

St Michael's CE Primary School Resource Base Task and Finish Group

Terms of Reference (September 2020)

1. Purpose

It is proposed that a resource base for up to 16 pupils with Social, Emotional and Mental Health difficulties is established at St Michael's CE Primary with effect from 1 January 2022.

The St Michael's CE Primary School Resource Base Task and Finish Group exists to offer project assurance and support the school to deliver effective, high quality resource base provision in a timely fashion.

2. Responsibilities

The St Michael's CE Primary School Resource Base Task and Finish Group will:

- Provide a structured forum to support the timely establishment of robust, high-quality provision.
- Provide practical advice and guidance to the school.
- Identify and allocate tasks/responsibility to individual T&F group members to support the development of the resource base.
- Monitor the progression of prescribed consultation and decision-making processes.
- Monitor the development of provision.
- Ensure that pertinent services and partners are kept informed of progress regarding the development of provision.
- Identify and monitor pertinent risks.

3. Frequency

The Task and Finish Group will meet on a regular basis as detailed below.

St Michael's CE Primary School Resource Base Task and Finish Group
6 July 2020 – 4pm
7 September 2020 – 4pm
5 October 2020 – 4pm
2 November 2020 – 4pm
30 November 2020 – 4pm
11 January 2021 – time tbc
22 February 2021 – time tbc (Review of future frequency)

4. Membership

Name	Organisation	Role	Contact
Anna Vrahimi	CWC	School SEND Improvement Adviser	Anna.vrahimi@wolverhampton.gov.uk
Amanda Haddon	CWC	Inclusion Manager	amanda.haddon@wolverhampton.gov.uk
Chris Wood	CWC	Educational Psychologist	chris.wood@wolverhampton.gov.uk
Eve Griffiths	Wolverhampton Outreach Service	Service Coordinator	egriffiths@pennfields.com
Hayley Kelly	CWC	SEND Commissioning Development Officer	Hayley.Kelly2@wolverhampton.gov.uk
Kate Jackson	St Michael's CE Primary	Headteacher	kjackson@stmichaelsceprimary.co.uk

Nathalie Milhavy-Jones	St Michael's CE Primary	Deputy Head and SENDCo	Nmilhavy-jones@stmichaelsceprimary.co.uk
Zoe Wilson	St Michael's CE Primary	Chair of Governors	zoewilson45@outlook.com
Sarah Harty	St Michael's CE Primary	Finance Officer	sharty@stmichaelsceprimary.co.uk
Katrina McCormick	Wolverhampton CCG	SEND Lead	katrina.mccormick1@nhs.net
Kay Mason	CWC	School Improvement Adviser	Kay.Mason@wolverhampton.gov.uk
Mags Courts	Wolverhampton CCG	Children's Commissioning Manager	margaret.courts@nhs.net
Michelle McManus	CWC	SENSTART Team Leader	Michelle.Mcmanus2@wolverhampton.gov.uk
Nick Beeston	CWC	Asset Officer (Schools)	Nick.Beeston@wolverhampton.gov.uk
Steve Rayner	Lichfield Diocesan Board of Education	Trusts and Property Manager	Steve.Rayner@lichfield.anglican.org
Andrew Collie	Lichfield Diocesan Board of Education	Property Lead	Andrew.Collie@lichfield.anglican.org
Steven Larking (Chair)	CWC	SEN Commissioning Manager	Steven.Larking@wolverhampton.gov.uk

- Please note that substitutes are not required.
- Notes of this meeting are taken by the City of Wolverhampton Council's SEND Commissioning Development Officer.