



## **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>

<b>Group B</b> The Church of England	3
<b>Sub total</b>	<b>3</b>

### 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.

2.5 SACRE welcome all new Membership applications. Repeat applicants will only be considered on an annual basis. Applicants are invited to make representations to SACRE in support of their application. The decision will be made at the next meeting of SACRE and communicated 10 working days after the date of that meeting.

### **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 person.
- 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 June 2010)