

General Terms of Reference for nasen Advisory Groups

With effect from September 2018 for the following Advisory Groups

Description of Advisory Group Structure and Scope of Groups

Birth – Eleven Advisory Group (BEAG)

The role of BEAG is to support the work of all nasen members who are working within the early years and primary sector and respond on behalf of nasen to early years and primary curriculum consultations, policy changes and educational initiatives. This advisory group will seek to represent the needs of children and young people within the early years and primary phases who have special and/or additional educational needs, by providing evidence from nasen members. This group will also support the work of the Education team in identifying key themes and speakers for nasen projects, conferences, seminars and events.

Eleven – Twenty-five Advisory Group (ETAG)

The role of ETAG is to support the work of all nasen members who are working within the secondary and post 16 sector and respond on behalf of nasen to secondary and post-16 curriculum consultations, policy changes and educational initiatives. This advisory group will seek to represent the needs of children and young people within the secondary and post-16 phases who have special and/or additional educational needs, by providing evidence from nasen members. This group will also support the work of the Education team in identifying key themes and speakers for nasen projects, conferences, seminars and events.

Specialist Provision Advisory Group (SPAG)

The role of the SPAG is to support the work of all nasen members who are working in special schools or specialist settings. This group will respond to relevant consultations, educational initiatives and issues relating directly or indirectly to special schools and specialist settings. This advisory group will seek to represent the needs of children and young people educated in special schools and specialist settings by providing evidence from nasen members. This group will also support the work of the Education team in identifying key themes and speakers for nasen projects, conferences, seminars and events.

SENCO & Learning Support Advisory Group (SLSAG)

The role of the SLSAG is to support the voice of all SENCOs and Learning Support professionals working in both mainstream and specialist settings. This group will respond to relevant consultations, educational initiatives and issues relating directly or indirectly to the role of SENCOs and Learning Support staff. This advisory group will seek to represent the needs of children and young people educated in both

mainstream and specialist settings by providing evidence from nasen members in regard to the role and responsibilities of SENCOs and Learning Support professionals. This group will also support the work of the Education team in identifying key themes and speakers for nasen projects, conferences, seminars and events.

Northern Ireland SEN Advisory Group (NISAG)

The role of the NISAG is to support the work and be the voice of education professionals in Northern Ireland. This group will support the Chief Executive and the nasen House team in the running of NI annual events with the aim of growing membership in the region. They will help identify and secure funding through bids to Trusts, Foundations and government grants/contracts as well as commercial/sponsorship arrangements. The group will commission articles for the termly NI newsletter for NI members. This advisory group will support the Chief Executive with political engagement with the DE and the EA.

All Advisory Groups

- Are tasked to produce relevant guidance in accordance with nasen's strategic vision to ensure that all guidance reflect the aims and objectives of the Association.
- Will meet twice per year (autumn and summer term) as organised and hosted by nasen at a central location to facilitate the cross pollination of work and professional discussion facilitated by the Chief Executive and Senior Management Team. All meeting and travel expenses are met by nasen.
- Will provide extended representation opportunities on behalf of nasen at the following bodies; Special Education Consortium; SEN Policy Research Forum SEN Policy Options Group, National SEND Forum and a variety of project related boards and programmes. Expenses of any advisory group member incurred in representing nasen will be met by the Association.
- Will operate under the terms of office arrangements described below.
- Will provide a brief report of advisory group activity and outcomes to the Chief Executive who in turn will provide a report of all advisory group work to Trustees in the quarterly report to the Board of Trustees.
- Will agree a defined work plan with the Chief Executive and plan advisory group business to meet the desired outcomes identified in the yearly plan for each group.
- The appointed Chairpersons will contribute towards the information exchange needed by nasen to ensure that all web based information relating to advisory groups remains current.
- Can access or invite additional temporary advice and support to each group according to the work related plans each group is undertaking. Expenses of any visiting advisor incurred in supporting the work of advisory group will be met by the Association.

- Administrative and communications responsibility relating to confirmation of all advisory group meetings throughout each year will be the co-ordinated by nasen House by liaising effectively with advisory group chairs.
- Any meeting venues which incur a cost for individual advisory group meetings should be authorised by nasen house before confirming meeting arrangements with respective group members.
- Will have a maximum number of 10 members.
- Will have a nominated Chair and Secretary to manage the allocated work streams and business of the advisory group.
- Will provide confirmation in writing of their acceptance of protocols which grants permissions, consents and application of appropriate information sharing protocols across nasen advisory groups and wider Association.

Terms of Office

- All advisory group members must have a current silver or gold membership of nasen either as an individual or as the named contact for their organisation.
- Tenure for advisory group membership will be offered on a three year basis with the opportunity to extend for a further three years (3+3).
- Chairs of Advisory Groups are appointed by the Chief Executive for a 3-year term. It is within the discretion of the Chief Executive to appoint a new chair at any time if it is in the wider interests of nasen.

Chair of Advisory Group responsibilities

- All chairs of the advisory groups will meet with the Chief Executive to provide an update on the activity from their group. The following reporting arrangements from advisory groups to Trustees is identified below;

Advisory Group Meetings timings across each year	Reporting to Full board of Trustees (via Chief Executive)
Autumn Advisory Group Meeting	February
Summer Advisory Group Meeting	July

- To provide effective communications to all members of the Association, nasen would want to share both a photograph and a short professional biography of each chairperson to locate on the nasen website. The provision of this information is voluntary by chairs and will be treated in accordance with the information sharing protocol and data protection policies of the association.
- Each chairperson should communicate effectively with nasen house regarding any meeting arrangements for their advisory group.

Person Specification of Advisory group members

- Must have a current silver or gold membership of nasen either as an individual or as the named contact for their organisation.
- Must be an ambassador for nasen positively promoting the aims and objectives of the association.
- Should be a professional working within the field of SEND who is keen to develop and advance their own learning.
- Should have a sound understanding and awareness of the charitable aims and objectives of nasen.
- Has the available time and commitment to attend two meetings a year and contribute to any work-related activity driven by their group.

Benefits for members

- Ongoing professional development opportunities
- Collaborative, supportive network of co-members
- National and international representation opportunities on behalf of nasen
- Regular access to national update of SEND policy and practice

Key contact information for advisory groups

- **Coral Stewart** (Executive Assistant): corals@nasen.org.uk
- **Dr Adam Boddison** (Chief Executive): adamb@nasen.org.uk
- **Alison Wilcox** (Head of Education): alisonw@nasen.org.uk
- **Twitter:** @nasen_org
- **Website:** www.nasen.org.uk

nasen House hours of business

Monday –Thursday : 0800 – 1700 hrs

Fridays: 0800 – 1600 hrs