

DIRECTORS' REPORT SPRING TERM 2019	ITEM NO 7	FOR INFORMATION	ATTENTION OF: All governors
TITLE	The responsibilities of governing boards in relation to special educational needs and/or disabilities (SEND)		
SUMMARY	Provision for children and young people with SEND is a key area of work for the governors/trustees. This item sets out the key functions, including the 'musts' and the 'shoulds.'		
KEY ACTION POINTS	Governors/trustees to check they are fulfilling their SEND duties		
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The board is responsible for ensuring that SEND functions are carried out in accordance with statutory duties under The Children and Families Act 2014 and Code of Practice 2015 <http://bit.ly/27yye0p>

Governing boards **must**:

- Co-operate with the local authority in reviewing the provision that is available locally and developing the local offer
- Use their best endeavours to make sure that a child with SEND gets the support they need – this means doing everything they can to meet children and young people's SEND
- Ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND
- Inform parents when they are making special educational provision for a child
- Ensure that arrangements are in place in schools to support pupils at school with medical conditions
- Have a clear approach to identifying and responding to SEND
- Record accurately and keep up to date the provision made for pupils with SEND
- Publish information on their websites about the implementation of the board's policy for pupils with SEND (the school SEN information report)
- Publish information about the arrangements for the admission of pupils with disabilities, the steps taken to prevent them being treated less favourably than others.
- Ensure that there is a qualified teacher designated as special educational needs co-ordinator (SENCo) for the school
- Determine their approach to using their resources to support the progress of pupils with SEND
- Make reference to Ealing Learning Partnerships SEND Support Expectations when monitoring and planning provision.

In practice, the governing board can delegate these functions to a committee, an individual governor or the headteacher. However, the responsibility to ensure that the functions are carried out remains with the governing board itself.

The governing board **should**:

- Ensure appropriate meeting time is allocated in relation to SEND
- Review the SEND policy on a regular basis and ratify the SEND Information Report annually
- Ensure all the school's policies fully support the principle of inclusion for all pupils
- Provide a hand-over opportunity for outgoing / incoming SEND governors.