Suffolk County Council

SEND Accountability Board

The terms of reference will be reviewed on an annual basis

Terms of reference

Purpose of the Board

- To hold LA officers to account with regard to performance and outcomes across Specialist Education Need and Disability (SEND) Services
- To be satisfied that all appropriate action is being taken to address shortfalls and that good practice is built on
- To receive a monthly report on performance
- To receive a quarterly budget report to ensure budgets are being managed effectively and in line with agreed priorities
- To receive a quarterly report on staffing
- To give such advice and direction as the Board sees fit

Membership of the Board

- Rachel Hood - Cabinet Member for Education, SEND and Skills
- Chris Chambers - Assistant Cabinet Member for Education, SEND and Skills
- Jessica Fleming - Chair of Health Scrutiny
- Chair of the Parent Carer Network

Officers Accountable to the Board

- Allan Cadzow - Corporate Director for Children & Young People
- Ros Somerville - Assistant Director – Inclusion
- Other Officers by invitation

Frequency of Meetings

- Monthly (but fortnightly for at least the rest of 2021)
- Meetings will normally be scheduled for 2 hours

Reports to the Board – these should be, as far as is possible, reports that are already produced

- A monthly **Performance Report** will be prepared for the relevant board meeting and submitted to Board members one week in advance of the board meeting.
- A monthly report will be received on the **SEND Review Action Plan**
- A quarterly Budget **Report** will be prepared for the relevant board meeting and submitted to Board members one week in advance of the board meeting

Record of the meeting

- An action record will be taken at each board meeting setting out the actions the board expects to see as a result of the meeting and then reviewed at the

following meeting.

Data shared with the board:

- SEND Performance report
- Risk register
- Report on SEND Review action plan and progress
- Quality Assurance reports
- Caseloads and staffing
- Financial reports
- Staffing

These terms of reference will be reviewed by the Board at least annually