Lead SEND Governor – Role and Record of Actions

1. **Role description and key responsibilities**

As the Governor responsible for SEND you will ensure that the governing body fulfil its responsibilities in respect of these areas by ensuring that Dee Point:

* has a qualified and experienced SENCO overseeing all SEND priorities
* is providing high quality teaching and learning for all SEND Children

1. **Skills, knowledge and training required**

* Be familiar with all relevant school policies, particularly
  + SEN and Inclusion Policy
  + SEN Report to Parents published on the website
* Attend all relevant CWAC Governor training linked to this role
* An understanding of the Local Offer from CWAC

1. **Key deliverables and actions taken against them**

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| **Detail of deliverable** | **Frequency** | **Expected Evidence** |
| Ensure all school policies relating to SEND are reviewed annually by the Full Governing Body or responsible committee including those policies named above. | ANNUAL | Minuted at FGM |
| Designate a member of the governing body to have oversight of the school’s arrangements for SEND | BI-ANNUAL | Governor Log |
| Ensure that the necessary special education provision is made for any pupil who has SEN. | BI-ANNUAL | Governor Log |
| Ensure that parents are notified by the school when special education provision is being made for their child. | BI-ANNUAL | Governor Log |
| Ensure the school produces and publishes online its school SEN information report. | ANNUAL | Governor Log |
| Co-operate with the LA in developing the local offer | ANNUAL | Governor Log |
| Make sure the school follows the SEND Code of Practice | ANNUAL | Governor Log |
| Ensure that there is a qualified teacher as the special educational needs co-ordinator (SENCO) for the school. | ANNUAL | Governor Log |
| Make sure that teachers in the school are aware of the importance of identifying pupils who have SEN and providing appropriate teaching. | ANNUAL | Governor Log |

Governor Visit Report

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| **Name** | **Date** |
| **Focus of visit** (link to individual governor role / school development plan) | |
| **Summary of activities** e.g. talking to staff and pupils, looking at specific resources, having lunch etc. | |
| **What have I learned as a result of my visit?** (relate this back to focus of visit) | |
| **Aspects I would like clarified/ questions that I have:** | |
| **Actions for the governing body to consider:** | |

Key contact in school: SEND – Nic Sawyer ([senco@deepointprimary.cheshire.sch.uk](mailto:senco@deepointprimary.cheshire.sch.uk))