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**Wakefield SENDIASS Steering Group**

**Member roles & responsibilities**

The role of the steering group members is to actively participate in the meetings in a professional manner with the aim of providing challenge and support for the service to improve outcomes for children, young people with SEND and those around them in Wakefield.

Please see board information including our [Terms of Reference](https://wakefield.mylocaloffer.org/wesail-including-sendiass/sendiass-steering-group/sendiass-steering-board/)

Information regarding the SENDIASS service can be found at:

<https://wakefield.mylocaloffer.org/wesail-including-sendiass/>

<https://www.family-action.org.uk/what-we-do/children-families/wesail/>

**Context**

Wakefield SENDIASS is part of the WESAIL contract run by the charity Family Action.

Meetings for the SENDIASS steering group are held 3-4 times per year virtually over Microsoft Teams.

This is a “closed” group intended only for those agreed members. Invites and agendas are sent out in advance via email. Minutes are also sent out via email after each meeting.

**The criteria for group members are those who:**

* Will support the work of the Wakefield SENDIASS (part of the Family Action WESAIL contract)
* Have current, relevant knowledge of SEND and legislation or willingness to learn
* Have current, relevant knowledge of Wakefield or a willingness to learn
* Want to improve the outcomes for children, young people and parents/carers as described in the SEN code of practice
* May be a current or recent service user (parent/carer/young person) or professional stakeholder
* Have the ability to travel to site or have a confidential, appropriate space to host virtual meetings
* Are willing to commit to 3 meetings a year (each of 2 hours-termly) plus preparation & reflection time \*

\*Professionals may choose to send an appropriate colleague in their place, in agreement with chair and/or management

**Members will not:**

* act in specific interests of their family, agency, charity or themselves
* use the meeting to air personal disputes
* share the log-in details of any virtual meetings
* share details of the meeting outside of the agreed parameters

**Prior to each meeting members are advised to:**

* revisit past minutes
* familiarise self with the agenda
* browse any associated attachments
* consult with admin if any reasonable adjustments are required

**WESAIL SENDIASS will**

* Support the chair to create agenda’s taking onboard any contributions from board members
* Provide admin support for meeting as required
* Provide a “space” &/or technical support for the meetings to be held be it virtual or face to face
* Promote the changing of the chair on an annual basis. In the circumstance that this is not possible, members will consult on the best course of action
* Delegate a chair in the absence of one being found
* Take into account & support reasonable adjustments for any stakeholders in attendance. For example –support using screen readers (visually impairment etc); provision of a scribe (dyspraxia; dyslexia etc); order of or support for introducing self (anxiety; dysfluency etc)
* Undertake any other task commensurate with supporting the group