



# **Wirral Parent Partnership Service**

## **Steering Group Terms of Reference**

### **Purpose of the group**

To have a strategic overview of the effectiveness and impartiality of the Wirral Parent Partnership Service (PPS) in accordance with national guidance.

### **Aims**

The aims of the steering group are to:

- Raise awareness of the Parent Partnership Service
- Support and contribute to the Parent Partnership Service in Wirral
- Reflect parent/carer views of education and Parent Partnership services
- Influence local SEN policy and practice
- Advise on the development of the PPS
- Comment on ideas and make suggestions for future developments
- Identify gaps in services
- Offer practical advice on parent training, information and publicity
- Review the Terms of Reference for the PPS Steering Group annually

## **Membership**

There will be a majority of parents/carers and an independent chair. The group should consist of:

- Parents and carers of children who have used the PPS and can give a parents' view of the effectiveness of its service
- Voluntary organisations and parents' groups
- Parent Partnership Coordinator
- Local Education Authority representative
- Volunteer Independent Parental Supporters

The group reserves the right to co-opt additional members as and when required.

Parent/carer members of the group will serve for a term of 3 years with the possibility of a further 1 year extension.

Members will be expected to advise the group in advance if they are unable to attend meetings. If a member has not attended for two consecutive meetings without notification, they will be asked if they wish to remain a member.

## **Meeting arrangements:**

- Four meetings per year during term time
- Meetings held at mutually convenient dates and times
- Meetings are held in accessible venues
- Minutes from the previous meeting to be circulated prior to the next meeting