

## Appendix C: Standing Agenda Items

When	What
At each meeting	<p>Minutes of the previous meeting</p> <p>Risk Register</p> <p>Action Tracker</p> <p>Forward Plan</p> <p>Highlight Reports of improvement activity against key performance indicators and targets, including related data dashboards.</p> <p>Comment from POWAR representatives</p> <p>Key topics related to the SEND plan and the SEND Code of Practice</p>
Every 6 months	Half yearly improvement plan progress report
Every 12 months	<p>Annual progress report</p> <p>Review of Improvement Plan</p> <p>Annual report from the SENDIAS team</p> <p>Annual report from the Designated Clinical Officers</p> <p>Annual report from the Parent Carer Forum</p> <p>Annual report and SEND Partnership takeover from POWAR</p> <p>Annual report from the Designated Social Care Officer</p> <p>Annual report from the Family Hubs</p> <p>Annual review of Local Offer improvements</p> <p>Annual review of EHCP and Annual Review Audits</p> <p>Review of the SEND Partnership Board Chair role</p> <p>Review of the SEND Partnership Board membership</p>
Every 24 months	Review of the Board Terms of Reference and Governance Structure