

# “Terms of Reference”

“Our purpose, who we are, what we will do, how we will do it”

## Our purpose: “Why we are here”

We want to hear and listen to the lived experiences of children and young people with SEND in Oxfordshire and use this information to inform better processes and procedures to enable equal access to support for all.

## Our role: “What we will do”

- Gathering the opinions of other children and young people – what’s important to them, their experiences and ideas
- Representing those views and calling for changes informed by the evidence of those opinions
- Engaging with other groups to influence decision making and provide constructive challenge
- Feeding back to children and young people on the outcome of their opinions being shared – what is the impact?

## Membership: “Who is in the group”

- Our group members will be aged 16+, but those younger than 16 will be able to take part in supporting roles
- We will keep them number of Forum members to around 12 young people, covering a range of SEND needs
- The group will be facilitated by Jo Hoskin & Lydia Martin (OCC staff) but there will be no chairperson

## Meeting arrangements: “When and where”

- We will meet at the Westgate Collaboration Space bi-monthly
- On alternate months we will also have an online ‘keeping in touch’ meeting for those of us who are able to make it

## Ways of working: “How we want to work together”

- We will attend SIAB 4 times a year and have leaders attend our forum 3 times a year to facilitate conversations around SEND issues.
- We will lead and make decisions about what is most important and how we want to approach things, supported by staff from the Council and other partners as appropriate.