

Central Bedfordshire  
Council  
Priory House  
Monks Walk  
Chicksands,  
Shefford SG17 5TQ



**please ask for** Mel Peaston  
**direct line** 0300 300 4034  
**date** 27 May 2010

## NOTICE OF MEETING

### STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE)

Date & Time

**Thursday, 10 June 2010 at 4.00 p.m.**

Venue at

**Room 13, Priory House, Chicksands**

Richard Carr  
**Chief Executive**

To: The Chairman and Members of the STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE):

Cllrs Mrs A Barker, Mrs C F Chapman MBE, D Jones, D J Lawrence and J Street

|                |                           |  |
|----------------|---------------------------|--|
| <b>Group A</b> | Roman Catholic Church (2) | Sister Aidan Richards<br>Mary O'Sullivan<br>Marion Roberts<br>Mohsin Malik |
|                | Free Church (3)           |  |
|                | Muslim (1)                |  |
|                | Hindu (1)                 |  |
|                | Sikh (1)                  |  |
|                | Jewish (1)                | Nina Leigh   |
|                | Buddhist (1)              | Ven. Akurala Samitha   |
| <b>Group B</b> | Church of England (3)     | Jane Chipperton<br>Rev. Anne Crawford<br>Tom Waterworth                    |

|                |                         |   |
|----------------|-------------------------|---|
| <b>Group C</b> | Head Teacher            | Chris Spurgeon, St Marys Lower Clophill School  |
|                | Secondary RE Specialist | Kathleen Eldridge, Redborne Upper School        |
|                | Middle School Rep       | Jacque Binks, Etonbury Middle School            |
|                | Primary School Rep      | Linda Hardy, Toddington St Georges Lower School |
|                | Special School Rep      | Janet Day, Weatherfield Special School          |

|           |               |   |
|-----------|---------------|---|
| Officers: | Steve Morrow  | - School Improvement Adviser, CBC         |
|           | Celina Jagusz | - Committee Services, CBC                 |
|           | Mel Peaston   | - Interim Committee Services Manager, CBC |

# AGENDA

1. **Apologies**

Apologies for absence and notification of substitute members.

2. **Welcome**

3. **Appointment of Chairman**

To appoint a Chairman until the first meeting of the Municipal Year 2011/12.

4. **Appointment of Vice-Chairman**

To appoint a Vice-Chairman until the first meeting of the Municipal Year 2011/12.

5. **Annual Report 2008/09**

To receive the Annual Report of the SACRE 2008/09.

(to follow)

6. **SACRE Constitution**

To agree the SACRE Constitution.

(attached)

7. **Agreed Syllabus Conference**

To receive the report of the Agreed Syllabus Conference.

(to follow)

8. **Update from SACRE Members who have observed RE being taught in Central Bedfordshire Schools**

To receive an oral report at the meeting.

9. **Feedback from NASACRE AGM**

To receive an oral report at the meeting.

10. **Celebrating RE 2011**

For discussion.

11. **SACRE Development Plan for 2010/11**

To consider the SACRE Development Plan.

(attached)

12. **OFSTED Inspection Reports and Statutory Inspection of Anglican Schools Report**

Inspections for Spring Term 2009 and Autumn Term 2009.

(to follow)

13. **Holocaust Memorial Day 2010**

To review.

14. **Request for Contact Details from Membership**

To ensure accuracy of Member information.

15. **Date of Future Meeting**

To set a date for the next meeting.



## STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

### CONSTITUTION

#### INTRODUCTION

In accordance with the Education Act 1996 Central Bedfordshire Council ("the authority") has a Standing Advisory Council on Religious Education ("the council"). This Constitution accords with the provisions of the above Act.

#### 1.0 THE DUTIES OF SACRE

- 1.1 To advise the LA on such matters concerned with school worship and with Religious Education according to an Agreed Syllabus as the LA may refer to it or as SACRE sees fit. These matters might include, for example, the provision of INSET, methods of teaching and choice of materials and the consideration of complaints should the LA so require. SACRE shall ensure that schools within Central Bedfordshire receive a copy of advice on religious education in accordance with the current agreed syllabus to the Headteachers of all grant maintained schools. Such advice may be given to Faith Schools for information.
- 1.2 To receive and determine whether an application from a Headteacher to vary the requirement for worship of a broadly or mainly Christian character, is appropriate for the whole school or for groups of pupils.
- 1.3 To publish an annual report outlining the advice given by SACRE to the LA and whether a Statutory Conference was requested during that year. The report should broadly describe the nature of advice provided, and if such advice was in relation to matters not referred to SACRE by the LA, stating the reasons why such advice was offered.
- 1.4 A copy of the report should be sent by SACRE to the Qualifications and Curriculum Authority (QCA).
- 1.5 To require the LA to set up a Statutory Conference to review the Agreed Syllabus if, in the opinion of SACRE, this becomes necessary.

#### 2.0 MEMBERSHIP

- 2.1 The Authority is responsible for constituting the council and for appointing the members (other than co-opted members). (Part V Chap III Para 392)
- 2.2 The Education Act 1996 requires four representative groups to be appointed. In Central Bedfordshire the membership of each group shall be as follows:

**Group A** Christian and other religious denominations

|                       |           |
|-----------------------|-----------|
| Roman Catholic Church | 2         |
| Free Church           | 3         |
| Muslim                | 1         |
| Hindu                 | 1         |
| Sikh                  | 1         |
| Jewish                | 1         |
| Buddhist              | 1         |
| <b>Sub total</b>      | <b>10</b> |

**Group B** The Church of England  
**Sub total** 3

**Group C** Teachers' Associations

|                               |          |
|-------------------------------|----------|
| Headteacher                   | 1        |
| Secondary RE Specialist       | 1        |
| Middle School representative  | 1        |
| Primary School representative | 1        |
| Special School representative | 1        |
| <b>Sub total</b>              | <b>5</b> |

**Group D** The Authority

|                  |          |
|------------------|----------|
| Elected Members  | 5        |
| <b>Sub total</b> | <b>5</b> |

The total membership of those appointed to serve on the statutory groups on the council will be 23. All members shall be delegates who are interested in education in general and religious education in particular.

2.3 The council may also include co-opted members.

2.4 If a member is absent for 3 or more consecutive meetings for any reason not acceptable to the Council there shall be deemed to be a vacated place to be filled for that class of members.

**3.0 TERM OF OFFICE**

3.1 Subject to paragraphs 3.2 - 3.5 below a member of the council shall hold office until he/she is reappointed or the appointment of his/her successor. The appointment or reappointment of members shall be made every four years.

- 3.2 A person co-opted shall hold office on such terms as may be determined by members co-opting him/her.
- 3.3 A member of the council appointed by the Authority may be removed from membership by the Authority if in the opinion of the Authority he/she ceases to be representative of the denomination or association which he/she was appointed to represent or (as the case may be) of the Authority.
- 3.4 A member of the council may at any time resign his/her office.
- 3.5 On resignation or removal by the Authority an appointed person may be replaced by the Authority for the remainder of the term of office by another representative. Temporary substitution is not allowed.

#### **4.0 CHAIRPERSON**

The council shall appoint a chairperson and vice-chairperson from amongst its members, who shall hold office for a period of one year unless re-appointed by the council. In the absence of the chairperson and vice-chairperson from a meeting a member will be elected to the chair for the meeting.

#### **5.0 GROUP SPOKESPERSON**

Each of the four representative groups shall appoint a spokesperson and keep a record of decisions made in any group meetings.

#### **6.0 FREQUENCY OF MEETINGS**

- 6.1 The council shall meet at least twice a year but not normally more than four times a year. At one meeting the annual report shall be agreed.
- 6.2 The dates of the main meetings will be decided at the first meeting in the education (academic) year.

#### **7.0 AGENDA and MINUTES**

- 7.1 Matters for the agenda of any meeting shall be sent to the Clerk at least 21 days in advance of the next listed meeting.
- 7.2 The Agenda shall be distributed to reach members at least 7 working days in advance of the meeting.
- 7.3 The draft minutes of meetings shall be circulated to members within one month of the meeting taking place.

#### **8.0 PROCEEDINGS**

- 8.1 The quorum for the Council will be an attendance from each group of at least one third.
- 8.2 On any question to be decided by the council only the representative groups on the council shall be entitled to vote, and each group shall have a single vote (Part V Chap III

Para 390). Decisions within a group about how that vote is to be cast will be reached by a majority decision. In the event of a tied vote within the group, the group's vote will be recorded as an abstention.

8.3 In the event of an equality of votes on any issue the Chair may exercise a casting vote.

8.4 Co-opted members may not vote on any matter.

## **9.0 CONSTITUTIONAL CHANGE**

The Authority may alter this constitution at any time but must consult the council before doing so.

## **10.0 CLERK**

The council will be clerked by an employee of Central Bedfordshire as designated by the Director of Children's Services.

## **11.0 ADVISERS**

11.1 In addition to the Clerk other officers of the Authority may attend meetings at the discretion of the Strategic Director (Learning) and may speak but not vote.

(Draft version November 2009)





## SACRE Development Plan July 2009 – July 2010

|    | <b>Objective</b>  | <b>Action to be taken</b>  | <b>Personnel Involved</b>   | <b>Finance/Resource implications</b>   |
|----|---|--|---|--|
| 1. | To ensure that all SACRE Council members receive a good quality induction in order for each person to fully understand the role of SACRE and their own individual responsibilities as a Council member  | Liaise with NASACRE over the potential for an induction session to be held in collaboration if possible with Bedford Borough's SACRE. Planned for Autumn 2009  | LA Adviser to SACRE<br>NASACRE personnel<br>All Council members                                   | Time and travel costs for NASACRE trainers<br>Venue & refreshment costs<br>£2000 |
| 2. | To ensure that SACRE meetings are organised efficiently on a termly basis and that the following costs are covered :-<br><ul style="list-style-type: none"> <li>✓ Teacher supply costs for attending meetings</li> <li>✓ Correspondence expenses</li> <li>✓ Subscriptions</li> <li>✓ Venue / refreshment costs</li> </ul> | <ul style="list-style-type: none"> <li>✓ To ensure that actions against the administration and running costs of SACRE represent best value for money, therefore ensuring that more of the annual LA grant can be spent on development initiatives</li> </ul> | Paul Harpin : LA Adviser to SACRE<br>Chair of Central Bedfordshire's SACRE<br>SACRE administrator | £3000  |
| 3. | To arrange for an Annual SACRE report to be sent out to interested parties, including all Central Bedfordshire schools  | <ul style="list-style-type: none"> <li>✓ To organise information to go into the report and to present draft report to SACRE members at November meeting</li> <li>✓ To liaise and arrange printing , publication and distribution</li> </ul>                  | Paul Harpin : LA Adviser<br>Chair of Central Bedfordshire SACRE<br>SACRE administrator            | £1000  |
| 4. | To organise a suitable, high quality training programme, in liaison with Bedford Borough's SACRE, for teachers of nursery, lower, middle and special school phases  | <ul style="list-style-type: none"> <li>✓ Themes and trainers identified</li> <li>✓ Venues and dates agreed</li> <li>✓ Publicity out to schools</li> </ul>  | Paul Harpin ; LA Adviser<br>SACRE Administrator   | None as schools will pay a course fee to cover costs                             |

|    | <b>Objective</b>   | <b>Action to be taken</b>  | <b>Personnel Involved</b>   | <b>Finance/Resource implications</b>                                       |
|----|--|--|---|--|
| 5. | To monitor standards in Personal Development and Well Being and Spiritual, Moral, Social and Spiritual Development (SMSC) in Central Bedfordshire schools through information gleaned from Ofsted reports and RE Subject inspections | <ul style="list-style-type: none"> <li>✓ Use inspection report outcomes in the termly LA Adviser's report to Council members</li> <li>✓ Letters to go to schools which are judged to be 'outstanding in both the focus areas</li> <li>✓ Invitation for headteachers of 'outstanding' schools to attend SACRE meetings, when invited, to share good practice</li> </ul> | Headteachers of 'outstanding' schools<br>Paul Harpin : LA Adviser                             | None   |
| 6. | To provide guidance and networking opportunities for RE subject leaders in specific phases through termly twilight support meetings  | <ul style="list-style-type: none"> <li>✓ Set up networking opportunities for each of the three main phases</li> <li>✓ Send invitations out to RE Subject leaders</li> <li>✓ Plan programme for three sessions according to outcomes of survey to be sent to subject leaders</li> </ul>   | Facilitator for each group to be identified<br>Paul Harpin : LA Adviser<br>RE Subject Leaders | £1000 to cover meeting costs – facilitation costs, venues and refreshments |

**Total : £7000**