

Public Document Pack

MEETING	(SACRE) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION
DATE	MONDAY, 11 NOVEMBER 2013 4.00 pm
VENUE	VEDIC HINDU TEMPLE COMMUNITY HALL, 79 - 195 RADCLIFFE ROAD, NORTHAM, SOUTHAMPTON SO14 0PS
ENQUIRIES	SUE LAWRENCE 023 8083 3569 Email: susan.lawrence@southampton.gov.uk
MEMBERS	SEE ATTACHED LIST

A G E N D A

1. **WELCOME, APOLOGIES AND CHANGES OF MEMBERSHIP**

To receive any apologies and changes in membership.

2. **ELECTION OF CHAIR AND VICE-CHAIR**

To appoint a Chair and Vice-Chair for the remainder of the Municipal Year 2013/14.

3. **STATEMENT FROM THE CHAIR**

4. **DECLARATION OF INTERESTS**

Members are required to declare any personal or prejudicial interest in any item on the agenda.

5. **MINUTES OF THE LAST MEETING INCLUDING MATTERS ARISING**

To approve and sign as a correct record the minutes of the meeting held on 7th October 2013, attached.

6. **MEMBERSHIP OF SACRE**

To receive a verbal update from the Chair outlining the current membership of the SACRE.

7. **REVIEW OF SACRE CONSTITUTION**

To ratify the SACRE Constitution and finalise recommendations for amendments to the Cabinet Member.

8. FEEDBACK ON EVENTS

To receive feedback and updates from members of the SACRE on any events or training attended..

9. ANNUAL REPORT

To receive a report on the work of SACRE over the past year.

10. THE WAY FORWARD

Discussion item – to be the main focus of the meeting.

Friday, 1 November 2013

HEAD OF LEGAL, HR AND DEMOCRATIC SERVICES

Error! Objects cannot be created from editing field codes.GROUP C

(Six teachers representing associations recognised by the Authority for the purposes of consultation and negotiation)

National Union of Teachers (NUT)	Jackie Meering
The National Association of Schoolmasters/ Union of Women Teachers (NASUWT)	Mr D Parrott
Voice	Dr R Palmer
The Association of Teachers and Lecturers (ATL)	Fiona Plummer
Association of School and College Leaders (ASCL)	Vacant
National Association of Headteachers (NAHT)	Vacant

GROUP D

(4+substitute) - Four representatives of the Southampton City Council, at least two of whom shall be elected members of the City Council)

Southampton City Council

Councillor Edward Daunt

Councillor Satvir Kaur

Councillor Dr Darren Paffey

Councillor Brian Parnell

GROUP D SUBSTITUTE

Mrs. K. Martin

OTHERS (Non-voting)

CO-OPTED MEMBERS

South Hampshire Humanists

Liz Mizon

Primary School RE Teacher

Anna Adams

Representative of Teachers' Subject
Network/Advanced Skills
Teacher (RE)

Sian Roberts

Southampton City Mission

Chris Davis

OBSERVER

Freemantle C of E Community Academy

Natasha Bye-Brooks

This page is intentionally left blank

(SACRE) STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION
MINUTES OF THE MEETING HELD ON 7 OCTOBER 2013

Present:

Group A –

Christian Denominations

Gail Ratcliffe, David Walford

Other religions

Elizabeth Jenkerson, David Vane, Priti Dave,

Group B – Church of England

No representatives present

Group C – Teachers

Mr D Parrott, Mr R Palmer, and Fiona Plummer

Group D – Members of the Council

Councillors Paffey and Parnell

Others (Non-Voting)

Liz Mizon, Kate Martin

10. **ELECTION OF CHAIR AND VICE-CHAIR**

RESOLVED that David Vane be appointed as Chair for the purposes of the meeting.

DAVID VANE IN THE CHAIR

11. **WELCOME, APOLOGIES AND CHANGES OF MEMBERSHIP**

The Chair welcomed members to the meeting, in particular Fiona Plummer, new representative for the Association of Teachers and Lecturers (Group C).

Apologies were received from:-

Group A - Nicola Peckham and Anas Al-Korj

Group C - Jackie Meering

Group D - Councillor Daunt

It was noted that due to the absence of any representatives from Group B – Church of England, as the Constitution for the SACRE required at least one member from each voting group to be present the meeting was inquorate and that any decisions would need to be ratified at the next quorate meeting.

Members requested that an additional meeting should be arranged as soon as possible.

RESOLVED

- (i) that an additional meeting be arranged for 11 November 2013;
- (ii) that the Clerk contact members from Group B to express the concern of the SACRE at the lack of attendance by Church of England representatives; and
- (iii) that the Clerk contact the relevant officers in Children's Services to express the concern of the SACRE at the lack of Local Authority support provided for the meeting.

12. **MINUTES OF THE LAST MEETING INCLUDING MATTERS ARISING**

RESOLVED that the Minutes of the meeting held on 10th June 2013 be approved and signed as a correct record. (Copy of the Minutes circulated with the Agenda and appended to the signed Minutes).

Matters Arising

It was noted that the Chair for the previous meeting (Councillor Daunt) had agreed to undertake a number of actions and that in addition several minute items concerned information being brought back to today's meeting by SACRE members and the support officer. Unfortunately, the members / officer involved had sent their apologies and it would not therefore be possible to follow up on those items at today's meeting.

Page 2, Item 4 Matters Arising – The Clerk reported that the annual subscription for NASACRE had been renewed and that members would therefore be able to access the whole website by using the password to be provided by the Clerk.

13. **MEMBERSHIP OF SACRE**

The lack of attendance at the meeting was discussed as a matter of concern.

It was reported that attendance was also an issue for other organisations including Southampton Council of Faiths, the demands on and for volunteers were recognised as considerable especially in the current economic climate.

It was noted that Nicola Peckham had joined the SACRE as the representative for the Jewish Faith but had unfortunately been unable to attend the meeting.

It was queried why four members were required for Groups B and D (Church of England and the City Council respectively). It was agreed that the Clerk would investigate and report back to the next meeting.

RESOLVED that the Clerk contact members from Group B to express the concern of the SACRE at the lack of representation.

14. **REVIEW OF SACRE CONSTITUTION**

It was agreed that this item be deferred until the next meeting.

15. **ANNUAL REPORT**

It was agreed that this item be deferred until the next meeting.

16. **FEEDBACK ON EVENTS**

A reminder was given for Interfaith Week 2013 – 17 to 23 November.

<http://www.interfaithweek.co.uk/>

<http://www.interfaithweek.co.uk/index.php/resources/for-schools>

Elizabeth Jenkerson reported on attendance at her first meeting as a member of the NASACRE executive which had included discussion on the theme of the wellbeing of every child.

17. **THE WAY FORWARD**

It was agreed that this item be deferred until the next meeting.

However, there was discussion on:

- the aims, objectives and desired outcomes for the SACRE,;
- relationship of the SACRE with the growing number of academies;
- issues regarding attendance, membership and the number of vacancies;
- the statutory duty on the Local Authority to provide support (both financial and professional) for the SACRE and a perceived reduction in this support including the lack of committed funding, and loss of specialist adviser post;
- An assessment of the faith profile across the City;
- the possibility of adapting the questionnaire used in Hampshire to gain feedback and assess the attitude of schools to the Agreed Syllabus – Living Difference – to be sent out to all schools in the City;

It was agreed that the work on the adaptation of the Hants questionnaire would be taken forward by David Vane, Priti Dave, Fiona Plummer and Dr Palmer – with an update to come to the next meeting.

This page is intentionally left blank

SOUTHAMPTON CITY COUNCIL

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)

CONSTITUTION

1 **AIM**

- 1.1 The aim of the SACRE is to provide advice to the Authority upon such matters connected with collective worship in schools, and the religious education to be taught in accordance with an agreed syllabus.

2 **OBJECTIVES**

- 2.1 The core objectives of the SACRE are:

- to provide independent consultation and detailed scrutiny on any matters within its scope of interest;
- to determine any application from the headteacher of a City school, following consultation with the governing body, for an amendment to the requirement that collective worship be wholly or mainly of a broadly Christian character; and
- to publish an annual report which:
 - i. specifies any matters on which the SACRE has advised the Authority;
 - ii. broadly describes the nature of that advice; and
 - iii. sets out its reasons for offering advice on any matters which were not initially referred to the SACRE by the Authority.

In addition to making the report available for public inspection, a copy shall be sent to the [relevant Government Department \(currently Ofqual\)](#), and to such other organisations, including County, Foundation and Voluntary Schools and Academies and local teacher training institutions as the SACRE considers appropriate.

Formatted: Default Paragraph Font, Font: 12 pt, Not Bold, Font color: Auto

Deleted: Qualifications and National Curriculum Authority (QCA)

3 **SCOPE OF INTEREST**

- 3.1 The scope of interest of the SACRE shall include:

- any such matters connected with collective worship in City schools, and the religious education to be taught in accordance with an agreed syllabus as the Authority may refer to the SACRE, or as the SACRE may consider appropriate; and
- the statutory duty of the Authority to review its agreed syllabus every five years and to convene an Agreed Syllabus Conference.

4 **RELATIONSHIP OF THE SACRE WITH THE LOCAL AUTHORITY**

- 4.1 The SACRE will have a separate identity and independent voice within the arrangements. The SACRE should be consulted by the Local Authority on any issues falling within its scope of interest.

5 **ACCOUNTABILITY AND BUSINESS PLANNING**

- 5.1 The SACRE is independent of the Council. The Education Reform Act 1988 requires the City Council as a Local Authority to establish a SACRE. When reports and actions are required that need to be considered by the Council they will be formally considered by the Cabinet or Cabinet Member or Officer acting under delegated powers.

6 **LEGAL FRAMEWORK**

- 6.1 The SACRE is established pursuant to the Education Reform Act 1988.
- 6.2 To facilitate the effective operation of the SACRE in accordance with its aims, the SACRE will respond as necessary to any further government guidance, legislation or new initiatives impacting upon the areas of responsibility of functions of the SACRE.

7 **THE ACTIVITIES OF THE SACRE**

- 7.1 In pursuit of its aims the SACRE will:-

- operate to a timetable that mirrors the municipal year of the Local Education Authority.
- hold meetings (including extraordinary meetings) at a time of day and at an appropriate location to allow full participation by members:
 - i. at the Civic Centre and/or other venues;
 - ii. at the end of the school day;
 - iii. or otherwise notified to SACRE members 5 clear working days before each regular meeting.
- hold its meetings at least once per term, no less than 3 times per year;
- require at least one member from each voting group to be present to constitute a quorum in order to have a fully constituted meeting;
- always seek to operate on a consensus basis. If it is not possible to reach a consensus, members will be required to undertake a formal vote as set out in paragraph 12 of this Constitution.

- review and recommend to Cabinet (Cabinet Member) any amendments to its Constitution on an annual basis at the first meeting of each financial year following a formal consultation process with the relevant parties;
- review and adopt the terms of reference for any sub-committees on an annual basis at the first meeting of each financial year following a formal consultation process with the sub-committees;
- keep a written record of all SACRE meetings and meetings of its sub-committees;
- any member of the SACRE may submit items to be included on the agenda of a main meeting of the SACRE supported by a written statement/report to the Chair at least 10 working days before the meeting;
- agenda and reports will be circulated generally at least 5 working days prior to the meeting;
- create sub-committees where necessary;
- be able to ask that the Local Authority consider holding an extraordinary meeting of the SACRE at the written request of at least one member.

Confidential Business

- Report authors are responsible for informing the clerk, in advance, of the status of reports to be included on the Agenda and if they contain confidential or commercially sensitive information and with such items of business, the principles of the Local Government (Access to Information) Act 1985 will apply. Reports that are to be treated as confidential should be marked accordingly and contain the appropriate confidentiality clause.
- Where an item of business before the SACRE is marked as confidential, that item of business will be discussed in private. The professional advisors to the SACRE may attend and speak at the SACRE meetings on consideration of all matters considered in private. Members of the public and observers (including other elected Members or Officers of the Council) shall be excluded from the consideration of any confidential item.

8 FREEDOM OF INFORMATION

- 8.1 Request for Information under the Freedom of Information Act will be handled in accordance with the Council's published procedures for dealing with such requests.

Any Member of the SACRE receiving a request under the FOIA will be required to pass that request to Legal & Democratic Services within 24 hours of receipt of that request in order that Legal & Democratic Services may deal with the request on behalf of the SACRE within the 20 working day time limit.

Where a request has been made for the disclosure of information covered by a qualified exemption under the Freedom of Information Act 2000 (or other relevant information), the Chair of the SACRE will be invited to attend a Public Interest Test Panel meeting to consider the potential disclosure. If the Chair is unable to attend the meeting the request will be dealt with by the Panel at their discretion. Where the Panel decides that the balance of interest is in favour of the disclosure of the information requested, Legal & Democratic Services will arrange for disclosure. Where the Panel decides that the balance is in favour of the non-disclosure of the information requested, the information requested will be withheld and Legal & Democratic Services will arrange for the reasons for the decision to be communicated in writing. Such decisions will be made after taking any appropriate legal advice in accordance with the Council's published policies and procedures.

9 MEMBERSHIP

- 9.1 The SACRE shall comprise members drawn from four groups, appointed by the Authority, as specified below:

GROUP A

One representative of each of the religions and other bodies listed below:

Christian Denominations

The Roman Catholic Church	The Methodist Church
The Baptist Union	The United Reformed Church
The Religious Society of Friends	The Assemblies of God
The Greek Orthodox Church	The Salvation Army
The Fellowship of Independent Evangelical Churches	

Religions other than Christianity

Judaism	Islam
Hinduism	Sikhism
Buddhism	<u>Baha'i</u>

GROUP B

Four representatives of the Church of England

GROUP C

Six teachers representing associations recognised by the Authority for the purposes of consultation and negotiation

GROUP D

Four representatives of the Southampton City Council, at least two of whom shall be elected members of the City Council.

- 9.2 In addition to members drawn from these four groups detailed above, one person appointed in respect of the Academies operating in the City of Southampton which previously had Community or Voluntary status may sit as a member of the SACRE. Academies are included (for non voting purposes) simply because they are not technically represented by any other group and deliver part of the public sector curriculum (albeit with a different status to maintained schools) and effectively replace the old concept of Government Maintained schools. Foundation schools are not specifically included because they are effectively covered elsewhere as they are maintained schools (in common with community and Voluntary schools) and are thus represented by other groups already present on the Committee.
- 9.3 The SACRE may co-opt additional persons, including such teachers as may be necessary to ensure adequate representation of teachers who are actively concerned with religious education in primary and secondary schools. Co-options shall be for the period set by the SACRE.
- 9.4 Members of the SACRE, with the exception of co-opted members, shall be appointed for a period of four years.
- 9.5 In accordance with regulations, the Local Authority will review the membership of the SACRE on an annual basis in line with the Constitutional review, and may terminate the membership of any member of the SACRE by giving one month's written notice.
- 9.6 In addition to the term of office coming to an end, a member ceases to be a member of the SACRE if he or she resigns from the SACRE or no longer occupies the office which he or she was nominated to represent.
- 9.7 A member of the SACRE appointed by the Authority may be removed from membership by the Authority at any time if, in the opinion of the Authority, the person ceases to be representative of either the denomination, religious group, association or Academy which he/she was appointed to represent.
- 9.8 Subject to condition 9.7, above, members of the SACRE having served a full term are eligible for re-appointment.

Deleted: by Oasis Community Learning

9.9 The SACRE will receive support and advice from the [Local Authority School Improvement Officers](#).

Deleted: School Inspectors

9.10 At the discretion of the Chair of the SACRE, Advising Officers can attend SACRE meetings. Advising Officers provide information and professional expertise but are not members of the SACRE and cannot vote.

9.11 The Executive Director for Children and Learning and the Executive Member for Children's Services shall have a standing invitation to attend all SACRE and sub committee meetings but are not members of the SACRE and cannot vote. At the discretion of the Chair they may address the meeting.

9.12 At the discretion of the Chair of the SACRE, Observers can attend SACRE meetings. Observers are interested individuals who have been invited to attend SACRE meetings. At the discretion of the Chair of the SACRE observers can address the meeting but they are not members of the SACRE and cannot vote.

Meetings of the SACRE are open to the public unless members resolve that an item of business be considered in private session and with such items of business the principles of the Local Government (Access to Information) Act 1985 will apply.

Members of the public do not have a right to speak at any meeting of the SACRE but may address the SACRE at the discretion of the Chair. Members of the public do not have rights to vote.

10 **ELECTION AND NOMINATION OF SACRE MEMBERS**

10.1 Members of the SACRE are responsible for the method by which they elect and nominate their representatives, and each representative group within the SACRE will be responsible for the method by which they elect their representatives.

10.2 The membership of existing schools members is valid until such members' terms of office come to an end or they resign or they become otherwise ineligible for membership. When a vacancy does arise, the authority must appoint a replacement schools member to the SACRE to represent the same group as the retiring member.

10.3 Nomination of members is by a process of self-nomination. The SACRE will formally endorse membership by a simple majority vote at the next available meeting of the SACRE.

11 **MEETINGS**

11.1 Meetings of the SACRE shall be held in public.

12 **VOTING**

12.1 On any matter to be decided by the SACRE, the four groups A, B, C, and D shall be entitled to vote and each group shall have a single vote. The Academies' representative and the co-opted members do not have a vote.

12.2 Decisions within a group about how the vote is to be cast do not require unanimity. Each group is to regulate its own proceedings, including provision for resolving deadlock.

12.3 In the event of a tied vote, the Chair shall have the casting vote.

13 **CODE OF PRACTICE**

13.1 Members of the SACRE will operate in accordance with the Local Code of Conduct for Members. Members are therefore required to sign a declaration in respect of the Code of Conduct and also complete a Register of their Interests.

13.2 Interests, whether personal or prejudicial, should be declared. If a member has a prejudicial interest they should declare that interest and withdraw from the meeting and take no part in the decision.

13.3 Members who fail to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the SACRE.

14 **CHAIRING**

14.1 The Chair and Vice Chair will be appointed from the members of Groups A, B, C and D. Such appointments shall be for the Municipal Year or until the person appointed ceases to be a member of the SACRE, whichever is sooner.

14.2 Persons continuing to be members of the SACRE are eligible for re-appointment to the position of Chair or Vice Chair.

15 **SERVICING THE COMMITTEE**

15.1 The specific responsibilities of the Chair and Members of the SACRE will be as set out in this Constitution and the Education Reform Act 1988.

15.2 The specific responsibilities of Democratic Support and Member's Services of the City Council will be to:-

- convene meetings of the SACRE;
- arrange accommodation for meetings;
- co-ordinate and act as secretariat to meetings;
- copy, circulate and dispatch appropriate papers; and
- provide appropriate guidance on the operation of local government and other relevant procedures.

15.3 The specific responsibilities of the Professional Advisors to the SACRE will be to

- provide advice to the SACRE and any sub committee(s) on professional issues; and
- advise and update SACRE members on any new government guidance or policy documents.

16 **DISPUTES AND COMPLAINTS**

16.1 The SACRE is intended to be a collaborative, co-operative body and needs to ensure that no particular sector or member is unduly favored. Problems and issues should normally be debated and resolved at the SACRE meetings. However, if parties feel that these have not been resolved, the following process should be followed and minutes taken.

16.2 Stage 1: The parties who are in dispute meet with the Chair of the SACRE and the Professional Advisor who will assist in finding or recommending a solution.

16.3 Stage 2: A special meeting of the SACRE is convened, with papers prepared by the parties representing different views. The Chair and the Professional Advisor also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.

16.4 Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.

16.5 Complaints from members of the public will be handled by the Council's Complaints Procedure.

17 **NON COMPLIANCE OF ACTIVITIES**

17.1 Issues of non-compliance will, in the first instance, be referred to the Chair of the SACRE who will investigate and attempt to reach satisfactory resolution through discussion with the representative of the agency concerned. In the event of satisfactory resolution not being reached, the matter will be referred to the next SACRE meeting.

18 **MONITORING AND INSPECTION**

18.1 The effectiveness of the SACRE will be assessed by Internal Review.

OVERVIEW AND SCRUTINY

18.2 The SACRE and its members will co-operate with any reasonable request by the Council in respect of its overview and scrutiny functions under Section 21 Local Government Act 2000. Any requests for information or attendance of SACRE members at the relevant overview and scrutiny committee will be made as soon as possible and generally at least 10 days before the meeting.

This page is intentionally left blank