

Appendix 3

Transition Board

Draft Terms of Reference

- The purpose of the Transition Board is to look at the support being provided to pupils who have been required to move school due to the closure of their current primary school.
- The board will oversee the work of the teams that support application to a new school, familiarisation to the new setting and move to a new school.
- This work will continue until the end of the Autumn term 2024 and the Year 5 (Sept 2023) cohort will be tracked through the move to a new secondary school place in September 2025.
- The group will ensure that services funded to facilitate the transfer of pupils to new schools use the additional funding wisely and account for its use so that this can be reported on in due course.
- The board will not replicate the good transition which is going on led by the local authority teams and the schools, but will provide challenge and support as is needed to ensure the transition for all children is a positive experience and they receive any additional support needed.
- The group will work closely with school leadership to communicate and liaise with schools.
- The group will positively communicate the work of the board.
- The Co-Chairs of the CF&S committee will provide political oversight to the work undertaken and the meetings will be chaired by the Assistant Director, Families, Children and Learning (Education & Skills).

