

**WOKINGHAM BOROUGH COUNCIL
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

CONSTITUTION

The Standing Advisory Council on Religious Education (SACRE) is established in accordance with Section 390 - 397 of the Education Act 1996 by Wokingham Borough Council acting as the local education authority.

1 MEMBERSHIP STRUCTURE and recruitment process

The members of the SACRE shall be appointed by the Authority so that they shall represent the following groups:

Group A Christian denominations other than the Church of England

- 4 members, representing denominations such as:

- Free Churches
- Roman Catholic Church
- Baptist Church
- Salvation Army
- Methodist Church
- Greek Orthodox Church
- United Reformed Church
- Evangelical Church

Religions other than Christianity (1 member from each)

- Hinduism
- Islam
- Judaism
- Sikhism
- Buddhism

Group B The Church of England - 3 members

Group C: Teachers, Teaching Unions and Educationalists (representing both Primary and Secondary education) - 6 members

Group D The Authority - 2 members

Total 20

In addition, the SACRE may determine to co-opt non-voting additional members to aid it in its work and for specific time-limited projects.

The process of recruiting members

When there is a vacancy within a Group, the Clerk, Chairperson or Vice Chairperson will approach an organisation, explaining the work of SACRE, and the required commitment, and ask the group to provide a nomination. Upon receiving the nomination, the new member will be welcomed to the SACRE in writing and given the details of the first meeting. ***In the case of Group C, nominations will be sought via the Wokingham Secondary Federation, the Wokingham Primary Headteacher Association, teaching unions, and other educational organisations.***

In addition, the SACRE may determine to co-opt non-voting additional members to aid it in its work and for specific time-limited projects.

2 TERM OF OFFICE

(i) Members of the SACRE shall serve from the date of their appointment for 4 years, when they are eligible to be reappointed.

(ii) Where a nominated representative fails to attend 3 consecutive meetings of the SACRE, s/he shall cease to be a member of the SACRE and the nominating body shall be invited to nominate another representative provided that:

a) the Clerk to the SACRE has advised the member in writing of the provision of this clause following the second missed meeting and at least 10 working days before the third meeting.

b) SACRE does not decide to disapply this rule for reasons of extenuating circumstances.

(iii) The validity of the proceedings of the SACRE, or of any of its representative groups, shall not be affected by a vacancy in the membership or on the ground that a member does not at the time represent the denomination, religion or association he or she was appointed to represent.

3 DUTIES AND POWERS

(i) The SACRE shall advise the Authority on such matters connected with religious worship in community schools and the religious education to be given in accordance with an agreed syllabus, as the Authority may refer to the SACRE or as the SACRE may see fit.

(ii) The SACRE shall in particular advise on methods of teaching, the choice of materials and the provision of training for teachers.

(iii) The SACRE shall, on an application made by a head-teacher of any community school after consultation with the governing body, consider whether it is appropriate for the requirement for Christian collective worship to apply in the case of that school, or in the case of any class or description of pupils at that school. The SACRE shall arrive at its decision and communicate it to the head-teacher in accordance with the provisions of Section 3 of Schedule 20 of The Schools Standards and Framework Act 1998.

(iv) The representative groups on the SACRE, other than that representing the Authority, may at any time require a review of any Agreed Syllabus for the time being adopted by the Authority. The Agreed Syllabus will be reviewed at least every 5 years in line with statutory duties.

(v) The SACRE shall each year publish a report on its proceedings and those of its representative groups. The report shall specify any matters on which the SACRE has given advice to the Authority and the reasons for offering the advice.

(vi) The SACRE shall take any action assigned to it by the Authority in relation to the consideration and disposal of any complaint concerning collective worship or religious education in compliance with Section 23 of the Education Reform Act 1988.

(vii) The roles and duties of the Chair, Clerk to the SACRE, the RE Professional Advisor and other officers of the LA: see appendix 1.

4 PROCEDURE

(i) The SACRE shall elect annually at its first meeting in the academic year a Chairperson and a Vice Chairperson from among its members by voting in accordance with clause 4 (ii).

(ii) On any question to be decided by the SACRE each member shall be entitled to one vote.

(iii) In the event of a tied vote, there will be a second round of voting. Each group and the RE professional advisor shall have one vote each.

(iv) For SACRE to be quorate, at least one member of each Group should be present.

(v) The SACRE shall regulate its own proceedings and may establish committees for specified purposes. Such committees may include persons who are not themselves members of the SACRE.

(vi) The SACRE shall determine the frequency of its own meetings so long as it meets on no fewer than three occasions in any academic year.

(vii) The Clerk to the SACRE shall be the Corporate Head of Children's Services (Education) of the Authority or his/her representative.

(viii) The Corporate Head of Children's Services (Education) or his/her representative(s) shall be entitled to attend all meetings of the SACRE and of any committees it may establish and to speak but not to vote.

(ix) The costs of operating the SACRE and any committees it may establish shall be met by the Authority.

(x) The agenda for each meeting will be set by the Chair, LA representative, RE Professional Advisor, and the Clerk to SACRE. Draft minutes will be sent to members no later than three weeks after each meeting.

(xi) For standing agenda items see appendix 2.

(xii) The SACRE annual report will be sent via email to elected members, RE teachers, SACRE members, NASACRE and the DfE. It is also published on the Wokingham Schools Hub.

(xiii) The SACRE communicates with schools via Network Meetings, the Wokingham Schools Hub and the weekly Education News bulletin.

(xiv) The SACRE constitution will be reviewed every 4 years. Amendments will be approved by Wokingham Borough Councillors.

Revised January 2018

Appendix 1: Roles and Duties

Roles and Duties are not exhaustive lists and are regularly reviewed.

Chair

Ensure that:

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

The SACRE Clerk

- (i) Arrange, attend and clerk meetings of the SACRE.
- (ii) Produce and circulate minutes and agendas of the SACRE in a timely manner in accordance with the LA's standard format.
- (iii) Ensure that all papers from working parties or consultants are circulated to SACRE members in advance of meetings electronically and where necessary printed.
- (iv) Advise on dates of meetings, particularly in relation to religious holidays or other Council meetings, which may clash and affect quoracy.
- (v) Remind and chase members/other attendees about reports for meetings and circulation deadlines.
- (vi) Circulate additional papers or conference invitations e.g. from government departments, Council departments, the National Association of SACREs (NASACRE), the RE Council and Ofsted as appropriate.
- (vii) Alert the Chair and RE Professional Adviser to any communications from these and

similar bodies.

(viii) Ensure that regular communications such as the NASACRE updates are circulated to members.

(ix) Respond to queries, alerting the Chair and Advisor when necessary, for example FOI requests.

(x) Maintain the SACRE membership list, keeping it up to date, chasing members whose attendance is poor and identifying any membership issues for the attention of the Chair, RE Professional Advisor and LA Officers.

(xi) Assist in the production and circulation of the Annual Report; issue Welcome/Induction Packs for new members and ensure that they have sufficient information to prepare them for their first meeting.

(xii) Maintain a filing system (electronic and sometimes paper) of relevant and up to date information.

(xiii) Ensure that all SACRE publications/advice are circulated to the relevant bodies.

(xiv) Be responsible for the passing on for payment, invoices relating to SACRE work.

RE Advisor

(i) Attend all SACRE meetings, helping to prepare agendas and key papers.

(ii) Advise SACRE on issues relating to its work.

(iii) Ensure SACRE is up to date with local, regional and national initiatives and issues related to RE, collective worship and syllabus developments, e.g. the work of the RE Council, the All Party Parliamentary Group for RE, DfE or charitable funded initiatives.

(iv) Relate SACRE's work to wider community issues, including partnerships with faith and belief communities.

(v) Lead on areas related to the Agreed Syllabus, RE and collective worship.

(vi) Manage and deliver the training of SACRE members and, where appropriate, teachers and other groups interested in RE.

(vii) Produce reports to meet the deadlines agreed for distribution of papers for the meetings.

(viii) With the SACRE Clerk ensure that all SACRE publications are circulated to the relevant

bodies.

(ix) Working with the Chair, the Clerk and other SACRE Officers, produce reports to the Mayor or Portfolio Holder and Cabinet e.g. when changes to the SACRE constitution or membership are required.

(x) Draft and edit the SACRE Annual Report and all SACRE materials and publications.

(xi) Take the lead on the monitoring aspects of SACRE, especially agreed school visits and analysis of examination results in Religious Studies.

Appendix 2: SACRE Standing Agenda Items

All meetings:

Welcome and Apologies

Approval of minutes

Matters arising

Development plan and budget

Feedback from teacher networks and training

National updates relating to education and RE

NASACRE updates

SACRE projects

Feedback from hub meetings

Syllabus review

Autumn meetings:

Election of Chair and Vice-Chair

Draft annual report for previous academic year to be shared

Feedback from Pan-Berkshire SACRE Conference

Draft Development plan for the next financial year

Summer meetings:

Feedback from NASACRE Conference/AGM

Appendix 3: Current members.

Group A: Christian denominations and other religions

Free Churches	Catherine Jinkerson Christine Morgan
Roman Catholic Church	Vacancy

Hinduism	Anju Sharma
Islam	Shahid Younis
Judaism	Dr Shira Lewin Solomons
Sikhism	Sukhdev Bansal
Buddhism	Vacancy

Group B: The Church of England

Rev Lisa Cornwell
Rev Patrick King
Linda Galpin

Group C: Teachers, Teaching Unions and Educationalists (representing both Primary and Secondary education)

Primary Head-teacher	Celia Thatcher (Primary Head-teacher) Stephen Vegh (Chair/Secondary RS Teacher) Michael Freeman – (NEU Representative)
	Vacancy
	Vacancy

Group D: The Authority

	Cllr Phillip Houldsworth Cllr David Hare
Local Authority Representative/ RE Advisor Clerk	Alison Harris Anne Coffey