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| **APST Moderation Panel Terms of Reference** |
| Terms of Reference February 2025 |

Document Control

Document Title: APST Moderation Panel Terms of Reference

**Summary**

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| Publication Date | 12/02/2025 |
| Related Legislation / Applicable Section of Legislation | Children and Families Act 2014  The SEND Code of Practice 2015  Education Act 1996  Equalities Act 2010  The Special Educational Needs and Disability Regulations 2014 |
| Related Policies, Strategies, Guideline Documents | All are included |
| Replaces | First Document |
| Joint Policy (Yes) | Yes |
| Name of Partner(s) if joint | N/A |
| Policy Owner (Name/Position) | Anthony Shaw (SEND Team Manager)  Emmett Patel (Headteacher – Kingsland School) |
| Applies to | Multi Agency Panel for APST Moderation |

**Review**

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| Last Review Date | N/A |
| Review undertaken by | N/A |
| Next Review Date | To be reviewed in September 2025 |

**Document Approvals**

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| --- | --- | --- | --- |
| **Name** | **Title** | **Date of Issue** | **Version Number** |
| Amber Burton | Assistant Director for SEND and Inclusion | 12/02/2025 | V1 |
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**Introduction**

The role of the Multi Agency Panel is to ensure:

(i) decision making is suitably transparent, well informed, open to challenge, and focused on the needs of the child/young person

(ii) decisions and next steps regarding support are clearly communicated to schools/settings

(iii) learning from the panels is used as a tool for continuous improvement

(iiii) to advise and signpost schools on actions to exercise best endeavours, as per Section 66 of the Children’s and Families Act (CaFA) 2014

**Background and principles**

The Panel has been developed in line with SEND system reforms in 2014 and the most recent Oldham LA SEND and Inclusion Strategy, to support joint working and decision making.

Principles and approaches:

* To work together for positive outcomes for children and young people
* Be aspirational and person centred
* Empower children and families/young people, promote equalities and support preparing for adulthood
* Evidence based, proportionate and efficient use of resources
* To ensure safeguarding measures are in place

**National legal framework, policy and guidance**

Panel members must have regard to and comply with the following:

* Children and Families Act 2014
* The SEND Code of Practice 2015
* Education Act 1996
* Equalities Act 2010
* Advice and guidance from The Department for Education (DfE) and relevant practice guidance from professional bodies
* The Special Educational Needs and Disability Regulations 2014

**Objectives**

* To ensure consistent and appropriate decisions within the statutory framework/legislation for special educational needs and disabilities (SEND) that meet the identified needs of children and young people
* To work professionally in partnership with our schools

**Decision Making**

The ASPT Moderation Panel will consider the following decisions relating to APST support.

* If a child or young person has significant difficulties in 2 out of 5 areas
* These areas are mental health and wellbeing, attendance, reintegration, at risk of NEET, or at risk of serious youth violence
* That school have used all their ordinarily available inclusive provision (OAIP)
* That relevant services have been engaged, and their recommendations implemented and evaluated
* If APST is appropriate and what level of support is necessary

*Whilst the contributions of all panel members will be given due and respectful consideration it is the Chair of Panel that has the responsibility of making the final recorded decision.*

**Occurrence and location**

* The Panel will meet fortnightly on Thursdays to discuss individual cases
* Panel will take place in person at Laurel Bank
* The Panel will last for a duration of 2 hours
* Agendas and documentation to be sent to panel members on Tuesdays prior to the meeting. The deadline for submissions is 5pm on the Monday prior to the meeting.

**Panel Structure**

* Share Point files will be sent pre meeting with officers ensuring all files contain appropriate documentation and a moderation sheet with a clear summary on as appropriate
* The membership of the panel consists of a core decision making panel.

**Membership of the Panel**

Membership will include the following:

* Anthony Shaw (SEND Team Manager) Co-Chair of Panel
* Danny Smith (APST coordinator & Behaviour Manager) Co-Chair of Panel
* Anne Clark (Inclusion Manager)
* Quality, Educational Support and Training Team (QEST) Advisory Teacher
* Parent Rep (PCF)

*The SEND Project Officers John Prew and Charlene Grimshaw will take notes of decisions from the panel and act in an advisory capacity regarding communications and process*

**Panel members and their responsibilities**

* To provide expertise in their own specialist area and offer impartial advice on individual cases without promoting the interests of their service or setting
* To use their experience and knowledge and offer views on assessment, outcomes, appropriate and proportionate provision and other matters in relation to children and young people aged 0‐25 with SEND
* To offer relevant advice about legislation, codes of conduct, reforms or priorities in education settings, services or organisations

**Confidentiality**

* Panel representatives must uphold confidentiality in all cases considered, and act in accordance with the Data Protection duties of the LA and working together to safeguard children
* Panel members do not advise on decisions about cases which they are directly involved in or where there may be a conflict of interest
* All panel members will be required to sign a confidentiality agreement at the beginning of each academic year

**Chair**

* The Multi Agency Panel will be chaired by the SEND Team Manager and the APST coordinator & Behaviour Manager whose role is to ensure all cases are considered fairly and on their own merits and that there is consistency in decision making
* The Chair of Panel will summarise the decision to be recorded by the person taking the decision notes

**Records**

* The recommendations and action points for each child/young person will be recorded on Share Point
* The Chair of the Panel can, as a duly authorised officer, make a different decision to that recommended by the Panel or make a provisional decision prior to authorisation via the panel. This will be only in exceptional circumstances and the reasons will be recorded on the summary record sheet, and discussed at the next panel date
* On occasions where the chair of Panel has to make a decision out of this forum, the case will be presented to the following SEND panel for formalisation of the decision and it will be recorded in the summary record sheet
* Schools/settings will be informed of recommendations and subsequent decisions of the Panel by the SEND Officer or Family Liaison Lead within 3 schools days
* Any decisions should be communicated to schools with an option to clarify any of the recommendations/decisions.

**Training**

* A moderation audit is held annually. A session with panel members in relation to consistency of decision-making.
* New panel members are sent the terms of references, relevant processes and are able to observe and shadow prior to becoming a decision maker

**Review arrangements**

* The Panel will review the terms of reference annually in readiness for the new academic year

**Governance Arrangements**

* Terms of Reference