



## Cumbria SEND Information, Advice and Support Service

Offering impartial information, advice and support to children and young people with special educational needs and or disabilities and their parents & carers.

### The Role of the Cumbria SEND Information Advice and Support Service

#### (Cumbria SEND IASS) Advisory Board Chair and Vice Chair

Chairing a meeting effectively, efficiently, with purpose and respect for others, requires a careful approach to preparation, a particular set of skills in conducting meetings and a professional attitude to ensuring effective follow-through.

##### Characteristics of a good chair person:

- Upholds the values of Cumbria SEND IASS.
- Enables the group to monitor the effectiveness and impartiality of the service in accordance with the national guidance and minimum standards reporting regularly to the local authority.
- Listens and communicates well, encourages all to participate and is willing to listen to ways in which meetings can be improved.
- Impartial and flexible.
- Achieves the aims of the meeting.
- Summarises fairly and succinctly.
- Exerts authority/positive leadership when necessary.
- Gains consensus and avoids undue conflict
- Ensures follow-through on actions identified.

##### Before the meeting

- Liaise with Cumbria SEND IASS staff regarding a structured agenda including setting clear timescales.
- Meet with Cumbria SEND IASS Manager before the Advisory Board meeting to be fully informed and prepared.
- Read the papers carefully in advance of the meeting. Be aware of the issues and check out any queries, inconsistencies or potential controversy.
- Agree appropriate form of records, i.e. formal minutes, notes etc with the group.

## **At the meeting**

- Arrive early. Members often wish to speak to the Chair prior to the meeting and it's a good opportunity to 'network'.
- Start the meeting on time and, equally important, state when the meeting will finish.
- Ask for any apologies' not already recorded and check for conflicts of interests
- Make introductions.
- Try to make the meeting an enjoyable experience. Business is likely to be conducted most effectively and efficiently when people feel relaxed and comfortable.
- Listen carefully to all contributions while keeping members focused.
- Facilitate a balanced discussion:
- Remain impartial
- Sum-up succinctly at the end of each an item, so that members are clear about what has been decided.
- Make clear what is to happen next and who will be responsible.
- Finish on time or earlier than the given time. Respect the value of people's time.
- Clarify arrangements for the next meeting.

## **After the meeting**

- Agree the draft minutes with the Secretary. The Secretary should circulate the draft minutes to members within two weeks of the meeting.

The Chair Person will also have the ability to liaise with Cumbria SEND IASS.

**The Vice Chair will support the chair in their duties as set out above and deputise in their absence working collaboratively to their own strengths.**