

## **Interim Terms of Reference for Specialist Resource Base Professional Forums – November 2011**

**Sponsor:** Michael Bateman – Additional Needs Strategy & Commissioning Manager

### **Overview**

- It is envisaged that over time the SRBs will become centres of excellence for their specialism. In recognition of the dispersed nature of the SRBs and the potential for fragmentation of professional practice, the Professional Forums will act as focal points for development.
- Once established, it is envisaged that the Forums will be coordinated by the Specialist Lead Professionals (Lead Teacher and Specialist Educational Psychologist) reporting to the Principal Educational Psychologist.
- There will be one Forum for each SRB specialism.
- Attendance at the Forums will be voluntary but recommended as an important continuing professional development opportunity

### **Purpose and Objectives:**

- to share good practice and develop expertise in the specialism, thereby contributing to the training requirement outlined in the Service Level Agreement
- to share and develop resources
- to agree consistent operational approaches across the county
- to develop evidence-based practice, ensuring that children in Norfolk benefit from the latest research findings
- to act as a professional support network for geographically isolated provision to share concerns
- to act as a reference group for new strategic developments
- to provide a single point for communicating key issues, concerns and ideas to the strategic team

### **Membership:**

- Staff from each SRB within the relevant specialism
- Senior leadership from schools which host SRBs, including the SENCo
- Operational managers in Children's Services
- Lead professionals for the specialism (Senior EP/ALST)
- Other specialist support services such as EPs, advisory teachers, specialist support assistants
- Staff from complex needs schools
- Other Children's Services staff with a particular interest in the specialism
- Staff from other agencies such as Health (eg S&LT) who have a role in supporting SRBs

**Organisation of meetings:**

- Meetings will take place at least once a term
- There will be no additional funding available for attendance at the meetings. A training requirement and funding element is contained in the delegated SRB funding, as set out in the SLA. Therefore SRB host schools are expected to consider requests by staff to meet any expenses incurred by attending forum meetings.
- Venues used will be at the discretion of each group but the Breckland Resource Base, Dereham, is recommended as an accessible venue for the whole county which is free to Children's Services users.
- Each group to agree responsibilities for organising and minuting meetings, eg via a rota.
- Agendas and notes from each meeting should be copied to:
  - Dave Winteringham, Principal Educational Psychologist
  - Amanda Mawbey, Behaviour & SEN Strategy Coordinator
  - Gillian Hiles, Specialist SEN Commissioner
  - Christopher Butwright, Operational Manager Additional Needs
  - Carey Cake, Locality Coordinator City & South
  - Phil Beck, Locality Coordinator North, East & Broadland
  - Christopher Murray, Locality Coordinator West & Breckland