



Democratic and Member Support

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STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

Thursday 3 July 2025
1.30 pm
Warspite Room, Council House

Members:

Councillor Blight, Chair

Katie Freeman, Vice Chair

Cllr Dann, Cllr Stevens, Cllr Cresswell, Cllr Tuohy, Cllr Lugger

Sara Wells, Charanjeet Singh, Deborah Temple, Sarah Lakey, Selina Day, Giles Freathy, Jasmin Rhead, Gwen Hughes, Kerry Wardle, Dr Ian Jamison, Giles Freathy, David Evans, Muhunthiny Sivasothy, Bhai Gurmit Singh, Dr Judith Beckman, Martyn Cox, Lesley Clark, Leonore Newson, Arezoo Farahzad

Officers: Ed Pawson, Michael House, Asif Siddique

Members are invited to attend the above meeting to consider the items of business overleaf.

For further information on webcasting, attending Council meetings and how to engage in the democratic process please follow this link – [Get Involved](#)

Tracey Lee

Chief Executive

Standing Advisory Council on Religious Education

PART I

Agenda

1. Introduction and welcome to new members - Chair:

2. Apologies - AS

To receive apologies for non-attendance submitted by SACRE Members.

3. Declarations of Interest - Chair

Members will be asked to make any declarations of interest in respect of items on this agenda.

4. AGM: Election of new Chair/Vice-Chair/Group spokespeople:

5. Minutes from the last meeting - Chair **(Pages 1 - 8)**

To confirm the minutes of the meeting held on 5 March 2025.

6. Chair's Urgent Business - Chair

To receive reports on business which, in the opinion of the Chair, should be brought forward for urgent consideration.

7. LA officer input - MH: **(Pages 9 - 18)**

8. Member Focus:

9. Plymouth Agreed Syllabus - Impact & Follow-up survey - EP:

10. Ofsted Inspections: summaries - EP: **(Pages 19 - 22)**

11. Learn Teach Lead RE - EP report:

12. Local & National Developments: RE Hubs, Curriculum & Assessment Review - EP:

13. SACRE: Task & Finish Activity:

13.1. Constitution - Chair MH **(Pages 23 - 36)**

13.1. Special School RE - EP / MC/ CW

14. PCFCD Updates - SW:

15. Date and venue of next meeting - AS

Tues 11th November 2025, Council House, Room TBC

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Standing Advisory Council on Religious Education**Wednesday 5th March 2025**

Present: Cllr Tess Blight (TB, Chair), Cllr Sally Cresswell (CSC), Cllr Kathy Watkin (CKW), Cllr Sue Dann (CSD), Katie Freeman (KF, Vice Chair, Diocesan Board of Exeter), Dr Judith Beckman (DJB, Jewish Community), Arezoo Farahzad (AF, Baha'i Community), Jasmin Rhead (JR, NEU, DHSG), Sara Wells (SW, PCFCD, Reverend David Evans (DE, Baptist Church), Martyn Cox (MC, Humanist), Claire Wills (CW, Headteacher Special School), Leonore Newson (LN, Pagan Community), Michael House (MH, PCC Education Officer), Asif Siddique (AS, SACRE coordinator), Ed Pawson (EP, Advisor to Plymouth SACRE)

Attended remotely: Kerry Wardle (KW, DHSB), Chaz Singh (CS, Co-optee Sikh Rep), Muhunthiny Sivasothy (MS, Hindu Community), Nic Gibson (NG, Pagan Community), Dr Ian Jamison (DIJ, Teacher of RS - Plympton Academy) Deborah Temple (DT, Co-opted Jewish Community rep),

Observer: Wendy Bratherton and her guest (Norse Pagan Community), left at 2.49pm.

Apologies for absence: Cllr Chip Tofan (CCT), Selina Day (SD, Marjon), Professor David Salter (PDS, Quaker Community), Giles Freathy (GF, Marjon, RE Lecturer), Bhai Gurmit Singh (BGS, Sikh Community), Sarah Lakey (SL, Diocesan Board of Exeter)

The meeting started at 1.30pm and finished at 3.36pm.

Note: At a future meeting, the committee will consider the accuracy of these draft minutes, so they may be subject to change. Please check the minutes of that meeting to confirm whether these minutes have been amended.

Introduction and welcome to the new members - Chair

Chair welcomed LN (Pagan Community) as the new SACRE member. LN will be taking over NG who is now going to represent Pagan Community on Devon SACRE.

Chair informed the Panel that AP is no longer a member of Plymouth SACRE.

Chair also welcomed some young students from DHSG who were attending the meeting to share why RE is important to them.

Chair welcomed Wendy Bratherton and her guest who is a Norse Pagan. Wendy informed the Panel that she is currently working with her child's school to help increase the understanding of her community's beliefs and traditions, enriching the school's pastoral and R.E. curriculum.

Declarations of interest - All

Chair and DDS are PCFCD's trustees

Chair, CSC, CSD and CKW support PCFCD from Councillor Grants fund.

SW is PCFCD's manager and AF is the Chair of trustees.

Students from DHSG (Why RE is important to C& YP) – JR

5 students from DHSG gave an account of what they are learning in RE and how it has made a positive impact culturally, socially and academically. The Panel appreciated students' positive

views and their ambitions to use RE for their personal and professional development in their lives.

Review of the previous minutes - Chair

The Committee agreed that minutes from the last meeting held on 12 November 2024 were an accurate record of meeting with the following amendments:

- On page 6 of the minutes there is a typo under the heading, 'Plymouth Centre for Faith & Cultural Diversity', on the first line "tart" should read "start".
- On Page 3, Para 3, line 3, 'DB' should read 'DT'

Actions from the current meeting

- a) AS to circulate Powerpoint slides shared by EP in the meeting
- b) Chair to contact Cllr Penberthy regarding damaged HMD plaque in the Peace Garden.
- c) Chair and EP to write a letter of 'Thanks' to DHSG
- d) Chair to write a letter of 'Thanks' to NG (Pagan rep)
- e) Re NASACRE annual conference, Plymouth Members to contact EP or Chair if they would like to be a Plymouth SACRE rep.
- f) Regarding SACRE Annual Report, EP to send a list of the schools to MH that he has been in contact with.
- g) AS to publish the minutes of the previous meeting with amendments
- h) PCFCD 2025/26 Funding - KF & SW need to meet and progress
- i) All to inform Chair, EP or MH if interested to volunteer for constitution review
- j) AS to send expenses claim and bank details forms to members with minutes

Chair's Urgent Business - Chair

None

Local Authority Officer to SACRE Update - MH

MH gave updates on SACRE budget position and shared the relevant documents.

SACRE Budget Position 2024/2025 – (1st April 2024 – 31st March 2025) – updated, Spring 2025.

Annual resources: £13,105 (£12000 ESG+ £1105 Revenue)

In-Year spend (Update to Month 10 – Actual to 05/02/25): (£15,372 Total)

Planned / Projected Remaining Spend (01/04/24 to 31/03/25): £300-430 (Total) Approx.

In-Year Income: £2701 (Total)

Projected Income: £0

Projected Balance: £434 (£13,105 – {In Year Spend £-15,327 + Income £2701 = £12,671} = £434

Projected Remaining Resource: £? (as per SACRE expenses claims, sub-group activity / expenses, conference attendance etc. to April 25)

Please refer to 'LAOtS Update Spring 2025 MH' in the agenda pack for full details.

CW clarified that £3000 for PCFCD's [SHAP calendar](#) is not just for the calendars but a whole host of other work as well. In a response to a question from CS, CW replied that £3000 funding to PCFCD from Plymouth SACRE was for the whole financial year. Chair

clarified that PCFCD received this money after a successful funding bid, and this funding is not linked with Recovery Fund which is not managed by SACRE.

MH clarified that SACRE is allotted an amount of money every year. Some of that money comes from schools' budget. This year some revenue also came from the conference.

Chair said that it is a positive move that we have managed to spend the budget and look forward to spending it again this time next year.

SACRE Annual Report 2023/2024 – EP

EP shared the following updates:

The Plymouth SACRE annual report for 2023/4 has been completed and sent around to SACRE members for comments. None were submitted. This report will now be sent to the DfE and NASACRE.

Before finalising, SACRE members were asked to comment on the way the report represents schools' data for GCSE and A level exam outcomes.

It is national practice, agreed with the DfE, that SACRE reports can publish the GCSE outcomes data for local schools. However, several members expressed unease about this practice. In conclusion, it was decided that the report will redact the names of schools in the data tables.

It was highlighted that some schools are missing on the data tables.

This report was shared with the Panel via email after the meeting.

EP to send a list of the schools to MH that he has been in contact with.

Plymouth Agreed Syllabus – Impact and follow-up survey - EP

EP is going to run some training courses, both for primary and secondary schools in Ivybridge in the summer 2025. There will be a survey going out to Plymouth schools in May 2025 to get their feedback on the new syllabus.

Ofsted Inspections Update – EP

EP shared slides on Ofsted reports in the City since the last meeting in Nov 2024. In Primary Schools, EP has contacted Oakwood Primary around inspectors' comments on 'diversity in society' and offered SACRE's support. There has been a deep dive at Shakespeare and Eggbuckland Vale Primary. Comments about Mary Dean, 'understanding and celebrating different cultures and faiths' is very positive. Leigham Primary's report contains positive comments about how the rich personal development programme exposes people to different faiths, cultures and lifestyles. EP has written to the school to acknowledge their efforts. Some positive comments were made on Woodford's, Ernesettle's and Brook Green's reports too.

SW commented that all those schools with positive comments do use PCFCD services.

LTLRE and RE Hub Update – KF and JR

KF stated that as multi academy trust model now provides training among their school groups, it has been really difficult to communicate with individual schools. They are trying to find ways to get in touch with hard-to-reach schools. She added that it is just not RE leaders who need their support, it's also those teachers that are particularly in primary schools that are teaching RE every week and don't access that training. Putting something online every now and again is really helpful for them because they can just log-on and get some ideas straight into their classroom. This will bring people together to access this for free to help them in the RE classroom.

JR had put a lot of work into contacting a speaker to come and speak at the hub meeting but unfortunately, at the last meeting the speaker didn't turn up. KF had to use some training slides but it was not ideal. Therefore, there is a need in Plymouth to gather and regroup to train and support RE teachers especially in primary schools. KF had originally stepped back but in the light of this she will carry on her role. In the absence of JR there is a need for a secondary lead.

EP said that we've got a conference planned in Autumn 2025 and meetings at end of March 2025 and summer term. The conference will be in St Mellion again for the local area of the Devon, Cornwall and Plymouth.

Updates from RE Advisor – EP

Regarding RE Hubs, EP shared slide on national and regional [website](#). He stated that a number of people from Plymouth SACRE are represented on the website. Locally, schools now can find PCFCD, Plymouth Synagogue and other places in the Southwest. Local accredited speakers can also be found. He added that all of the PCFCD speakers are now linked through this network and effectively it is a one-stop-shop. RE jobs can also be advertised now on this website and the calendar can take you to the local events. They also arrange [CPD, MAT & Federation RE Leads](#) meetings, the next meeting is on 1 April 2025. This is a great place for RE leaders needing networking opportunities.

EP also talked about NATRE response to the Curriculum and Assessment Review. Details shared on the slides.

EP shared a slide regarding a webinar on '[Developing a Religion and Worldwide Views in RE in England](#)'. KF also shared an [Interfaith Webinar](#) link. This was recorded by Jonathan Marshall, KF and representatives from the Welsh Interfaith Forum and RE Today. This is a free resource that can be used by secondary teachers.

EP has already submitted a response to DfE regarding ongoing curriculum review on behalf of Plymouth SACRE.

KF stated that before the submission, reps from NATRE were called to a meeting with other subject associations. They were told that when they submit evidence to the curriculum and assessment review, they should put in big asks or to offer opinion. It was about real hardcore evidence, so they used a lot of primary and secondary survey data from across the country about the picture of RE. They talked about what happens to that statutory requirement, how to ensure that schools are keeping to it, who monitors it, what does that look like etc. They highlighted a lot of issues and also mentioned where things are going well.

EP added that national curriculum was also discussed. Some RE organisations such as the Religious Education Council have surveyed their members on it. It was not a requirement. It

was something that they chose to do. They were broadly in favour of a national curriculum in RE.

EP talked about different views presented by delegates as to whether RE should be part of the national curriculum and shared some [comments](#) from RE leaders on this subject. [More comments](#).

EP shared the slides on 'REC: member survey on Curriculum and Assessment Review'. There was an equal support both for and against RE to be part of the national curriculum (39%) where the content is determined by the government.

Panel shared their thoughts on 'Right of Withdrawal', British values, local context, KF said that if RE becomes part of the national curriculum then SACRE role will change.

EP shared slides on Lord Bilimoria's [article](#) on Politics.co.uk showing the importance of RE

EP stated that Southwest SACRE conference took place on 4th March 2025. There were number of delegates from Plymouth Sacre and in total 38 delegates from across the Southwest.

Religious Education Council AGM will be on 1st May 2025 in London (not a public meeting). Becky Francis, who's leading the curriculum assessment review will be chairing.

KF gave insight on how NATRE are engaging with curriculum review and commented that this review is definitely listening to teachers.

EP informed that on the 26th and 27th of June, [the second joint AREIAC / AULRE conference](#) is being held the Exeter University where RE Advisors Group and the University Lecturers Group Associations will be meeting.

NASACRE annual [conference](#) will be held on Monday 19th May 2025, 10:30 – 15:30 at Stratford Town Hall, London. Keynote speakers will include Dr Joyce Miller who will speak on what Religion and Worldviews can offer schools and society. Delegates will also have the invitation to attend two virtual workshops from Monday 2 June – Thursday 5 June. Plymouth Members to contact EP or Chair if they would like to be a Plymouth SACRE rep.

RE Today has published a New Resource Project on [understanding Muslims and Islam](#). NATRE members will get a free copy.

Oak National Academy is releasing [free materials](#) on religious education.

There is a resource on the SHAP website called [An Audiobook for Religious Terms](#). You can click on it and can hear the words and phrases being spoken; really helpful for teachers who aren't familiar.

Holocaust Memorial Day Update – AF

AF stated that in response to the year's theme "For a Better Future" Plymouth City Council and PCFCD hosted both the HMD Civic Reception and the public commemoration in the Council House Chambers on Tuesday 28th January 2025. This year also marked the 80th anniversary of the liberation of Auschwitz-Birkenau and the 30th anniversary of the conflict in Bosnia. Due to Storm Éowyn / Herminia the public event normally held in the Peace Garden on the Hoe was moved indoors for health and safety purposes. Over fifty invited guests attended a one-hour Civic commemoration programme with contributions from The

Lord Mayor, Deputy-Leader of the Council, the Jewish Community, Rwandan Community, those with disabilities, Plymouth's Young Poet Laureate and memorable music pieces specially composed for the occasion by A-Level students at Devonport High School for Boys. Personal reflections were interspersed by multi-media slideshows and videos.

A similar number of guests including the public enjoyed a shorter 15-minute programme at midday.

A special note of thanks to Kevin McKenzie, the PCC support team and staff at the Lord Mayor's Office for their time and help in coordinating the logistics and working on the programme on behalf of Plymouth City Council.

SACRE Task & Finish (Activity)

a. Constitution (Chair)

b. Special School RE – EP/MC/CW

- a. Chair reminded that we are seeking more members for a group of volunteers to review Plymouth SACRE constitution to make sure that it is up-to-date and fit for purpose. Only 1-2 meetings will be required. Chair, EP, KF and MS has already volunteered. All to inform Chair, EP or MH if interested.
- b. EP gave updates on a review of special school provision for R.E. and said that he will be meeting with CW next week along with Becky Dacosta, who is LTLRE lead to scope this activity. EP is hoping they will have a day together with special school experts soon. MC has already volunteered to be a part of this activity.

Plymouth Centre for Faith and Cultural Diversity – SW

SW updated members on PCFCD as follows:

- Busy term as anticipated – 122 requests so far, most for multiple sessions or visits!
- Services4Schools payment – made 18 December 2024 for the 24/25 FY and final list of subscribing schools provided on 12 Dec 2024.

Schools now being asked to select their services for 2025/26 FY

SACRE Funding Update:

SHAP Calendars now arrived – ordered 120, only received 70 in the end – secondary schools will receive a link for online calendar

FS Training – w/c 10 February – 5 new speakers trained and more training planned for w/c 24 March. Still desperately need more speakers, particularly Hindu & Jewish

Workshops and Visits for Primary and Secondary schools currently being booked in for March 2025

2025/26 Funding - KF & SW need to meet and progress

SW also stated that they are receiving enquiries about the whereabouts of the Holocaust Memorial Plaque in the Peace Garden that was damaged recently.

AF informed the Panel that she had been in contact with Cllr Penberthy (Cabinet Member). Cllr Penberthy has advised that the plaque is currently with Plymouth City Council who have sent it off for repairs. There was a minor damage on the surface. Once repaired, it will be returned to the Peace Garden. Repairs timescales are not known at this stage.

Chair to contact with Cllr Penberthy in this regard.

Any Other Business – Chair

On behalf of CS, Chair informed the Panel that the Sikh flag (Nishan Sahib) will be raised at the Guildhall flagpole on April 13th at 10:30. The Lord Mayor has been invited to attend. Vaisakhi is the birth of the Khalsa Panth. All are invited to attend.

Date and venue of next meeting – AS

The next meeting will be held at 1:30pm on Thursday 3 July 2025, Warspite Room, Council House.

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**PLYMOUTH STANDING ADVISORY COUNCIL
ON RELIGIOUS EDUCATION (SACRE)****LOCAL AUTHORITY OFFICER TO SACRE
RESOURCE UPDATE (SUMMER 2025)**

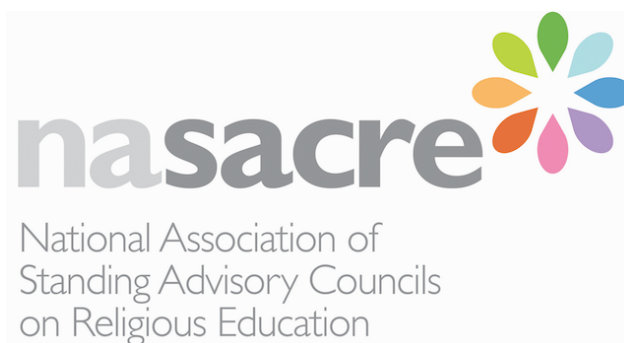
1. SACRE Budget Position
2. Plymouth SACRE Contact Information

1. SACRE RESOURCE POSITION – 2025/2026 (1st April 2025 – 31st March 2026)

ANNUAL RESOURCE	£13,105.00 (£12,000.00 ESG + £1,105.00 Revenue)
ACTUAL IN-YEAR SPEND – TO DATE (Update to Month 2 – Actual to 12/06/25)	£320.00 (Total) <ul style="list-style-type: none"> £120.00 – NASACRE Conference Attendance (EP) £110.00 - Supply (KF)
PLANNED / PROJECTED REMAINING SPEND (01/04/24 to 31/03/25)	£9600.00 (Total/Approx/TBC) <ul style="list-style-type: none"> £1000.00 - TBC Meeting Expenses Claims / Supply Cover (Approx. £300.00 per meeting) £6500.00 (+Expenses) – RE Professional Advisor to SACRE (Purchase of Service – EP Consultancy) £200.00 – Subscriptions £500.00 – Conferences / Training £900.00 - EDPS Ltd (Financial Contribution to support LTRE) £500.00 - Sub Group Activity
ACTUAL IN-YEAR INCOME	£0.00 (Total/TBC)
PROJECTED INCOME	£0.00 (Total/TBC)
PROJECTED REMAINING RESOURCE	£3185.00 (as per expenses claims, sub-group activity / expenses, conference attendance etc. to 31/03/26)

2. PLYMOUTH SACRE CONTACT INFORMATION

PLYMOUTH SACRE CONTACT INFORMATION	
SACRE EMAIL	sacre@plymouth.gov.uk
SACRE WEB ADDRESS	https://democracy.plymouth.gov.uk/mgCommitteeDetails.aspx?ID=480
SACRE CHAIR	Cllr Tess Blight (Plymouth City Council) sacre@plymouth.gov.uk
SACRE VICE CHAIR	Katie Freeman (Bickleigh Down CofE Primary School) sacre@plymouth.gov.uk
LOCAL AUTHORITY OFFICER TO SACRE	Michael House (Plymouth City Council) michael.house@plymouth.gov.uk
RE PROFESSIONAL ADVISOR TO SACRE	Ed Pawson (Independent Consultant) efpawson@gmail.com
SACRE CLERK	Asif Siddique (Plymouth City Council) asif.siddique@plymouth.gov.uk



SACRE Chair

The appointment of the Chair

As SACREs are bodies appointed by the local authority, in principle the local authority has the right to appoint the Chair of SACRE. Where the local authority decides not to exercise this right, SACREs appoint their own Chair. The agreement about this at a local level, including the process for the appointment of the Chair of your SACRE, and the eligibility of candidates, should be clearly set out in the SACRE's Constitution. Where the SACRE's constitution shows the Chair can be elected, the SACRE needs to have an open and fair process for making this appointment.

The roles of the Chair

There are a number of key roles that the Chair performs, grouped under three broad headings:

- Specific
- General
- Strategic

Specific

The specific role of the Chair is to ensure that the SACRE fulfils its statutory duties and responsibilities. To do this the Chair will need to have a clear grasp of the nature and make up of SACRE, what it is responsible for and what it can do beyond its statutory functions. The Chair should also take a leading role in SACRE's on-going process of self-evaluation and development.

During SACRE meetings it is the responsibility of the Chair to ensure the smooth and efficient running of the meeting. This includes making sure that the business of the meeting is dealt with and that all members can participate and contribute fully. The Chair also has the responsibility to decide on any involvement from non-members who are present. For example experts who might be brought in to advise SACRE on a specific matter pertinent to an agenda item being discussed; likewise, if it is deemed necessary, to decide when someone should be asked to leave the meeting or be removed from it.

General

The Chair of SACRE is responsible, with the clerk and the professional officer, for constructing the agenda for each meeting. This includes deciding on items where the press and public might need to be excluded if they are present; see: The Religious Education (Meetings of Local Conferences and Councils) Regulations 1994.

In the meeting it is the Chair's role to sign the minutes of the previous meeting as a true and accurate record as well as to ensuring that any actions resulting from the minutes have actually taken place. If the Chair needs a mandate to act on SACRE's behalf before the next meeting that should be sought at the meeting being Chaired.

If there are issues relating to inefficiencies in the timeliness of notice for meetings, the publication of agendas and reports, the provision of funding or support or the venue of SACRE's meetings it is the Chair's place to bring this up with the most senior paid official of the local authority.

Strategic

In many ways the Chair of SACRE is its public face and may be asked to represent SACRE at Council meetings or public events, including interfaith events. In this way the Chair of SACRE becomes a champion for religious education and collective worship in the local authority and its schools. Therefore, it is important that the Chair of SACRE has a clear understanding of the nature of RE and collective worship and how that effects different schools in different ways, the role that RE and collective worship play in a broad and balanced education and their contribution to pupils' spiritual, moral, social and cultural development. Beyond understanding these, a good and effective SACRE Chair needs to believe in the positive contribution of these elements of education in the development of each pupil and of society. The Chair also needs to be committed to ensuring the inclusive involvement of all SACRE members and the constituencies that they represent.

Key tasks

Ensure that:

- a clear timetable of meetings for the year is agreed and publicised
- membership of the SACRE is efficiently maintained, i.e. that the four groups of SACRE have appropriate representation, with good attendance and participation
- SACRE produces guidance to support the local authority and its schools with regard to religious education and collective worship
- an annual report is produced each year and sent to the Secretary of State as required by statute
- SACRE members have a programme of training, and when necessary induction
- there is a Vice or Deputy Chair if the Chair is unable to make a meeting
- where there is an agreed a code of conduct it is adhered to by all SACRE members

Notes

The legislation relating to SACREs is contained in the Education Act 1996:

- <http://www.legislation.gov.uk/ukpga/1996/56/part/V/chapter/III/crossheading/constitution-of-standing-advisory-councils-on-religious-education>
- The Religious Education (Meetings of Local Conferences and Councils) Regulations 1994: <http://www.legislation.gov.uk/uksi/1994/1304/regulation/5/made>.

The constitution of SACRE should clearly set out the role for the Chair of SACRE and this should be publicly available.

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SACRE REPRESENTATIVES TRAVEL EXPENSES CLAIM PROCESS



	PROCESS	INFORMATION
1.	Complete 'CREDITOR DETAILS FORM' and return to Michael House (Plymouth City Council)	<p>Representatives will only have to complete this form once.</p> <ul style="list-style-type: none"> Please return these forms to michael.house@plymouth.gov.uk for processing. This will facilitate Plymouth City Council paying expenses into your bank account.
2.	KEEP ALL RECEIPTS	<p>Claimable expenses include:</p> <ul style="list-style-type: none"> Vehicle Mileage (Paid at £0.45p / mile. Travel within Plymouth and Peninsula including Devon, Cornwall, Somerset and Dorset) Bus Fares (please include ticket/receipt) Taxi Fares (where no other form of transport is available – please include receipt) Train Fares (please include ticket/receipt) Motorcycle Mileage (Paid at £0.24p / mile) Bicycle Mileage (Paid at £0.20p / mile) Parking Fare (please provide ticket/receipt) or Supply Teaching Cover (please send invoice via your School Business Manager).
3.	RETURN EXPENSES CLAIMS	<p>Please send all claims to michael.house@plymouth.gov.uk</p> <p>TRAVEL DETAILS TO INCLUDE:</p> <ul style="list-style-type: none"> Name Date of Travel Type of Travel Expense (Car/Bus/Taxi/Train/Motorcycle/Bicycle) POSTCODE of the start of the journey (the postcode for the Plymouth City Council House is PL12AA. Cost of Expense (or Mileage) <p>Please scan or photograph your receipts and attach to your email (if this is not achievable, please contact Michael House).</p>
4	RECEIVE PAYMENT	Your expenses will be sent to the Finance Team and subsequently paid into your Bank Account.

EXAMPLE EMAIL TEXT	<p><i>Subject: SACRE Expenses Claim</i></p> <p><i>Dear Michael,</i></p> <p><i>Please find my travel expense claim for the most recent SACRE meeting.</i></p> <p><i>Name: Michael House</i></p> <p><i>Date: 19/07/23</i></p> <p><i>Type of Travel: Car</i></p> <p><i>Start Postcode: PL65UF</i></p> <p><i>Cost/Mileage: 6miles</i></p> <p><i>Parking: £3.20</i></p> <p><i>Thank you and I have included a photo of my receipt/ticket.</i></p>
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**CIVICA FINANCIALS CREDITORS SYSTEM
NEW/AMENDMENT TO CREDITOR RECORD**

CREDITOR DETAILS FORM

FORM COMPLETED BY	
DEPARTMENT/SECTION	
TELEPHONE NUMBER	

NEW CREDITOR RECORD REQUIRED ☒

AMENDMENT REQUIRED ☐

Is this a purchasing Supplier?
Do you want to raise a payment
request? (auto AFP)

YES ☐
YES ☒

NO ☒ (if YES refer to note above*)
NO ☐

CREDITOR NUMBER (If amending existing record please state creditor number)									
PAYEE NAME									
PAYEE ADDRESS									
POST CODE									
EMAIL ADDRESS (for remittance advice)									
PHONE NUMBER									
FAX NUMBER									

The Council's preferred method of payment is **BACS**. Please ensure bank details have been obtained from the creditor.

BANK DETAILS FOR BACS PAYMENT														
SORT CODE							ACCOUNT NUMBER							
BANK ACCOUNT NAME														
BANK/BUILDING SOCIETY NAME														

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Ofsted reports: Feb – Jun 2025

Plymouth schools

This report shows the comments which have been made in Ofsted reports in areas that relate to the work of SACRE.

Primary School	QofE Grade	PD Grade	Pub Date	Ofsted report comments relevant to SACRE monitoring	Deep Dive	Comments for SACRE
Eggbuckland Vale	O/S	O/S	05/02		Yes	
Victoria Road	Good	Good	04/03	Assemblies and the personal, social and health education curriculum ensure pupils have a good understanding of equalities and how to be fair to those who are different from themselves. The school has considered carefully the needs of its community when planning for pupils' personal development. It seeks and uses every opportunity to give pupils experiences that broaden their social, moral, spiritual and cultural understanding.		
Pilgrim	Good	O/S	06/03	Diversity is celebrated exceptionally well. Many different nationalities and languages are represented in the school community. The school taps into the richness and learning opportunities that this provides. Pupils are committed to treating others how they would like to be treated. Religious festivals are accommodated with kindness and understanding. Pupils enjoy learning about different traditions and cultures.		Yes
Ford	Good	Good	14/03	The school prepares pupils for life in modern Britain effectively. Pupils develop a good understanding of the fundamental British values. They understand, appreciate and respect difference in the world. Through religious education they discuss and debate different points of view about important topics. Pupils enjoy going on trips and visits.		Yes
Widely Court			26/03	Pupils have a remarkable, in-depth understanding of fundamental British values. They speak maturely about the importance of equal opportunities for all. This prepares pupils well to become active citizens in the culturally diverse communities found in modern Britain.		

Woodfield			31/03	Pupils benefit from meeting different visitors to the school. These include local authors, community workers and people with different religious beliefs.		Yes
Compton	Good	Good	30/04	Leaders respond intelligently to any issues that arise within the pupil population, for example, by picking up any themes in assemblies. Pupils develop tolerant attitudes. They are interested in others and respectful of different ways of life.		
Goosewell	Good	Good	09/05			
St Budeaux			20/05	Teachers have a secure knowledge of the subjects they teach. They present subject matter clearly and carefully check pupils' understanding. Pupils develop detailed knowledge across a broad range of subjects. This was particularly strong in religious education and science.		Yes
Plympton St Maurice			21/05			
Cathedral School of St Mary			10/06			

Secondary School	QofE Grade	PD Grade	Publish Date	Ofsted report comments relevant to SACRE monitoring	Deep Dive	Comments for SACRE
Notre Dame RC	Good	Good	05/03	Through the curriculum, pupils develop strong leadership skills. They value their roles in supporting assemblies and representing the views of pupils about the subjects they study. students went on a pilgrimage to Walsingham with students from the national and international Notre Dame network of schools.		

Devonport High for Girls	Good	O/S	06/03	There are student-led groups representing different interests such as the 'diversity council' which raises money for global causes. Pupils and students from the sixth form get together in the 'nurture base' where they support one another socially and emotionally. Pupils describe this as a place where 'we listen and don't judge'.		
Plympton	RI	Good	24/03			
Scott Medical	Good	Good	30/04	Pupils develop an awareness of topical issues through the school's 'Futures Curriculum'. They enjoy opportunities to discuss and debate ideas centred around medical ethics. The school's own poet laureate helps to raise pupils' social and cultural awareness.		
St Boniface RC	RI	Good	19/05	The school ensures that pupils learn about different faiths and cultures and that diversity is celebrated.		

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PLYMOUTH SACRE (CONSTITUTION REVIEW 2025)

Hello Colleagues,

Please find below a consultation version of what could be the next iteration of the SACRE Constitution / Terms of Reference. I have taken to the opportunity to gain guidance from a number of sources including other local authorities, NASACRE and discussions with SACRE Members etc. What we have below is too long, but I have included elements for your consideration and to illicit your advice, experience and consultation. There will be omissions, typos and of course, things that are new and this document aims to be just the first step in the process of revising our Constitution to reflect our current provision.

Please review, make comments back to me via michael.house@plymouth.gov.uk, which I will summarise for the next SACRE Meeting, where we can discuss further.

1. INTRODUCTION

- 1.1. **A Local Education Authority is required by Section 390 of the Education Act 1996 to constitute a Standing Advisory Council on Religious Education (SACRE).** The SACRE shall operate in line with legislation and guidance. Every SACRE needs a constitution to ensure it operates efficiently, is publicly accountable and fulfils its statutory duties. This Constitution sets out the framework within which the SACRE should operate, in accordance with the Education Act 1996, the School Standards Framework Act 1998 and RE Guidance in English Schools 2010 – Non-Statutory Guidance, including the requirement for the SACRE to broadly represent the proportionate strength of local religious groups reflecting the local community.

2. FUNCTIONS OF SACRE

- 2.1. **Plymouth SACRE will advise the Local Authority on matters related to the religious education, which follows the locally agreed syllabus, and on collective worship in schools (supporting good practice within educational settings), including:**
- Monitoring and improvement of standards, quality of teaching and provision in R.E. as well as the spiritual, moral, social and cultural development (SMSC) of pupils, responding to difficulties.
 - Monitoring and improvement of the provision and quality of collective worship.
 - Providing advice on ways of teaching the agreed syllabus RE, including the choice of teaching materials, disseminating good practice.
 - Keeping under review the effectiveness of the Agreed Syllabus (when appropriate to require the Local Authority to review the Agreed Syllabus by convening a statutory conference for this purpose - ASC).
 - Monitoring school approaches to assessing pupils' progress in RE (or related subjects):
 - Being aware of the uptake of external examinations in RE and Religious Studies and monitor or review the standards achieved.
 - Advising the LA on the provision of training for teachers in RE;
 - Receiving school inspection reports or sections of these reports.
 - Receiving reports on any complaints made under the Local Authority and individual schools' (Academy's and Trust's) complaints procedure related to RE and collective worship to provide consultation and advice relating to such cases.
 - Promoting social, spiritual and racial harmony.
 - Publishing an annual report as outlined in legal requirements which is sent to the Department for Education (DfE).
 - In accordance with legal requirements, on receipt of an application, making a determination about whether the requirement for mainly Christian collective worship is appropriate within a community school.
 - Regularly review guidelines for the regulation of its business.

3. THE LOCAL AUTHORITY

- 3.1. **In relation to Plymouth SACRE, Local Authority Responsibilities Include:**
- To ensure there is a SACRE;
 - To ensure all four groups are appropriately represented on the SACRE;
 - To establish an occasional body called an Agreed Syllabus Conference (ASC) appointing members to it;
 - To ensure there is an Agreed Syllabus, reviewed every five years;
 - To ensure support is in place to enable SACRE and the ASC to fulfil their duties;
 - To take note of and respond to advice from the SACRE.

3.2. To facilitate Plymouth SACRE the Local Authority will provide:

- a. Annual resource (funding).
- b. Clerking support for 3 SACRE meetings per year (+ associated planning meetings);
- c. Specialist RE Advice and support for SACRE meetings;
- d. Support for the preparation and distribution of the SACRE Annual Report that is received by the Secretary of State and other key partners in the work of SACRE. The Annual Report will cover a school year and will be agreed at an annual SACRE AGM, held in the Summer Term. The Annual Report should include any specific matters on which SACRE has advised the LEA and a broad description of the nature of that advice.

4. PLYMOUTH SACRE ACTIVITY

4.1. The activity of Plymouth SACRE is conducted via:

- a. At least three SACRE meetings
- b. Occasional Sub-Group meetings
- c. Planning / Wash-Up meetings
- d. Separate ASCs, Reports and Guidance to schools

4.2. Plymouth SACRE meeting arrangements:

- a. Plymouth SACRE meet three times per year, once in the Autumn Term, once in the Spring Term and an AGM in the Summer Term or the academic year. The meeting venue (and online attendance) is facilitated by the Local Authority.
- b. Agendas are reviewed and compiled during separate and preceding SACRE Planning meetings (SACRE Planning Group – Including the SACRE Chair, SACRE Vice Chair, Local Authority Officer to SACRE, RE Professional Advisor to SACRE, SACRE Clerk). The agenda of a meeting must give priority to items raised by the Local Authority. Members may, of course, raise matters which lie within the scope of the responsibilities of Plymouth SACRE, with the SACRE Chair. SACRE Meeting Packs, including Agendas are circulated to SACRE Members 7 days prior to the following SACRE meeting.
- c. Following each SACRE Meeting the SACRE Planning Group undertake a review of actions, matters arising and meeting minutes (SACRE Wash-Up meeting). This meeting also plans the work of the RE Professional Advisor to SACRE.
- d. To be quorate, each house must have at least one SACRE Member present (and at least one member is present that forms a faith / belief that is not Christian).
- e. Invitations, agendas, previous minutes and associated meeting documents are circulated, at least 7 days prior each SACRE meeting.
- f. All SACRE members are required to disclose declarations of interest at each SACRE meeting.
- g. If for unforeseen circumstances, the SACRE Chair and Vice Chair are not present, a Temporary Chair will be appointed at the beginning of the meeting.
- h. All members may claim travelling expenses (including public transport, personal vehicle mileage and parking – once the provided claim form is completed and forwarded to SACRE Clerk – Note: no claims will be reimbursed for parking related offences / charges). Supply cover for teachers from local settings will be funded at a half day rate. Expenses claim forms are included with SACRE Meeting Agenda Packs.
- i. Extraordinary SACRE meetings may be called, reflecting emerging and/or urgent issues, relating to the activity and scope of Plymouth SACRE.

4.3. Sub-Group (Working Group) Activity:

- a. SACRE may appoint members to working parties which may include non-members with expertise to contribute. The composition of a working party will normally include members from all groups.
- b. Where a sub-group of the Council is established with a brief to take action its membership and decisions must reflect the single vote system of the four groups.

4.4. Plymouth SACRE AGM Arrangements:

The Plymouth SACRE AGM take place annually in the Summer Term and contain additional agenda items including the election process for SACRE Chair, Vice Chair and Group Representatives. The AGM may also contain additional items, such as key-note speakers, discussions and the ratification of reports etc. Arrangements and agenda setting for each AGM takes place within the Summer SACRE Planning Meeting.

4.5. Plymouth Agreed Syllabus Conference (ASC):

The ASC is a statutory body brought together in order to produce and agreed syllabus for RE. It is a separate legal entity from a SACRE.

- a. The ASC is a body is appointed by the local authority according to the same structure as a SACRE but the membership of one does not automatically mean membership of the other (hence, the ASC may have a wholly different membership to the SACRE, a shared membership or be coterminous with SACRE).
- b. Co-opted members of SACRE though, cannot be members of the ASC as there is no option to co-opt to an ASC.
- c. Voting, too, on an ASC is different to that of SACRE in that all committees (not Groups as in SACRE) have to vote for a syllabus before it can be adopted. It has to be unanimous, not simply a majority.

4.6. Plymouth SACRE Finance Committee and urgent business (outside of Plymouth SACRE meetings):

- a. With three SACRE meetings taking place throughout the academic year, there will be occasions when decisions need to take place urgently, when there is no opportunity to consult the whole SACRE membership, in a timely manner.
- b. To facilitate the transparent and efficient delivery of SACRE related activity, during these periods, the SACRE Planning Group will undertake minor decisions / actions (for example contacting a school / or number of schools, circulating information and guidance or liaising with the Local Authority).
- c. Where an activity necessitates the release of funding or a decision related to financial resource a SACRE Finance Committee will be consulted to review a proposed course of action.
 - This SACRE Finance Committee will comprise of one member of each Group (Group Representative) and the Local Authority Officer to SACRE.
 - The SACRE Finance Committee will be facilitated by the Local Authority Officer to SACRE, with the activity summarised at the next opportunity (SACRE Meeting), within the Local Authority Officer to SACRE Report.

5. PLYMOUTH SACRE GROUPS, MEMBERSHIP AND CO-OPTION

5.1. SACRE's are set up to represent a balance of all interests of a local community and may include elected councillors, representatives of faith communities and members of the education community (including teachers, head teachers, trustees and governors). The structure of a SACRE is defined by law. It is made up of four groups.

5.2. Plymouth SACRE Groups – SACRE representation and composition is set in legislation and comprises of:

- a. **GROUP A:** Christian and other Religion and Belief Communities denominations and other religions (with the exception of the Church of England) reflecting the principle religions of the city (8 Places);
- b. **GROUP B:** Church of England - nominated by the local CofE diocese or dioceses (4 Places);
- c. **GROUP C:** Teacher and head teacher associations and others representing education interests (7 Places);
- d. **GROUP D:** The Local Authority - Political Representation (6 Places);
- e. There shall be up to 6 further places which SACRE may fill by co-option. The total membership of SACRE will be (25 Places + 6 Co-opted Places). Each group will elect a Group Lead to represent them for voting and financial related activity (this lead will be appointed at each AGM).

5.3. Plymouth SACRE member voting:

- a. On any matter to be decided by Plymouth SACRE, only the representative groups shall be entitled to vote and each such group shall have a single vote.
 - At least one member from each Group A,B,C and D should be present at SACRE meetings and decisions cannot be made unless there is at least one person present from each group to cast each group's single vote.
 - Arrangements are to be made to facilitate private discussion, within each Group, prior to casting votes.
- b. Group (D) (The Local Authority) may not vote on a proposal to require the Local Authority to review the Agreed Syllabus.
- c. In the event of a tied vote, the SACRE Chair will cast the deciding vote.

- d. Co-opted members do not have voting rights.
- e. It is actively encouraged, that Plymouth SACRE will conduct its normal business by consensus.

5.4. There are two kinds of membership within Plymouth SACRE:

- a. Those nominated by the appropriate sponsoring groups and formally appointed by the Local Authority, working within one of the four groups (membership is reviewed and reappointed every four years).
- b. Those co-opted by SACRE (SACREs may co-op other members who have particular expertise or represent a small local faith or belief community).

5.5. Plymouth SACRE members will:

- a. Uphold and display the SACRE 'Code of Conduct' (see Appendix 1.);
- b. Represent the spectrum of views, beliefs and guidance from their respective community.
- c. Attend and contribute to SACRE meetings, voluntary sub-group activity and collective events, as appropriate;
- d. Respond to SACRE related communications in a timely manner;
- e. To put children's' learning and development before personal interest.
- f. Represent the activity of Plymouth SACRE positively (Plymouth SACRE is an advisory body and not representative of the Local Authority, it's activity or practice);
- g. To disclose declarations of interest at each SACRE meeting.

5.6. Member attendance, resignation and replacement:

- a. The Local Authority is responsible for constituting SACRE and for appointing the members, other than co-opted members. It must take reasonable steps to be assured that persons appointed are representative of the denominations/religions/beliefs or teachers' associations involved and may remove an appointed member if, in the opinion of the Local Authority, they cease to be so representative.
- b. In the case of a member who, without consent of SACRE, has failed to attend SACRE meetings for a continuous period of twelve months, SACRE may remove a co-opted member or may recommend, to the Local Authority, the removal of a representative member.
- c. Members wishing to resign their representation must do so in writing to the SACRE Chair (who will communicate this to the Local Authority Officer to SACRE and SACRE Clerk).

5.7. Co-opted members and observers:

- a. Up to six co-options may usually be made but more are possible if required. Co-opted members may discuss any item including co-options but may not vote on formal matters requiring votes from each of the four groups. The term of office of a co-opted member will be four years. In making co-options SACRE should have regard to representation of the areas of Plymouth, types and phases of school and of minority interests. The procedure for co-options should normally include:
 - An enquiry from a potential co-optee or proposal from an existing SACRE member.
 - An invitation to observe a SACRE meeting.
 - Following the co-optee introducing themselves (and their representation), and if the SACRE group approve the co-option, an invitation from the SACRE Chair to become a SACRE Co-opted Member of SACRE.
 - SACRE may invite people of expertise or special interests to attend on an occasional basis.

5.8. Plymouth SACRE representation and communication:

- a. Communication with any national organisation e.g. the DfE, Ofsted and NASACRE is to be made by the SACRE Chair.
- b. Any press enquiries are to be directed to the SACRE Chair and Local Authority Officer to SACRE for action.
- c. All SACRE members should ensure they are fully representative of their membership group and seek to consult colleagues as widely as possible on relevant issues.
 - Communication from Plymouth SACRE will take place via the SACRE Chair and does not represent the views, provision or position of Local Authority (this must be stated clearly in all communications).
 - Communication from individual SACRE members does not represent the views, provision or position of Plymouth SACRE, without prior agreement.

6. PLYMOUTH SACRE OFFICERS / MEMBERS ROLES

- 6.1. **The role of the Chair of Plymouth SACRE** (*Current: Cllr Tess Blight*) – Responsibilities include:
- To ensure that Plymouth SACRE fulfils its statutory duties and responsibilities.
 - To lead Plymouth SACRE's ongoing process of self-evaluation and development.
 - To ensure the smooth and efficient running of SACRE meetings (including when appropriate managing the exclusion of Members, Members of the Public and the Press or enacting PART 1 / Part 2 arrangements).
 - Attendance and leadership within all SACRE meetings, including SACRE Meetings, SACRE Planning Meetings (*Agenda Setting Meetings*) and SACRE Wash-Up Meetings.
 - Construct the agenda for SACRE meetings (alongside the Local Authority Officer to SACRE, The SACRE Clerk and the Professional RE Advisor to SACRE);
 - To develop and monitor the workplan (in conjunction with the Local Authority Officer to SACRE) for the RE Professional Advisor to SACRE (a service provided by EP Consultancy).
 - Ensure that actions have taken place and that minutes are signed as an accurate representation of the previous meeting.
 - To seek mandate, if appropriate, from SACRE to act on SACRE's behalf in relation to a particular activity, before the next meeting.
 - To liaise with the Local Authority regarding agenda's, reports, provision of funding / support, meeting venues and inefficiencies.
 - To act as the public face of the Plymouth SACRE, representing it at meetings, public events including interfaith events.
 - To attend appropriate training and ensure that members receive appropriate training (+induction).
 - To ensure that the agreed code of conduct is adhered to by all SACRE members.
- Note:** *When acting in the capacity of the Plymouth SACRE Chair, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*
- 6.2. **Requirements to hold this position (Plymouth SACRE Chair):**
- An active SACRE member for at least 12 months.
 - To be in a different group to the Vice Chair.
 - To have suitable availability, within other commitments, to undertake the activities described within point 6.1.),
 - It is best practice to rotate this position between SACRE Groups.
 - To serve in position for a minimum of 1 and maximum of 2 years (appointing and re-appointing taking place at each AGM).
- 6.3. **The role of the Vice Chair of Plymouth SACRE** (*Current: Katie Freeman*) – Responsibilities include:
- Attend appropriate training, SACRE Planning Meetings, SACRE meetings and SACRE Wash-Up Meetings.
 - To undertake the responsibilities and represent the SACRE Chair, in the event of non-attendance at SACRE meetings (including such responsibilities as referred to within points 6.1.).
- Note:** *When acting in the capacity of the Plymouth SACRE Vice Chair, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*
- 6.4. **Requirements to hold this position (Plymouth SACRE Vice Chair):**
- An active SACRE member for at least 12 months
 - To be in a different group to the Chair.
 - To have suitable availability, within other commitments, to undertake the activities described within point 6.1.),
 - It is best practice to rotate between SACRE groups.
 - To serve in position for a minimum of 1 and maximum of 2 years (appointing and re-appointing taking place at each AGM).
- 6.5. **The role of Plymouth SACRE Group Representative (Lead)**
- This role is simply to act as the representative for the Plymouth SACRE Group in which the member resides:
- Communicating voting decisions
 - Acting as the Group Finance Committee Member, liaison with the Local Authority Officer to SACRE in matters relating to funding/resource allocation, in between SACRE meetings.
- Note:** *When acting in the capacity of the Plymouth SACRE Group Representative, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*

6.6. **The role of the Local Authority Officer to SACRE** (*Current: Michael House*)

This role is appointed by the Local Authority and acts as the link to the Local Authority Children's Services Department (acting on behalf of the Director of Children's Services – Plymouth City Council). Duties Include:

- a. Receiving and responding to advice and consultation from Plymouth SACRE
- b. Providing information regarding allocated Local Authority resource (budget)
- c. Providing professional support, relevant advice and intelligence to SACRE, regarding Plymouth education settings and the support they receive.
- d. To develop and monitor the workplan (in conjunction with the SACRE Chair) for the RE Professional Advisor to SACRE (a service provided by EP Consultancy).

Note: *The Local Authority Officer to SACRE represents the Local Authority only and not the activity of Plymouth SACRE.*

6.7. **The role of the Religious Education Professional Advisor to SACRE**

This activity is currently commissioned by Plymouth SACRE (reviewed annually). The services of EP Consultancy include the following activity:

- a. Attend and provide guidance within all SACRE Meetings, SACRE Planning Meetings, SACRE Wash-Up Meetings and associated Sub-Group activity, helping to prepare agendas and key papers.
- b. Advise SACRE on issues relating to its work, ensuring that it is up to date with local, regional and national initiatives and issues, related to RE, collective worship and syllabus developments.
- c. Provide leadership on areas related to the Agreed Syllabus, RE and collective worship.
- d. Draft and edit the Plymouth SACRE Annual Report and all SACRE materials and publications
- e. Monitor and communicate aspects of Plymouth SACRE activity, including agreed school visits and analysis of examination results in Religious Studies.

Note: *When acting in the capacity of the RE Professional Advisor to SACRE, the member (and role) does not represent the activity, aims or position of the Local Authority in any way.*

Note: *The role of RE Professional Advisor to SACRE is provided as a commissioned service from a local vendor who is independent from the Local Authority.*

6.8. **The role of SACRE Clerk** (*Current: Asif Siddique*)

This role includes the facilitation of SACRE activity and administrative support for its members, including:

- a. Arrange, attend and clerk meetings for Plymouth SACRE and ASC (including Planning and Wash-Up meetings, excluding sub-group activity), producing and circulating minutes and agendas in a timely manner. Meeting records are to be made available for a period of at least 6 years.
- b. Ensure that all papers are circulated to members in advance of meetings.
- c. Advise on dates of meetings, particularly in relation to religious holidays or other Local Authority meetings which may clash and affect quoracy
- d. Work as a team closely with the Chair and other SACRE officers to produce reports, papers and associated communications.
- e. Be the first point of contact for SACRE members, faith community members, members of the public and other bodies concerned with the work of Plymouth SACRE (responding to queries, alerting the Chair and other SACRE Officers as appropriate).
- f. Maintain the Plymouth SACRE membership list, keeping it up to date and identifying any membership issues for the attention of the Chair.
- g. Liaise with the Local Authority democratic and legal departments regarding governance issues and queries.
- h. Be responsible for the passing on invoices for payment, relating to SACRE work (following approval by the SACRE Chair and Local Authority Officer to SACRE).

7. DETERMINATIONS

7.1. In January 1994, the Department for Education released Circular 1/94, which states that all maintained schools must provide 'daily collective worship for all registered pupils' and that this 'must be wholly or mainly of a broadly Christian character' (Circular 1/94). It is acknowledged that this may not be appropriate for all pupils in all schools. Maintained schools under the control of their LA may, therefore, apply to the local SACRE for a 'determination'. The determination lifts or modifies this requirement for some or all pupils, while safeguarding the interests of children from Christian families. Academies should apply for a 'determination' directly to the DfE. A determination, once granted, lasts for five years. Plymouth SACRE is required to consider and determine in accordance with Section 394 of the Education Act 1996 applications from the Head Teachers of community schools or foundation schools which are not defined as having religious character in relation to the requirement of Christian collective worship to apply at their school.

7.2. Determination Procedure:

- a. A school submits their Determination Application – to the Local Authority (SACRE Clerk);
- b. A Local Authority Officer completes checks for correct documentation;
- c. SACRE Members review documentation (within a given timeframe / 1 or 2 members);
- d. SACRE Members visit the school (within a given timeframe / 1 or 2 members) to observe at least one act of reflection/worship and talk to the Headteacher.
- e. SACRE compile a report, including a recommendation to grant, or not grant, the Determination (or renew the Determination).
- f. Report (plus relevant documentation) is sent to the Local Authority Officer to SACRE (for inclusion at the next SACRE Meeting). Requesting school is invited to the next SACRE meeting also, to present their case.
- g. At the SACRE Meeting: 1. School represents their case, 2. SACRE members who visited the school provide their summary, 3. SACRE members make their decision (school representative asked to vacate the room to facilitate confidential discussion).
- h. The Local Authority, upon advice from Plymouth SACRE, inform the school of the decision to allow or refuse determination (within 10 days of the SACRE meeting).

8. REVIEWING THE PLYMOUTH SACRE CONSTITUTION

8.1. Plymouth SACRE's Constitution will need to be reviewed:

- a. If there is a change to relevant legislation
- b. If there is a change within the religious demographic of the area served
- c. or every four years
- d. This is undertaken by, or in partnerships with the Local Authority's Legal Services and all four SACRE Groups must agree to changes and developments within the constitution (unless they are mundane: e.g. removal of references to bodies that no longer exist).
- e. The Authority can alter this constitution but must consult SACRE before doing so.

9. DISPUTES, COMPLAINTS AND FREEDOM OF INFORMATION

9.1. Plymouth SACRE is intended to be a collaborative body and needs to ensure that no particular sector or member is unduly favoured. Problems and issues should usually be raised and resolved at the SACRE meetings. However, if parties feel that an issue has not been resolved, the following process should be followed and minutes should be taken:

- a. Stage 1: Parties who are in dispute meet with the Chair of the SACRE and the RE Professional Advisor who will assist in finding or recommending a solution.
- b. Stage 2: A special meeting of the SACRE is convened. Papers should be prepared by the parties representing different views. The Chair and the RE Professional Advisor also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.
- c. Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.
- d. Complaints from members of the public will be handled by the Council's Complaints Procedure.
- e. Request for Information under the Freedom of Information Act will be handled in accordance with the Local Authority's published procedures for dealing with such requests. If any member of the SACRE receiving a request under the FOIA will be required to pass that request to the SACRE Clerk within 24 hours of receipt of that request in order that Local Authority may deal with the request on behalf of SACRE within the appropriate working time limit.

APPENDIX 1. SACRE MEMBERS CODE OF CONDUCT

Plymouth SACRE Members (and Co-opted Members) must:

- Attend, and play an active part, in all SACRE meetings (sending apologies when circumstances do not afford participation);
- Participate in and review the work of SACRE for the benefit of the whole community;
- Listen with respect to the views of other members and where a situation of disagreement occurs, disagree respectfully;
- Express views and opinion openly, honestly and sensitively, always recognising others may have views different to one's own;
- Assume at all times that other members of SACRE are honourable and concerned with the best interests of SACRE;
- Seek reasoned consensus where views diverge and never disrespect the views of other SACRE members or seek to convert them to a different belief stance;
- Actively consult with, and report back to, the membership body which they represent so that debate is fully informed;
- Actively challenge and resist stereotyping;

WHEN VISITING A SCHOOL / ACADEMY

- **as a representative of SACRE:**

From time to time, SACRE members may have the opportunity to visit schools / Academies. SACRE members should remember that this is a privilege to visit a school, only if invited. Members are not in school to make judgements or 'inspect' RE & collective worship. Members do not represent the Local Authority in any capacity or by association.

Members should:

- Only visit a schools / academy when invited;
- Inform the SACRE Chair, SACRE Clerk, the Professional RE Advisor to SACRE and the Local Authority Officer to SACRE of their intended visit;
- Ensure that any communication or dialog cannot be viewed as denigrating to any religion, belief system or cultural norm;
- Avoid being critical of others or imposing own views;
- Any confidential information disclosed should not be passed on but, along with any possible concerns or confusions about what may have been seen, should be discussed with the Local Authority Officer to SACRE, before being reported back to SACRE.

AS A REPRESENTATIVE OF A FAITH OR COMMUNITY:

Some faith community representatives may be more regular visitors to school and invited to support RE and / or collective worship. Visitors should be well supported by the class teacher who should always be present, taking an active role in question and answer session, and ensuring visitors are well briefed before a visit.

SACRE members visiting a school to share their beliefs, values and experiences should:

- Have a clear, mutually agreed understanding of the purpose of the visit before it takes place;
- Appreciate that they are not there to convert or proselytise, avoiding being critical of others or imposing their own views;
- Be familiar with the school's aims, ethos and policies in RE and collective worship;
- Have an understanding of where the lesson will fit into the unit of work from the Agreed Syllabus and what the learning objectives are;
- Use a variety of teaching and learning methods and approaches, but at no time touch pupils or behave favourably towards pupils or particular faiths, ethnic groups or genders;
- Ensure that pupils understand that the visitor is representing a particular faith and their own personal interpretation of it and therefore that others from the same faith may not always interpret ideas in exactly the same ways;
- Ensure that they do not say or do anything, which could be viewed as denigrating;
- Communicate at an appropriate level for the age group concerned.

APPENDIX 2: TERMS USED WITHIN THIS DOCUMENT

To be completed once the document is near completion...

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PLYMOUTH STANDING ADVISORY COUNCIL FOR RE - CONSTITUTION

TERMS OF REFERENCE:

1. To advise the authority upon such matters connected with religious education, in accordance with the local agreed syllabus and matters of collective worship. The main areas of SACRE's work in Plymouth will include:-
 - a) the monitoring and improvement of the standards, quality of teaching and provision in RE.
 - b) the partnership between the SACRE, the LA and other key stakeholders.
 - c) the effectiveness of the locally agreed syllabus
 - d) the monitoring and improvements of the provision and quality of collective worship
 - e) the contribution of SACRE to the promotion of social and racial harmony.
2. In particular the advice must cover methods of teaching, the choice of materials available and the provision of access to training for teachers.
3. In each year to publish a report as outlined in legal requirements and uploaded to the NASACRE site. And shared with Plymouth schools.
4. When appropriate to require the Authority (on a vote of three groups representing the Church of England, other denominations, and teachers' associations) to review the agreed syllabus by convening a statutory conference for this purpose.
5. In accordance with legal requirements, on receipt of an application, to make a determination about whether the requirement for mainly Christian collective worship is appropriate in that community school.
6. To receive reports on any complaints made under the Authority's complaints procedure which relate to collective worship or RE and to provide advice about such cases to the Authority and governing bodies.
7. To draw up and periodically review guidelines for the regulation of its business.

MEMBERSHIP:

8. The Authority is responsible for constituting SACRE and for confirming the appointment of nominated members other than co-opted members. It must take reasonable steps to be assured that persons appointed are representative of the denominations or associations in question and may remove an appointed member if in the opinion of the Authority they cease to be so representative.
9. The legal requirements for a SACRE are that four groups should be appointed. In order to reflect the requirements of the agreed syllabus in Plymouth and the religions taught in Plymouth schools the membership of each group shall be as follows:

Group A Christian and other religions (with the exception of the Church of England)

Christian denominations

Baptist Church	- 1
Methodist Church	- 1
Roman Catholic Church	- 1
United Reformed Church	- 1

Sub-total - 8

Religions

Buddhist Community	- 1
Hindu Community	- 1
Islamic Community	- 1
Jewish Community	- 1

Group B The Church of England - 5

Sub-total - 5

Group C (teachers associations)

NAS UWT	- 1
NAHT	- 1

NEU	-	1
Prospect	-	1
NATRE	-	1
ASCL	-	1
VOICE	-	1
Sub total	-	7

Group D - 6 (The Authority, in total)

10. There shall be up to 6 further places which SACRE, in partnership with the LA, may fill by co-option.
11. In making appointments the Authority will encourage the denominations and associations to nominate teachers with experience of teaching RE. The authority hopes Group C would consist of active, serving teachers who are able to consult with colleagues on issues of RE and collective worship. All members of Plymouth SACRE are encouraged to take an active interest in RE and collective worship, particularly in provision, practice and standards in Plymouth schools. SACRE members, in addition to attending SACRE meetings, are encouraged to develop their involvement in RE and collective worship through attending INSET courses and visiting schools.

TERMS OF OFFICE:

12. "On any question of formal matters to be decided by the council only the representative groups on the council shall be entitled to vote and each such group shall have a single vote. The authority group (D) may not vote on a proposal to require the Authority to review the agreed syllabus. It is actively encouraged however that Plymouth SACRE will conduct its normal business by consensus. At least one member from each group a,b,c and d should be present and decisions cannot be made unless there is at least one person present from each group to cast each group's single vote.
13. Although co-opted members do not have a vote on issues requiring formal vote (such as the revision of the Agreed Syllabus) they are encouraged to take a full and active part in SACRE meetings and express their views and preferences on SACRE matters.
14. The Authority shall ensure that all groups are represented and that all nominated places are filled. Temporary substitution is permitted, following consultation with the RE Adviser.
15. The appointment of the members of all four groups will usually be for a period of four years when the Authority may renew or discontinue an appointment.

FREQUENCY OF MEETINGS:

16. The Council shall hold a scheduled meeting at least once each term, one of which will be the annual meeting. At that meeting the annual report will be agreed (usually the summer term meeting).

CONSTITUTIONAL CHANGE:

17. The Authority can alter this constitution but must consult SACRE before doing so.

GUIDELINES FOR SACRE PROCEDURES

COMPOSITION:

1. The composition of SACRE is for the Authority to determine, but SACRE should make recommendations in the light of experience.

CHAIRING OF MEETINGS:

2. The offices of Chairperson and Vice-Chairperson shall be open to any member of the representative groups and shall be appointed for a minimum of one year, and may serve a second year as Chair, subject to the approval of the meeting and the designated groups. Elections will usually take place at the Annual meeting. In the absence of the Chairperson, the Vice-Chairperson will take the chair and in the absence of both of these a member will be elected for one meeting. The Chairperson and Vice-chair person will be entitled to a briefing by officers prior to meetings. It is the expected practice for the role of Chairperson to be rotated around the four groups.

ATTENDANCE AT MEETINGS:

3. Meetings will normally be held in the Council House but meetings in faith communities will also be considered. All members may claim travelling expenses; supply cover for teachers from LA schools will be funded. In the case of a member who, without consent of SACRE, has failed to attend SACRE meetings for a continuous period of twelve months SACRE may remove a co-opted member or may recommend to the Authority the removal of a representative member.

VOTING:

4. In the interests of achieving consensus SACRE should only take a vote of the four groups when it is necessary to make a formal record of a decision, or if there are opposing views.
5. In the event of a formal vote being necessary, an officer shall designate adequate spaces for each group to meet, normally in the same room and there shall be an agreed time limit for deliberation.
6. At the annual meeting each group should elect a spokesperson who should also act as Chairperson of the group. The spokesperson must allow all members of the group to express an opinion and to vote. A record of this vote shall be reported to the full meeting, but the single vote of the group must be cast in favour of the simple majority in the group. In the case of a tied vote, the whole group vote must be presented as an abstention.

SUB-GROUPS AND WORKING PARTIES:

7. SACRE may appoint members to working parties which may include non-members with expertise to contribute. The terms of reference of a working party will normally involve exploratory work rather than decision making. The composition of a working party will normally include members from all groups.
8. Where a sub-group of the Council is established with a brief to take action its membership and decisions must reflect the single vote system of the four groups.
9. There shall be a permanent sub-group of the Council able to give immediate guidance to officers (especially the RE adviser) and to deal with urgent business between meetings. This sub-section shall consist of the Chairperson and the spokesperson of each of the three groups other than the one to which the chairperson belongs. Members may meet or consult informally by letter or telephone.

CO-OPTIONS AND OBSERVERS:

10. Up to six co-options may usually be made but more are possible if required. Co-opted members may discuss any item including co-options but may not vote on formal matters requiring votes from each of the four groups.
11. The terms of office of a co-opted member will usually be four years.
12. This requirement is designed to give SACRE greater flexibility in balancing interests on the Council. In making co-options SACRE should have regard to representation of the areas of Plymouth, types and phases of school and of minority interests.
13. SACRE must take reasonable steps to be assured about that the co-opted member is genuinely representative. The procedure for co-options should normally include a period between meetings for enquiries to be made. An invitation to become a co-opted member and to attend a meeting may be made for the chairperson by an officer but the invitation to attend SACRE on a full basis will usually be taken by the whole meeting.
14. In addition to an administrative officer or officers appointed by the Authority there should be in attendance the RE Adviser or facilitator with teaching experience in RE.
15. It shall be open to SACRE to invite people of expertise or special interests to attend on an occasional basis.

AGENDA:

16. The agenda of a meeting must give priority to items raised by the Authority. Members may, with three weeks notice, raise other matters which lie within the scope of the terms of reference. SACRE can only give advice to the Authority. It cannot take independent action.
17. The annual report will cover a school year and will be agreed at an annual meeting to be held in the Summer Term. The annual report should include:-
 - Any specific matters on which SACRE has advised the LEA
 - A broad description of the nature of that advice.

Arrangements should be made for the annual report to be distributed to Plymouth schools and other interested groups.

REPRESENTATION / COMMUNICATION:

18. All SACRE members should ensure they are fully representative of their membership group and seek to consult colleagues as widely as possible on relevant issues.
19. Members of Plymouth SACRE should direct any press enquiries to the RE Adviser/facilitator and/or the Chair.
20. Communication with national organisations e.g. the DfE, STA, Ofsted and NASACRE should normally be through the Chair and RE Adviser. Such communication should make it absolutely clear whether the views being expressed are on behalf of Plymouth SACRE or purely an individual perspective.