**The Role of Special Educational Needs (SEN) Governor - Chalk Ridge – Reviewed December 2018**

**Purpose of the role**

The SEN Governor role is to make sure that the governing body, and the school staff, keep in mind the needs of these pupils to ensure children with SEN get the help they need to access the curriculum and to participate fully in the life of the school. Whether considering the budget, personnel, policies or curriculum, the SEN Governor makes sure SEN issues are on the agenda and acts in support of the school Inclusion leader who covers the role of Special Education Needs Co-Ordinator (SENCO).

**Statutory Responsibilities**

Governing bodies of mainstream schools have the following legal duties under the Education Act 1996. They must:

* use best endeavours in exercising their functions to ensure that the necessary special education provision is made for any pupil who has SEN;
* ensure that parents are notified by the school when special educational provision is being made for their child, because it is considered that he or she has SEN;
* make sure that the responsible person makes all staff who are likely to teach the pupil aware of the pupil’s SEN;
* make sure that the teachers in the school are aware of the importance of identifying pupils who have SEN and of providing appropriate teaching;
* designate a member of staff at the school (to be known as the ‘Inclusion Leader) as having responsibility for co-ordinating the provision for pupils with SEN (see below);
* consult the LA and the governing bodies of other schools when it seems necessary to co-ordinate special educational teaching in the area;
* ensure that pupils with SEN join in the everyday activities of the school together with children without SEN, as far as is compatible with: them receiving the necessary special educational provision; the provision of efficient education for all other pupils; and the efficient use of resources;
* publish information on the school’s SEN policy on its website, and reflect any changes to the policy as soon as is practicable and complete an annual update;
* take account of the SEN Code of Practice when carrying out their duties towards all pupils with SEN; and
* where an LA or the First-tier Tribunal (SEND) names a maintained school as the school the child will attend on an SEN statement the governing body must admit the child to the school. Before naming a maintained school on a statement the LA must consult the governing body of the school.

**What does an SEN governor do?**

The SEN governor is the link person between the governing body and the school in relation to pupils with SEN within the school. The SEN Governor will also help review the school’s policy on provision for pupils with SEN and ensure that parents have confidence in this provision.

SEN Governor would usually visit school once a term, as well as attending governing body meetings. This might be more, or less, depending on personal commitments and the nature of SEN provision in school.

There is certain basic information that every SEN governor should know.

**i. How the school identifies children with SEN**

SEN Governor needs to understand how the school identifies a pupil  
with SEN and what happens once a pupil has been identified (5.27-5.42 for Early Years and 6.14-6.27 of the SEN Code for schools). Different pupils need different help. The school arranges help for pupils with SEN on a step-by-step basis called the graduated approach.

**ii. How SEN money from LEAs is allocated and spent**

SEN Governor should understand how Hampshire County Council provides SEN resources and how the head teacher and governing body decide how these resources are spent for all pupils with SEN in our school.

**iii. The school’s SEN policy**

SEN Governor should know the school’s policy on SEN and make sure it is reviewed regularly. Regular reviews are vital to ensure that the SEN provision reflects the changing needs of the school community and takes account of any changes in the school’s circumstances and the law.

**Useful questions**

**SEN Governor should know:**

s how many pupils in your school have SEN  
s how many pupils are at *SENS (Special Educational Need Support)*and how many have an EHCP or SENSA

s how many staff have a particular role in relation to SEN

s how much money the school gets for pupils with SEN and how it is spent.

**SEN Governor could also ask:**

s What is the range of SEN in your school?  
s Who in the school does the LA inform when a pupil has SEN

and who, in turn, informs the staff?

s Who is responsible for telling parents that a pupil has SEN and about the provision made for them?

s What special facilities does the school have for particular needs?

s What does the LA provide at *SENS?*

**What not to do**

An SEN governor should not intervene in the teaching of individual pupils. If parents approach you with a complaint or a problem, encourage them to talk to the head teacher first. If the problem leads the parents to make a formal complaint, the first appeal is to the governing body.

It is also worth noting that an SEN governor does not have the right to see a pupil’s EHCP without permission. The rules on this are outlined in the SEN Code. Guidance is available at <https://www.gov.uk/children-with-special-educational-needs/overview>[Draft SEN Code of Practice](https://www.education.gov.uk/consultations/downloadableDocs/Draft%20SEN%20Code%20of%20Practice.pdf)

**Useful References (Not exhaustive!!)**

Department for Education Governors Handbook February 2014 see: [Governors Handbook](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270398/Governors-Handbook-January-2014.pdf#https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270398/Governors-Handbook-January-2014.pdf) if this link fails then copy and paste the below address into your Internet browser:

<https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/270398/Governors-Handbook-January-2014.pdf>

SEN Code of Practice see: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> if this link fails then copy and paste the below address into your Internet browser: https://www.gov.uk/government/publications/send-code-of-practice-0-to-25