



Democratic and Member Support

Chief Executive's Department
Plymouth City Council
Ballard House
Plymouth PL1 3BJ

Please ask for Helen Rickman
T 01752 305155
E helen.rickman@plymouth.gov.uk
www.plymouth.gov.uk/democracy
Published 09/11/21

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

Monday 15 November 2021
1.00 pm

Members:

Katie Freeman, Chair

Councillor Mrs Aspinall, Vice Chair

Councillor Drear, Councillor Morris, Councillor Tuffin, Councillor Smith, Gwen Hughes, Elizabeth Hill, Claire Linden, Sara Wells, Dr Beckman, Lesley Clark, Nic Gibson, Ben Kerr, Emma Butler, Dr Bowness, Ed Pawson.

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 <http://www.plymouth.gov.uk/accesstomeetings>

Tracey Lee

Chief Executive

Standing Advisory Council on Religious Education

PART I

Agenda

1. Apologies

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

2. Declarations of Interest

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

3. Minutes

(Pages 1 - 6)

To confirm the minutes of the meeting held on 22 March 2021.

4. Chair's Urgent Business

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

5. Welcome to new Members

The Chair will welcome new members to the forum.

6. Recruitment of new members and updates

To discuss recruitment of new members

7. Local and National Development Updates

Including the Plymouth RE Hub - Learn Teach Lead

8. SACRE Procedures and Constitution

(Pages 7 - 14)

Discussion

9. Election of the next Chair

(Pages 15 - 18)

Discussion

10. Non-Compliant Schools

Updates

- 11. Updates from members:**
- 12. Any other business:**
- 13. Date and venue of next meeting**

The next meeting will be held at 13.00 on Monday 7 March 2022 in Warspite Room,
Council House

This page is intentionally left blank

Standing Advisory Council on Religious Education

Monday 22 March 2021

PRESENT:

Katie Freeman, in the Chair.

Dr Cathy Bowness, Lesley Clark, David Evans, Liz Hill, Claire Linden, Councillor Jonny Morris, Ed Pawson, Carol Townsend, Councillor Ian Tuffin, Councillor Tina Tuohy, Sara Wells,

Apologies for absence: Councillor Mrs Aspinall, Vice Chair, Councillor Jonathan Drean, Anne-Marie Allchurch

Also in attendance: Michael House-(Education Advisor), Julie Barker- (Senior Support & Research Assistant)

The meeting started at 1.00 pm and finished at 2.40 pm.

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.

28. **Declarations of Interest**

There were no declarations of interest from Members in accordance with the code of conduct.

29. **Minutes**

Minutes agreed from last meeting on 9 November 2020 by Liz Hill, seconded by Cllr Ian Tuffin.

30. **Chair's Urgent Business**

No urgent business was raised by the Chair.

31. **Welcome to new and visiting Members**

- Chair welcomed new and visiting members David Evans SACRE's new representative from the Baptist Community and Carol Townsend from the United Reformed Church who was observing the meeting today.
- Kate Brimacombe from Marjon unable to attend and Gem Tsanga from the Buddhist Community hoping to join the meeting later.

32. Recruitment of new members and update on staffing changes (Michael House)

- Heather Ogburn and Jono Madeley have left Plymouth City Council. Michael passed on his thanks to both members of staff for their hard work and wished them all the best in the future.
- Michael has taken over Heather's role to support SACRE and ensure all groups are represented across the city.
- Make up of SACRE, its Constitution and membership is currently being reviewed by Michael and Chair.
- Contact will be made by Michael to members and their communities who haven't attended 3 meetings in a row.
- Kate asked all members if they have any contacts they can approach or that she or Michael can that may wish to be involved in SACRE
- Jonathan and Katie have contacted the Islamic Community, PIETY are currently looking for a new Imam, once appointed they will be the SACRE rep.
- Contact has been made with the Greek Orthodox Community regarding a possible representative, waiting to hear back from them.
- Liz Hill will be retiring Mrs Denise Raisey the new Head is keen to be involved with SACRE. Liz wishes to continue to be involved with SACRE, via a different role.
- Suggestion for Anne-Marie to move to Head teacher role, a teacher could join in the Natre seat, Denise could then join in a union seat(NAHT)
- Special school representation is currently being investigated by Claire who is making contact with her links to arrange representation.
- Members are asked to check current working membership list document to check and confirm details are correct.

33. LTLRE-What is LTLRE and how are Plymouth SACRE supporting it? (Ed Pawson)

- LTLRE is an Extension of SACRE, one of SACRE's roles is to support RE in the local area, which is what the LTLRE Network does.

- LTLRE are teacher hub groups in local areas which are representative of work we want to do – Develop teachers and improve RE in schools, SACRE and LTLRE's work closely together.
- Primary and Secondary schools take part and work together, all are welcome to attend. LTLRE continue to look for a Secondary lead in Plymouth.
- Each hub has a meeting 1-2 times a term, twilight sessions that are free, and a way any teacher can access training/CPD on RE training.
- It is vital there are wider stakeholders to ensure RE remains broad, varied and with a vision moving forward. Within the steering group, LTLRE work closely with Higher Education establishments, Marjons, University of Plymouth and different dioceses' to ensure steering group members are given a breadth of understanding.
- LTLRE has been supported in the past by St Lukes Trust, who donated grant money towards the annual cost of £900.00 to run LTLRE.
- Do we think this is a good way to support RE Teachers? There are 40 teachers in our hub and they all receive regular training.

34. **Feedback from SW SACRE Conference 2021 - Religious Education in Schools: Supporting, Evaluating and Inspiring, 1/3/22 (Lesley Clarke)**

- Lesley fed back her experiences to the group regarding the SW SACRE Conference 2021

35. **HMD Update (Katie Freeman)**

- Following a discussion in the group, it was decided to postpone the launch of the poetry book due to Covid-19.
- Lesley Clarke to investigate financial support needed for the book when ready to launch.

36. **Local and National Developments Updates including the Plymouth RE Hub - Learn, Teach, Lead (Katie Freeman)**

Updated previously by Ed

37. **Election of the next Chair/Procedure and Discussion (Michael House)**

- Katie is up for the end of her chair term
- Way forward- Everyone to think about if they would like to put themselves forward for the Chair role
- A member of the group needs to be Chair, this hasn't been a normal year, we may want to look at the Chair role this year, and

discuss in summer meeting.

- Katie summarised a plan to help aspiring chairs
- The group discussed future shadowing opportunities to support the role of the Chair.

38. **Plymouth SACRE Constitution (Michael House)**

- Plymouth SACRE to gain insight and be involved in the regional working group, to aid production of Plymouth Constitution
- SACRE Constitution is a draft document, moving forward needs to be ratified and adopted by SACRE group
- Ed Pawson, we share a similar constitution in Devon, Plymouth and Torbay. We are all part of the same SACRE, is out of date. A working party will be in place next term or in the autumn term to look at sample NASACRE constitution to ensure model of SACRE constitution and membership criteria is being followed
- Proposal to send out Draft to members to comment on, working party arranged to look at in depth
- To discuss in the summer meeting when more work has been undertaken on the draft document by the working group

39. **Non-Complaint Schools (Michael House)**

- PHSG has been contacted
- Following contact with school MH reports that the school has just joined the thinking schools trust/MAT and are returning to normality of provision. MH will feedback at the next meeting and is contacting the school directly.

40. **SACRE Annual Report, Forward Planning and Budget (Michael House)**

- MH put forward his proposals regarding the annual report forward planning for finance.
- MH will work with KF to draft the 2020/21 report which will be presented for discussion at the summer SACRE meeting.

41. **Update from members**

No updates from members

42. **Any Other Business**

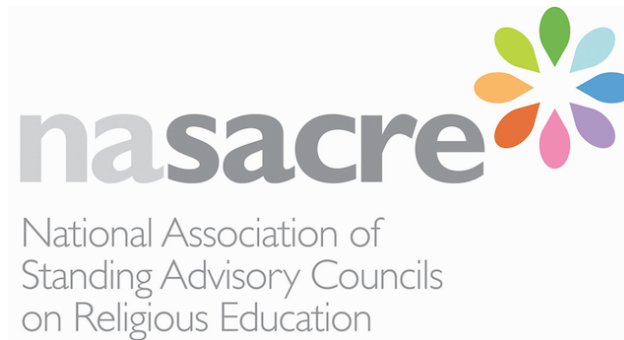
No other business raised

43. **Meeting dates 2021/22**

- Meeting dates for 2021/22 are confirmed as follows:

- 12 July 2021
- 15 November 2021
- 7 March 2022

This page is intentionally left blank



SACRE Constitution

Why a SACRE needs a constitution

SACREs are legally constituted bodies, appointed by the local authority to perform statutory functions. Every SACRE needs a constitution to ensure it operates efficiently and fulfils its statutory duties. The constitution provides a structure for its work and ensures SACRE meetings are held in a way that is publicly accountable.

Who writes the constitution and how it is approved?

It is the responsibility of the legal services of the local authority to write the constitution in accordance with the Education Act 1996 or to approve a constitution proposed by the SACRE itself having been devised in accordance with the Act.

(<http://www.legislation.gov.uk/ukpga/1996/56/part/V/chapter/III/crossheading/constitution-of-standing-advisory-councils-on-religious-education>). If the LA's legal services draw up the constitution, the SACRE should have input before it is approved by SACRE and formally adopted by the local authority. A constitution cannot be changed without the agreement of all four Groups on SACRE.

Deciding what needs to go in the constitution

Preamble

Most constitutions start with legal basis for SACREs, stating that the SACRE has been established under the provisions of Section 390 – 397 of the 1996 Education Act. As a part of this, or often at the end, there will be a paragraph on terms used in the constitution, e.g. 'Members' refers to those appointed by the local authority to represent interest groups in accordance with the 1996 Education Act.

Membership

There are two kinds of membership on SACRE:

1. Those nominated by the appropriate sponsoring Groups and formally appointed by the local authority, and who work within one of the 4 Groups
2. Those co-opted by SACRE

The constitution should specify the numbers of representatives in each Group and, in the cases of Groups A, C and D, specify which particular faith group (Group A) or teachers' organisation Group C) they represent. In the case of Group D which political group they represent, ensuring political balance, or which other group deemed necessary by the authority, such as a governors association.

With reference to Group A the Education Act 1996, paragraph 390 (6) states:

The number of representative members appointed to any representative group under subsection (4)(a) to represent each denomination or religion required to be represented shall, so far as consistent with the efficient discharge of the group's functions, reflect broadly the proportionate strength of that denomination or religion in the area.

It is the responsibility of the local authority to determine who should be in this Group but they would normally consult local faith communities and existing SACRE members before making a decision. SACRE, though, has no legal right to veto the decision of the local authority in this matter.

This section should also indicate under what circumstances and how a member might be removed from SACRE and how an existing member can resign. It should also indicate the normal term of membership (usually four years) before members are reappointed or replaced.

With regard to co-opted members, the constitution should state how SACRE would go about co-opting a member, the length of term they would be expected to serve before needing to be co-opted again and their rights in terms of voting

The constitution should be clear about substitutions for absent members.

Officers

The constitution should clearly set out how meetings are to be conducted, including the role of the Chair of SACRE and how he or she is appointed or elected. This section will also cover the roles of the Clerk to SACRE, the RE professional officer and other officers of the local authority who will attend.

The constitution should explain the process of nominating / electing / appointing a Chair. It would be expected that the person taking up this role understood the work of the SACRE and therefore the constitution may describe requirements for someone standing for the post. For example that they have been a SACRE member for at least one year. The constitution should specify the length of their office.

In some constitutions there is also the position of Vice Chair (in some constitutions called a Deputy Chair). Where there is a Vice Chair their role should be outlined clearly. In some constitutions there is a requirement that where there is a Chair they are from a different Group to the Chair.

Some constitutions require that the Chair of SACRE will rotate between the Groups, sometimes on an annual basis at other times on a biannual basis.

The running of meetings

Given the peculiar nature of voting on SACREs the constitution will set out what is needed for SACRE to be quorate, this would always mean that at least one member of each Group is present – in line with statute. For example, some SACREs include within their quoracy rules the need for at least one member from a faith / belief that is not Christian to be present.

Similarly, it should state how votes are made and the arrangements for deciding on a tied vote.

Within this section there should be something about removing members or members of the public from the meeting if necessary and under what conditions members of the press and public can be excluded.

Administrative arrangements

The constitution should clearly set out the number of meetings per year, including defining which of those meetings shall be deemed the annual general meeting for the appointing or electing of a Chair; and Vice Chair where required. This may be the first meeting following the appointment of new elected members or the beginning of a new municipal year. The constitution should also set out how the following are to be done:

- agenda setting meetings and who shall be present
- sending out of reports and to whom they shall be sent
- when minutes will become available prior to formal adoption
- how the SACRE's annual report will be presented to the council

The administrative arrangements should also make clear that certain expenses, but not all, may be covered by the local authority so that SACRE can function, hence it should cover expenses and supply cover for teachers but not loss of earnings. Ideally it should state that there will be a budget identified for SACRE on an annual basis.

The issue of sub-groups and their composition should be included here and the procedure for an extraordinary meeting of SACRE if the need for one arises.

Advice, guidance and determinations

The constitution should state how its advice and guidance would be disseminated by the local authority to schools. Similarly, it should state the procedure if a school was to request a determination; see: <http://www.legislation.gov.uk/ukpga/1996/56/part/V/chapter/III/crossheading/determinations-by-standing-advisory-councils>

Code of conduct

Some SACREs have a code of conduct agreed by members and as it is expected that members work within that code it should be referenced in the constitution and attached as an appendix.

Complaints

The constitution should set out a basic complaints procedure if someone were to make a complaint about SACRE as whole or individual members behaving in their capacity as SACRE members.

Standing Orders

A number of SACREs have standing orders appended to the constitution that set out the standing items for the agenda, or the detailed procedures for a determination request.

Some SACREs have used this mechanism to keep the constitution short with detail coming later in the form of standing orders. This is not necessary but some might find it useful.

Agreed Syllabus Conferences

Agreed Syllabus Conferences (ASC) can have their own constitutions or they can be incorporated into the SACRE constitution.

It is important to be clear that the ASC is a body 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. Co-opted members of SACRE, though, cannot be members of the ASC as there is no option to co-opt to an ASC.

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. See: <http://www.legislation.gov.uk/ukpga/1996/56/schedule/31>

Reviewing a constitution

The constitution will need reviewing if there is a change in legislation or of the religious demographics of the area. It is good practice, though, to review the constitution on a four yearly basis given the term of appointment for members. The review should be undertaken by or in partnership with the LA's legal services but all four Groups that constitute SACRE must agree to those changes, unless they are mundane – such as the removal of references to bodies that no longer exist such as the QCDA.

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		Religions	
Baptist Church	- 1	Buddhist Community	- 1
Methodist Church	- 1	Hindu Community	- 1
Roman Catholic Church	- 1	Islamic Community	- 1
United Reformed Church	- 1	Jewish Community	- 1
Sub-total	- 8		

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.

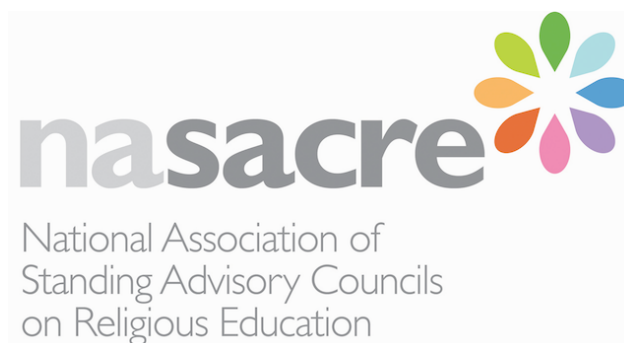
AGENDA:

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.



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 affects 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 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.

This page is intentionally left blank