
	<p>LONDON BOROUGH OF HAVERING SACRE</p> <p>TERMS OF REFERENCE</p>	
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Introduction

1. In accordance with the Education Act 1996 [the “Act”] and circular 1/94, Religious Education and Collective Worship, the London Borough of Havering (hereafter referred to as: LBH, the Council or local authority) had a duty to set up a Standing Advisory Council on Religious Education (“SACRE”).
2. It is required by law that religious education (RE) is taught in schools, but RE is not part of the National Curriculum; instead RE is a local responsibility. SACRE oversees RE and collective worship in schools for which the local authority has responsibility.
3. SACRE will operate in accordance with the law and guidance in force issued by Parliament, the courts and the Department for Education. If there is any conflict between these terms of reference and the law, SACRE will comply with the law.

Functions and Responsibilities

4. The functions of SACRE are detailed in s.391 of the Act (as amended). These are:
 - (a) To advise the local authority upon such matters connected with collective religious worship in community schools, foundation schools and academies (where invited) which do not have a religious character. This may include, in

particular, methods of teaching, the choice of materials and the provision of training for teachers.

- (b) To advise the local authority on the religious education to be given in accordance with the Agreed Syllabus as the local authority may refer to SACRE or as SACRE may see fit.
- (c) To require the local authority - if requested by a majority of the representative groups of SACRE (other than that representing the LBH) - to review any Agreed Syllabus for the time being adopted by the local authority by the convening of a statutory Conference in accordance with the provisions of the Act.
- (d) To assist the local authority with monitoring inspection reports on RE, collective worship and spiritual, moral, social and cultural development.
- (e) In each year, to publish a report to the local authority as to the exercise of SACRE's functions.

The report shall in particular:

- Specify any matters in respect of which the SACRE has given advice to the local authority.
 - Broadly describe the nature of the advice given, and where any such matter was not referred to SACRE by the local authority, give SACRE's reasons for offering advice on that matter.
- (f) To receive complaints referred by the local authority about religious education or collective worship.

Membership of SACRE

- 5. Havering SACRE will be represented by members who are willing to support the effective provision for RE and collective

worship in schools. All members of Havering SACRE shall be delegates who are interested in education and religious education. The membership shall be allocated to four groups as follows:

Group A: Christian denominations and other religions and religious denominations.

This group is made up of representatives of Christian denominations (other than the Church of England) and other religions, faiths and belief systems. The Local Authority will consider the admission or removal of representatives of new religions, faiths or belief systems by reference to the relative size of that community within the borough and which, in the opinion of the local authority reflect the principal traditions in the area. All members of this group will be appointed by the Local Authority, which will have taken reasonable steps to assure itself that the nominee is representative of the relevant faith groups of Havering and fully supportive of the effective provision for RE and Collective Worship in schools.

Group B: Church of England

Representatives of the Church of England, at least one of whom should be a representative of the Diocese of Chelmsford Board of Education.

Group C: Teacher representatives

Representatives from the teachers' and head teachers' associations. The Local Authority will seek to ensure that teachers on this committee represent a balance of unions and age ranges taught.

Group D: The Local Authority

Representatives of the local authority. As far as possible, membership is politically balanced and is authorised by the Governance Committee of the Council.

6. Appendix 1 lists the current members and the denominations or groups that they represent. The Clerk to SACRE will prepare the Appendix at the end of December each year.

Vacancies

7. In the event of a vacancy on SACRE the Clerk shall:
 - (a) Advise the relevant representative group of the vacancy,
 - (b) Refer any nomination from said group of a replacement member to SACRE for considerationand
 - (c) Add the nominee's name to the membership list on receipt of SACRE's agreement (but see 5 above with regard to Group A)

Term of Office

8. There will be no fixed term for members of SACRE because that may prove impracticable.

End of Membership

9. A member shall cease to be a member of SACRE if:
 - (a) They write to SACRE or the Clerk and tender their resignation;
 - (b) Where the member was nominated by a representative group, their representative group notifies SACRE in writing that the member is no longer eligible to act as one of its representatives on SACRE,
 - (c) Where a member has missed **three** or more consecutive meetings of SACRE and has not provided reasons or apologies for absence and after the Clerk has made enquiries of the member and/or of the body the member is a representative of and has reported his findings to SACRE; members shall consider whether to withdraw that representative's membership and ask the Clerk to contact the body to invite it to find a replacement to represent it at SACRE.

Co-opted Members/Attendees

10. SACRE shall have the right to co-opt additional members/attendees, ("Co-opted members") i.e. persons coopted by SACRE members who have not themselves been co-opted. Co-opted members may take part in discussions of SACRE but do not have membership of any of the groups and do not have voting rights.
11. If an application for co-opted membership is declined by SACRE there is no automatic right of appeal. Applicants may, however, resubmit an application on the grounds of having further information to support their application or if there should

be a change in membership of the SACRE and ask SACRE to reconsider their application.

Voting Rights

12. Each of the representative Groups (A,B,C and D) within SACRE shall have one vote per Group. Groups are to determine their own internal voting arrangements.

Decisions within a group about how that vote is to be cast do not require unanimity.

Each Group is to regulate its own proceedings including provision for resolving deadlock.

13. A proposal shall not be deemed to be carried unless it has been approved by at least **three** of the representative Groups unless otherwise required by law or guidance.

Quorum

14. SACRE meetings will be considered quorate if at least **six** members of SACRE are in attendance, with **at least one member from each Group**.

Election of Chairs/Vice Chairs

15. The Chair/Vice Chair (VC) of SACRE will be elected by members in attendance at the relevant meeting at the Autumn Term meeting (or first meeting of the Academic Year) or any meeting during the year if the position becomes vacant and there is no prospect of the office holder resuming their position.
16. Ideally the Chair and the VC should not represent the same group (e.g. both should not be drawn from Group B – Church of England, Group C – members of the teaching profession or Group D – Councillors) - though there is no bar to the Chair and

VC both being Christian if they represent different denominations. This follows for other religions, faiths or belief systems where there are significant sub-divisions or branches and they are represented within the local community and also on SACRE). The *aim* is to have the Chair and the VC from different persuasions, if possible.

17. There will be a two-year term for Chairs and VCs with a two year gap between terms of office. There is no bar to the VC becoming Chair if so agreed by SACRE and there is no conflict with 16 above.
18. Where the Chair/VC is appointed by the members of SACRE, this will be by a simple majority with each individual member being assigned one vote.
19. The Chair will be responsible for:
 - (a) The management of meetings;
 - (b) Representing SACRE to other bodies;
 - (c) Such other duties as SACRE considers appropriate.
20. The Vice-Chair will be responsible for:
 - (a) Deputising for the Chair as required;
 - (b) Representing SACRE to other bodies in the absence of the Chair or by agreement with the Chair;
 - (c) Such other duties as SACRE considers appropriate.

The Clerk

21. The local authority shall appoint a Clerk to:
 - (a) Attend the meetings of SACRE,
 - (b) Take appropriate minutes and notes at meetings,
 - (c) Maintain and update the records of SACRE and its meetings,
 - (d) Perform any other necessary administrative duties;

and

- (e) Provide a copy of the minutes to the members of SACRE, the local authority and to head teachers.

Frequency of Meetings

- 22. There will normally be three SACRE meetings per academic year. One in each of the autumn, spring and summer terms. Meetings will be convened by the Clerk to SACRE but in consultation with and with the agreement of SACRE members.
- 23. Special meetings may be called by the Chair either on his or her own authority because a matter of urgency has arisen which cannot wait until the next planned meeting, or on the urging of representatives of **at least** two of the groups that the matter is of too urgent a nature to await the next planned meeting.
- 24. Details of the business to be considered at the meeting which will be included in the agenda must be received by the Clerk not later than 15 school days before the meeting.
- 25. The Clerk will, no later than 5 working days before the meeting, circulate the agenda and supporting papers to the members of SACRE and to any other person or body who has requested them as well as publishing them on the web.

Attendance at Meetings

- 26. All members should have the right to send a substitute if they are unable to attend. The Clerk is to be notified of any substitute prior to the meeting.

Public Meeting

27. Meetings of SACRE will be held in public and members of the public will be encouraged to attend meetings as observers except where matters under discussion are considered by SACRE to be confidential. **Members of the public cannot take part in discussions nor have any voting rights.**

SACRE agendas shall be notified along with those of other public meetings of the Council.

Working groups shall not be open to the public, though members of the public may be invited to contribute to the work of the groups if this is considered appropriate and at the specific invitation of the Chair of the working group.

SACRE meetings such as the Town Hall autumn and spring meetings are to be advertised publically, but not those meetings held on non-Council premises.

Minutes to be publicly available but any confidential items shall be excluded.

Complaints

28. Any formal complaints made regarding SACRE will be dealt with by the chief education officer.