

# Pupils Educationally at Risk Panel 2025/26

## Terms of Reference

### Context

**1. Core Purpose:** The Pupil Educationally at Risk Hub (PEAR) will provide the strategic leadership to ensure that all children and young people (C&YP) at risk of not attending full time education are provided with effective support in an appropriate educational setting.

The PEAR hub aims:

- A. To consider requests which have been triaged by a Specialist Advisory Teacher for the Medically Vulnerable, Pupil Inclusion and Support Manager, Inclusion and Access Manager, Social Emotional and Mental Health Coordinator and/or Education Welfare Coordinator.
- B. To provide strategies and signposting to pupils educationally at risk who are;
  - medically vulnerable
  - at risk of permanent exclusion
  - at risk of experiencing Emotionally Related School Avoidance
  - not yet school ready and in Reception or Year 1
- C. To provide access to Drawing and Talking intervention through the SEMH Service where there is capacity and outcomes identified.

**2. Term:** This Terms of Reference is effective from 01/09/25 and will be ongoing until terminated by agreement between the parties.

### 3. Members

Name	Representing:	Name	Representing:
<a href="#">Anne Bishop</a>	Area SENCo (Independent Chair)	<a href="#">David Griffiths</a>	SEND
<a href="#">Alasdair Whitelaw</a>	Access and Inclusion	<a href="#">Liz Mwadiwa</a>	Social Care
<a href="#">Sarah Scott</a>	Early Help	<a href="#">Silje Ommundsen</a>	Social Care
<a href="#">Annette Taylor</a>	Education Welfare and ERSA	<a href="#">Taziwa Makoni</a>	Social Care
James Breeze	Health / NHS	Dorrie Hooson-Jones	The Anchor
<a href="#">Clare Raffaelli</a>	Medically Vulnerable Support	<a href="#">Rebecca Lloyd</a>	Virtual School
<a href="#">Debbie Nayar</a>	Risk of PEX - SEMH	<a href="#">Louise Hulse</a>	Windsor and Maidenhead Youth Justice Service
<a href="#">Rosie Gossage</a>	Risk of PEX - Inclusion		

Schools will be invited as a guest to the panel to present individual children

## 4. Roles and Responsibilities

### a. Roles

- To work as a part of a multi agency team to ensure that all C&YP who are RBWM residents have a FT educational offer (or as much as they are able to manage).
- To ensure that these placements are monitored and that if attendance becomes a significant concern, that a pupil is added to the list of those to be discussed at the meeting.
- To consider requests from schools (triaged via members listed above) regarding signposting and applications for funding and to decide upon any financial contribution.
- To aid schools to support pupils at significant risk of poor school attendance, including those who are medically vulnerable.
- To maintain a register of local Alternative Provision providers for schools to refer to if required.
- To maintain links with alternative provisions to ensure effective working relationships

### b. Responsibility

- To attend all meetings. If unable to attend, to send a deputy representative.
- To ensure requests have been read in full prior to the meeting.
- To ensure that all matters arising and actions for the organisation identified, have been completed in a timely fashion.
- Referrals to the PEAR hub to include all relevant information to be shared at the meetings. All outcomes to be disseminated back to the original referrer.
- To ensure any and all relevant staff are made aware of final decisions, this could include but is not limited to: Social workers - Early Help Advisors - School SENCo or Headteacher - Safeguarding Leads - Designated teachers - SEMH leads - Assessment Leads

## 5. Meetings

- All meetings will be chaired by Area SENCo
- A meeting quorum will be 4 members of the PEAR hub
- Decisions will be made by consensus (i.e. members are satisfied with the decision even though it may not be their first choice).
- If not possible, the chair will make the final decision.
- Meeting agendas and minutes will be provided by the Chair and/or Business Support, this includes:
  - preparing and distributing agendas and supporting papers.
  - preparing and distributing meeting notes and information.
- Meetings will be held once a month, members to allocate 90 minutes.
- On occasion, email ratification by panel members may be necessary in order to expedite an agreement.
- If required, subgroup meetings will be arranged outside of these times at a time convenient to ensure that an identified action has been completed.