



- Ensure communication and engagement across partners/stakeholders and work in cooperation with each other.
- Contribute proactively to priorities of the board and deliver the outcomes.
- Take a full and active part in the work of the board, attend meetings of the board and undertake work on tasks assigned by the board.
- Provide support in order to hold each other to account for ensuring action to address performance and appropriate joint investment in resources.

Accountability

- Progress will be reported to the SEND Executive Oversight Panel, who are in turn accountable to the Cheshire East Health and Wellbeing Board and the Children and Families Committee.
- The governance arrangements for any decision or recommendations will depend upon the nature of the issue and the resources concerned. It is accepted that key decisions will need to be approved via relevant partner organisation's / organisations' decision-making processes. The group will make recommendations for key decisions to be considered and approved through decision-making routes as needed.

Administration of meetings

Administrative support will be provided to the board by a Business Administrator from Cheshire East Council.

Quoracy

A meeting will take place and be considered quorate when at least 50% of board members are present.

Notice of meetings

Meetings will be scheduled in advance with dates for meetings for a full academic year being circulated to members at once, where possible.

Agendas and associated meeting papers will be circulated to members not less than five working days ahead of each meeting.

Frequency of meetings

The 0-25 SEND and AP Partnership Board will meet on a bi-monthly basis.

Additional meetings will be arranged if required.

If urgent decisions are required, communication will be sent via email.

Review schedule

These terms of reference will be reviewed annually (or more frequently, if required).

Document last reviewed: August 2024