



THE LONDON BOROUGH  
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DATE: 25 February 2020

To: Members of the  
**STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

Reverend R Bristow (Chairman)

Councillors Kevin Brooks, Robert Evans, David Jefferys, Kate Lymer, Keith Onslow and Chris Pierce

Church of England: Reverend R Archer, Ms J Thompson and Mr C Town

Teachers: Mrs D Angell, Ms H Arnold, Mr L Kings, Ms S Odusola and Ms C Ringham\*

Other Faiths: Mr D Coleman, Mrs P Colling, Mrs D Gold, Mr S Gupta,  
Mr S Mahmood, Mr A Nandra, Dr O Taha and Mrs E Whitman

A meeting of the Standing Advisory Council on Religious Education will be held at Bromley Civic Centre on **WEDNESDAY 4 MARCH 2020 AT 6.00 PM**

MARK BOWEN  
Director of Corporate Services

*\*Subject to being formally agreed at the meeting*

**Copies of the documents referred to below can be obtained from**  
<http://cds.bromley.gov.uk/>

## A G E N D A

- 1 **APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS**
- 2 **DECLARATIONS OF INTEREST**
- 3 **COMPLIANCE OF THE GENERAL DATA PROTECTION REGULATION (GDPR)**
- 4 **MINUTES OF THE MEETING HELD ON 13TH NOVEMBER 2019 (Pages 3 - 12)**
- 5 **SACRE CONSTITUTION (Pages 13 - 16)**
- 6 **DRAFT BROMLEY SACRE ANNUAL REPORT 2018-2019**

*To follow*

**7 REVISED BROMLEY AGREED SYLLABUS**

**8 SACRE ACTION PLAN (INCLUDING RELATIONSHIPS WITH SCHOOLS) (Pages 17 - 18)**

**9 INTER-FAITH COMPETITION**

**10 ANY OTHER BUSINESS**

- NASACRE AGM
- MindCare Dementia Support

**11 DATE OF NEXT MEETING**

6.00pm, Wednesday 24<sup>th</sup> June 2020

6.00pm, Wednesday 11<sup>th</sup> November 2020

6.00pm, Wednesday 3<sup>rd</sup> March 2021

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## STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

Minutes of the meeting held at 6.00 pm on 13 November 2019

### Present:

Reverend Roger Bristow (Chairman)

Councillors Kevin Brooks, Robert Evans, Kate Lymer,  
Keith Onslow and Chris Pierce  
Mrs D Angell, Reverend R Archer, Mrs D Gold, Mr L Kings,  
Mr S Mahmood and Mr C Town

### Also Present:

Julia Andrew, LBB Head of School Standards  
Carol Arnfield, LBB Head of Service for Early Years,  
Schools Standards and Adult Education  
Stacey Burman, SACRE RE Advisor

## 14 APOLOGIES FOR ABSENCE AND NOTIFICATION OF SUBSTITUTE MEMBERS

Apologies for absence had been received from Councillor David Jefferys, Hannah Arnold, Arvinder Nandra, Dr Omar Taha, Jan Thompson and Edlene Whitman.

Councillor Pierce gave prior notification that he would need to leave the meeting early due to other commitments. Councillor Onslow gave prior notification that he would be absent for consideration of items 5 to 10.

## 15 DECLARATIONS OF INTEREST

None.

## 16 COMPLIANCE OF THE GENERAL DATA PROTECTION REGULATION (GDPR)

No breaches of the GDPR were reported.

## 17 MINUTES OF THE MEETING HELD ON 3RD JULY 2019

**RESOLVED** that the minutes of the meeting held on 3<sup>rd</sup> July 2019 be confirmed as a correct record.

## **B) MATTERS ARISING**

Minute 2: Apologies for absence and notification of substitute members

The Chairman informed Members that the vacant Church of England representative role had now been filled, and Reverend Rachel Archer was welcomed to the meeting.

In relation to additional teacher representatives, the LBB Head of Service for Early Years, School Standards and Adult Education confirmed that a request had been included in the School Circular, but no responses had been received. In response to a question, the SACRE RE Advisor said that she had identified a primary teacher who attended the RE Network meetings that may be interested in joining the SACRE. It was noted that the teacher also worked in Special Educational Needs (SEN), which would provide a good addition to the skillset of the SACRE. The SACRE RE Advisor also noted that she would discuss the possibility of identifying a secondary teacher representative with Mr Kings.

**ACTION: SACRE RE Advisor**

Minute 5B: Matters arising

The LBB Head of School Standards advised Members that she would follow up with the LBB Director of Education, regarding whether there was a Consultative Advisory Committee through which the Ramadan Guide could be circulated.

**ACTION: LBB Head of School Standards**

The SACRE RE Advisor informed Members that the Ramadan Guide was now available to view on the Bromley Education Matters website, and would be updated with the dates from 2020. In relation to the school calendar competition, it was suggested that the draft calendar could be circulated to all SACRE Members to allow the dates of religious festivals to be double-checked.

Minute 8: Relationships with schools

Members were advised that changes were being made to the programme of Councillor visits, and an update would be provided to the next meeting of the SACRE.

**ACTION: LBB Head of School Standards**

Minute 9: Inter-faith competition

In response to a question, the LBB Head of Service for Early Years, School Standards and Adult Education confirmed that the financial award to be received for funding the inter-faith calendar competition was £1,500. The competition had been included in the School Circular, and it was anticipated that there would be a greater uptake by schools this year.

Minute 10: SACRE Draft Action Plan

The SACRE RE Advisor informed Members that an introductory letter from the SACRE was included in the School Circular.

In relation to Minute 12: Any other business, a Member enquired if there was an update on the school that had proposed to drastically cut the curriculum time spent on RE. The Chairman said that currently, the school was not

compliant with the Agreed Syllabus curriculum time given to RE. The SACRE RE Advisor noted that she had visited and spoken with the Head of Department at the school, and the curriculum had been planned around the time constraints. Documents had also been provided to the Head of Department at the beginning of October, for reference when discussing this issue with the Headteacher. It was noted that the LBB Head of School Standards had been informed of the situation.

A Member questioned if the SACRE should be referring this non-compliance to the Department for Education (DfE). The LBB Head of Service for Early Years, School Standards and Adult Education expressed that she felt it was a bit premature, as the SACRE RE Advisor had only recently shared the information with the Head of Department, and time would need to be given to see if it had any impact. An added complication was that the Head of Department had only recently returned from sick leave, and was not yet working full time.

It was suggested that if there were difficulties in relation to planning and the curriculum, the Head of Department could be linked with another school that could offer support. The SACRE RE Advisor said that this had been considered during the RE Network Meetings, with work being undertaken by teachers to identify several key questions and units that were the same. It was noted that the SACRE RE Advisor had also been keeping in email contact with the Head of Department, and offering support and advice.

A Member considered that it would be reasonable for the SACRE RE Advisor to contact the Head of Department to say that the situation had been discussed by the SACRE. It should be emphasised that they wanted to provide as much help as possible, and by the end of the current term they would like to see a plan of the proposals going forward. It was noted that a time limit for a response was needed in order to ensure that the situation did not “roll on”.

Following a discussion, it was agreed that the SACRE RE Advisor would draft a letter to all Headteachers and school Governors, reminding them of the SACRE’s role. **ACTION: SACRE RE Advisor**

*Councillor Onslow left the meeting following the consideration of this item.*

## **18 SACRE CONSTITUTION**

### **Report CSD19165**

The current SACRE Terms of Reference had been agreed in July 2018. At the SACRE meeting on the 3<sup>rd</sup> July 2019, it was suggested that the Terms of Reference should be reviewed.

A Member asked for clarification of the references made to ‘community’ and ‘county’ schools, in sections 1.1 and 1.4, and questioned whether sections 1.2

and 1.3 should be strengthened. The LBB Head of Service for Early Years, School Standards and Adult Education advised that community schools were those that were maintained by the Local Authority. The SACRE RE Advisor said that, in addition to advising and encouraging, the SACRE was required to report on the implementation of the collective worship requirements and Agreed Syllabus, and agreed that this should be made clear in the document.

In section 2.2, the SACRE RE Advisor suggested that reference should be made to the possibility of the Councillor representatives changing each year, whilst the time limit of four years for other Members should be removed. Members agreed, and noted that the long service of representatives on the SACRE was a benefit.

The Chairman advised that section 2.7 highlighted a live issue for the SACRE, in relation to monitoring attendance at meetings. It was suggested that a request could be included for those sending apologies to provide a substitute, where possible. A Member questioned if this was felt to be necessary. The SACRE RE Advisor responded that low attendance could stop the SACRE from making a quorate vote, and that representatives needed to be aware of their public duty. It was further suggested that if a Member resigned, they should be responsible for ensuring that a replacement was sought from their relevant nominating body, as this was not the duty of the SACRE. The Chairman noted that they were in the process of contacting those Members that had not attended a SACRE meeting recently, and had not sent apologies.

A Member considered that information on the procedure for if the Chairman and Vice-Chairman were both absent from the meeting should be included in the document, and clarification of whether at least one of them needed to be in attendance for the meeting to be quorate.

Following a discussion, SACRE Members agreed that:

- Section 1 – Terms of Reference be reduced down to fewer items.
- The term 'Local Authority Maintained schools' be used.
- The requirement to report on the implementation of the collective worship requirements and Agreed Syllabus be included.
- Section 2.2 to reference that Councillor representatives could change each year, and the time limit of four years for other Members be removed.
- Section 2.7 to request that any Member sending apologies provide a substitute, where possible.
- If a Member resigned, they were responsible for ensuring that a replacement was sought from their relevant nominating body.
- Clarification of the procedure if the Chairman and Vice-Chairman were both absent: that these roles could be elected for the duration of the meeting.

The amended SACRE Terms of Reference would be provided to the next meeting of the SACRE.

**RESOLVED that the amendments to the SACRE Terms of Reference be agreed.**

## **19 SACRE SELF EVALUATION**

### **Report CSD19166**

At the summer meeting of the SACRE, Members were asked to communicate in their representative groups to look at the following sections of the SACRE Reporting and Evaluating Toolkit:

Group A members (representatives of other faiths and Christian denominations) were asked to focus on Section 5 – Contribution of SACRE to promoting cohesion across the community.

Group B members (representatives from the Church of England) were asked to focus on Section 3 – Collective worship.

Group C members (teachers) were asked to focus on Section 2 – The effectiveness of the locally agreed syllabus.

Group D members (Councillors) were asked to focus on Section 4 – Management of SACRE.

The Chairman thanked Members for sending their thoughts to the SACRE RE Advisor, and a summary was provided. The SACRE RE Advisor informed Members that the responses received had been incorporated into the document. They had been colour coded by 'developing', 'established' and 'advanced' criteria's. Also included was a list of recommendations that had been added to the SACRE Action Plan.

Overall, most areas were light and dark green as they were considered to be 'established' or 'advanced'. However there were two areas in 'Section 5: Contribution of SACRE to promoting cohesion across the community' listed as 'developing'. The first of these was in relation to the membership of the SACRE, and the second was regarding how well the SACRE was linked to or consulted about Local Authority initiatives promoting community cohesion. The SACRE RE Advisor noted that initial discussion regarding these had already taken place. The membership of the SACRE had been discussed earlier in the meeting, and previously it had been suggested that a comment be included in the Annual Report, highlighting the links between the SACRE and the priorities of the Local Authority.

A SACRE Member enquired how Bromley SACRE's self-evaluation compared to other boroughs. The SACRE RE Advisor said that it was good. Most other SACREs rated themselves as having areas that were mostly 'established' and some 'developing' – there was not a SACRE that had all areas marked as 'established'. The SACRE RE Advisor noted that she was keen to look at the self-evaluation, and take forward these recommendations in the SACRE

Action Plan, which was not common practice. The Chairman highlighted that at the NASACRE Conference and AGM, comments had been collected relating to how SACREs undertook their self-evaluations. The feedback had indicated that SACREs tended to be either very self-critical, marking themselves down, or very enthusiastic and marking themselves highly. Few SACREs were like Bromley, which seemed to lie in between the two extremes.

The SACRE RE Advisor noted that a tick box summary of the SACRE self-evaluation was usually included in the Annual Report. Following a brief discussion, it was agreed that that the new colour coded summary should be included instead, as it provided more detailed information.

## **20 REVISED BROMLEY AGREED SYLLABUS**

### **Report CSD19167**

Members had been provided with draft documents for the revised Bromley Agreed Syllabus, which included the proposed layout, introduction, and sections titled 'Why Teach RE' and 'What is effective RE'.

The SACRE RE Advisor informed Members that most areas were now completed, however work on the 'Bromley RE' section was currently being undertaken with teachers.

A SACRE Member noted that they liked the syllabus, but queried if it could conflict with the new regulations being brought in for primary and secondary schools regarding PSHE and relationships. Relationships and Sex Education (RSE) was to be separate from curriculum subjects. It was not the responsibility of the RE teachers to cover this topic, and therefore there should be no conflict. However, consideration may need to be given with regards to the borough's guidance, and linking together going forward. It was suggested that a discussion could take place to see if any collaboration could be made. The LBB Head of Service for Early Years, School Standards and Adult Education noted that there was not yet a contractual agreement, but initial discussions had taken place with the SACRE RE Advisor regarding how this could be rolled out with schools.

In response to a question, the SACRE RE Advisor said that the expectation was for all schools to implement RSE. Parents would be able to see what would be taught, and it would be mentioned in schools' policies. A Teacher representative noted that the point of the new guidance was to ensure that nothing valuable to a child's education was missing. All children would learn about RSE, and robust systems would be put in place to ensure that they did so without judgement.

## **21 BROMLEY EDUCATION MATTERS WEBSITE**

The LBB Head of School Standards presented the new 'Bromley Education Matters' website to the SACRE. It was noted that there had been a soft launch of the website at the beginning of the week, and a wider launch expected to take place in the near future.

The 'About us' section provided information on what the website offered, and listed the details of Education Planning for any queries to be sent on to. The 'Services' tab provided links to a number of sections and included the area for School Standards, which it was noted would increase rapidly in size over the next few weeks. The 'Resources' tab provided the link to the SACRE page, which included an introductory statement that had been agreed by the Chairman and SACRE RE Advisor. The SACRE page provided links to the Ramadan Guide for Schools, Bromley Agreed Syllabus, Religious Education and Collective Worship Self-Review and Reflective Pools Refreshing Collective Worship in Bromley schools documents.

The Chairman noted that the SACRE page also had a 'Useful links' section, which referenced external links, such as 'Exploring the Holocaust: UK Residential Course - 14 February 2020 to 18 February 2020'. It had been requested that a disclaimer be added to make it clear that the items listed were not endorsed by the SACRE, but that schools may find them useful.

The LBB Head of Service for Early Years, School Standards and Adult Education advised Members that the Bromley Education Matters website had replaced the Fronter system. Over the coming weeks and months the website would be developed further – more information would be added, and it would be open to all. In response to a question, the LBB Head of Service for Early Years, School Standards and Adult Education said that the Bromley Education Matters website was separate from the London Borough of Bromley website. It had been purchased as a template, and was hosted by a third party.

The LBB Head of School Standards informed Members that the website could be found by typing 'BromleyEducationMatters.uk' into a search engine. It was currently being negotiated for the website to be moved up in the search lists, and key words could be provided. Members suggested that it would be important to include the phrase 'Bromley RE' on this list, and for the Bromley Education Matters and London Borough of Bromley websites to provide links to each other. It was also requested that the SACRE resources page include a link to the NASACRE website, and a 'Contact us' section to provide details of the Clerk to the Bromley SACRE.

### **ACTION: LBB Head of School Standards**

In response to a question, the Head of Service for Early Years, School Standards and Adult Education confirmed that the Bromley Education Matters website could be accessed now, but at present, teachers were unable to sign up for any courses. This was the only section that required a log-in, and they were in the process of providing these details to all Headteachers.

Members noted that they were very impressed with the Bromley Education Matters website.

*Councillor Pierce left the meeting following the consideration of this item.*

## **22 INTER-FAITH COMPETITION**

The SACRE RE Advisor informed Members that the Calendar Competition had been launched, and included in the School Circular. It was noted that a number of secondary schools had indicated their intention to be involved in the project this year.

The SACRE RE Advisor said she would include 'the circulation of the draft calendar to all SACRE Members' as an item on the Action Plan, so that the dates of religious events and festivals could be double-checked.

**ACTION: SACRE RE Advisor**

## **23 SACRE ACTION PLAN (INCLUDING RELATIONSHIPS WITH SCHOOLS)**

Members had been provided with a copy of the SACRE Action Plan for 2019-2020, which had been produced by the SACRE RE Advisor.

The SACRE RE Advisor said that most of the actions listed had been covered during the meeting. With regards to the 'SACRE Membership', some sections could now be marked in green, as the Chairman had written to the Southwark Roman Catholic Diocese, and comments from the SACRE had been collated to update the Terms of Reference. It was noted that the amended Terms of Reference would be provided to Members at the next meeting of the SACRE.

## **24 ANY OTHER BUSINESS**

*Denise Angell and Christopher Town left the meeting during consideration of this item.*

*Councillor Onslow returned to the meeting during consideration of this item.*

The Chairman reminded Members that at a previous meeting of the SACRE, the need for some guidance relating to determinations had been discussed, although it was highlighted that no determinations had been received by the Bromley SACRE. The Local Authority, along with a number of other SACREs, had recently received a Freedom of Information (FOI) request relating to determinations, and it was felt to be an appropriate time to discuss the subject. The SACRE RE Advisor tabled draft copies of the 'Bromley Determinations Guidance' and 'New Application for a determination' form, and Members were invited to give their comments.

A Member enquired if legal requirements had been considered. The SACRE RE Advisor said that she had researched the official legal requirements, as well as the Statutory Guidance from 2010. It was noted that all documents used the phrase “wholly or mainly of a broadly Christian character...”, and although this was often interpreted to mean 51%, this was not actually the case.

The Chairman advised Members that during the SACRE pre-meet, two key amendments to the ‘Bromley Determinations Guidance’ had been discussed. The first of these was to include a sentence informing the school what would happen once the form was submitted – confirming receipt of the application; advising when the application would be heard; and that they would be notified of the outcome following this date. The second was to amend the ‘New Application for a determination’ form to state ‘Christian (all denominations)’ and included ‘Humanist’ in the same sub-section as ‘Atheist / Agnostic / no religion’. A Member suggested that as it was a belief affiliation, consideration could also be given to including ‘Humanist’ in the ‘Other’ section of the table. Another Member expressed that as Humanism was recognised as a ‘World View’, it should be a stand-alone option, and noted that it would be interesting to see what classifications were listed on the Census. The Chairman advised Members that the religions or belief affiliations included in the table were a reflection the Bromley SACRE and the religious population of borough.

Following a discussion, the Chairman proposed that Members vote on the suggested options:

Votes to leave ‘Humanist’ as a stand-alone category: **3**

Votes to include ‘Humanist’ to the sub-section with ‘Atheist / Agnostic / no religion’: **3**

Abstained: **2**

The Chairman had the casting vote, and it was resolved that ‘Humanist’ be added to the sub-section with ‘Atheist / Agnostic / no religion’.

The Chairman informed Members that agreement was also sought in relation to the procedure when a determination was received. It was suggested that if there was a lengthy period of time between receiving the determination and the next meeting of the SACRE, a meeting of a representative group could be called. The Clerk could circulate an invitation to all SACRE Members, involving them in the pre-consultation, which would allow the documents to be viewed, and comments provided, prior to the meeting. The meeting would be attended by the SACRE RE Advisor, LBB Head of School Standards and a representative of each of the four Committees, who would discuss the recommendation to be made to the wider SACRE. The SACRE RE Advisor highlighted that the guidance currently stated that ‘the Headteacher would be notified in writing within 15 working days of the decision’, but if this was extended to 21 working days, it would allow the SACRE time to request additional information from the school if required.

Following a brief discussion, the proposed procedure for determinations was agreed.

**RESOLVED that:**

- i) the 'New Application for a determination' form be amended to state 'Christian (all denominations), and 'Humanist' be added to the sub-section 'Atheist / Agnostic / no religion';**
- ii) the proposed procedure for determinations be agreed.**

**25 DATE OF NEXT MEETING**

6.00pm, Wednesday 4<sup>th</sup> March 2020

The Meeting ended at 8.10 pm

Chairman

Report No.  
CSD20043

London Borough of Bromley

PART ONE - PUBLIC

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**Decision Maker:** STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

**Date:** Wednesday 4<sup>th</sup> March 2020

**Decision Type:** Non-Urgent Non-Executive Non-Key

**Title:** SACRE CONSTITUTION

**Contact Officer:** Carol Arnfield – Head of Service – Early Years, School Standards and Adult Education

**Chief Officer:** Jared Nehra, Director of Education

**Ward:** (All Wards);

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**1. Reason for report;**

At the SACRE meeting on the 13<sup>th</sup> November 2019, the Terms of Reference (July 2018) were reviewed.

Members are provided with a revised copy of the Terms of Reference (attached).

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**2. Recommendations;**

Members are recommended to approve the revised SACRE Terms of Reference.

### Corporate Policy

1. Policy Status: Existing Policy
  2. BBB Priority: Children and Young People: this report relates to schools and their role in supporting Bromley's children to attain and achieve to their potential.
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### Financial

1. Cost of proposal: Not Applicable:
  2. Ongoing costs: n/a
  3. Budget head/performance centre:
  4. Total current budget for this head:
  5. Source of funding: n/a
- 

### Staff

1. Number of staff (current and additional): n/a
  2. If from existing staff resources, number of staff hours: n/a
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### Legal

1. Legal Requirement: Statutory Requirement:
  2. Call-in: Not Applicable:
- 

### Customer Impact

1. Estimated number of users/beneficiaries (current and projected): n/a
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### Ward Councillor Views

1. Have Ward Councillors been asked for comments? Not Applicable

Summary of Ward Councillors comments:

## LONDON BOROUGH OF BROMLEY STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

### 1. TERMS OF REFERENCE

1.1 To advise the Local Authority (LA) upon such matters connected with collective worship in community schools and the religious education to be given in accordance with an Agreed Syllabus (including methods of teaching, choice of teaching material and the provision of training for teachers) as the LA may refer to SACRE or as SACRE may see fit.

1.2 To disseminate an understanding of the educational role of religious education and collective worship and to encourage the active involvement of local religious groups and organisations.

1.3 To advise on the effective and creative implementation of the collective worship requirements of the Education Act 1996 and to consider requests by schools for determination.

1.4 To support the LA in reviewing and monitoring the provision for religious education and collective worship in community schools within the Borough.

1.5 To encourage the implementation of the Agreed Syllabus and in this regard to monitor the production of teaching resources and support material.

1.6 To keep under review the effectiveness and appropriateness of the Agreed Syllabus until such time (and no later than five years after the publication of the last agreed syllabus) it decides to require the LA to convene an Agreed Syllabus Conference to institute a formal review.

1.7 To publish an annual report on its work specifying in particular any matters on which it has advised the LA, broadly describing the nature of that advice, and setting out the reasons for offering advice on any matters not referred to it by the LA.

1.8 To submit its annual report to the Department for Education each year as well as to local schools and other persons and organisations as it sees fit.

### 2. MEMBERSHIP OF SACRE

2.1 SACRE shall comprise four Committees, whose members are appointed by the LA, as follows:

**Committee A:** Christian denominations and other religions and religious denominations reflecting the principal religious traditions in the community.

- Free Church Christian members nominated by the Free Churches' Council
- Roman Catholic members nominated by the Roman Catholic Archdiocese of Southwark
- Representatives from other faiths

**Committee B:** The Church of England  
Members nominated by the Diocese of Rochester

**Committee C: Teachers' Associations**

Members nominated by Professional Associations representing as far as is practicable, Primary, Secondary and Special Schools

**Committee D: The Local Authority**

Members nominated by Council

2.2 Members of Committees A, B and C, once approved by Chair and voted on to SACRE will remain in post. The level of membership of each Committee should be reviewed regularly and additional Members appointed to reflect the different communities in the locality.

2.3 Any member of SACRE may at any time resign his/her office and should attempt to source a replacement from the relevant nominating body.

2.4 SACRE shall have the right to co-opt additional Members who shall remain co-opted for as long as SACRE deems necessary or until such time as the co-opted Member resigns.

2.5 SACRE will appoint its own Chairman and Vice-Chairman annually from amongst its membership.

**Decision-making**

2.6 Voting at SACRE shall be on the basis of one vote per Committee and formal resolutions to the LA shall be passed only if all four Committees are in agreement. Within each Committee, voting shall be by single majority.

**Attendance at Meetings**

2.7 The membership of any member who fails to attend three consecutive meetings without good cause shall lapse and a replacement or reinstatement may be sought from the relevant nominating body.

2.8 SACRE meetings are to be considered quorate if one-third of members of SACRE are in attendance, rounded up to the nearest whole number, with at least one member from each of Committees A, B, C and D.

2.9 If neither the Chair or Vice-Chair are present, these roles can be elected for the duration of that meeting.

2.10 Meetings of SACRE shall be open to the public except under those circumstances where matters under discussion are considered by SACRE to be confidential.

**Frequency of Meetings**

2.11 There will normally be three SACRE meetings held each academic year.

	Need	Actions	Dates	Notes	
	Letter to Schools	SB draft devise letter for schools circular, Governors, LEA website and SACRE page JA ensure upload/forward to the above	9/9/19	Reiterate RE Requirements, raise awareness of SACRE role	
RE Network Training for Schools	List of school contacts/RE Leaders	JA/CA collate RE Coordinator and Leaders in Bromley Schools	28/10/19	To include: defining what is good RE, title for subject, clarity AT2 and AT1; survey of RE provision; launch calendar competition; interfaith learning project (Places of Worship, artefacts, dialogue, art?).  Contributing to: ASC; building links with other faiths and SACRE and how Syllabus could best support teaching and learning; clearer picture of school provision; building network support; improving pedagogy in T+L in schools;	
	1 <sup>st</sup> Primary Network	Invitations/promotion	SB to confirm venue and date, send materials for publicity JA information released on school circulars and email		12/7/20 20/9/20
		Plan and run Network	SB plan and run network		8/10/19
		1 <sup>st</sup> Secondary Network	Invitations/promotion		SB to confirm venue and date, send materials for publicity JA information released on school circulars and email
	Plan and run Network		SB plan and run network		15/10/19
	2 <sup>nd</sup> Primary Network		Invitations/promotion		SB to confirm venue and date, send materials for publicity JA information released on school circulars and email
		Plan and run Network	SB plan and run network		14/1/20
		2 <sup>nd</sup> Secondary Network	Invitations/promotion		SB to confirm venue and date, send materials for publicity JA information released on school circulars and email
	Plan and run Network		SB plan and run network		21/1/20
	3 <sup>rd</sup> Primary Network		Invitations/promotion		SB to confirm venue and date, send materials for publicity JA information released on school circulars and email
		Plan and run Network	SB plan, run network		
		3 <sup>rd</sup> Secondary Network	Invitations/promotion		SB to confirm venue and date, send materials for publicity JA information released on school circulars and email
	Plan and run Network		SB plan, run network		
	RE Calendar 2020 2021		Confirm funding		SB completed bid successfully. CA follow up receipt of funding, SB complete required info
School Entries		SB email materials for school circular	14/10/19		
		JA information released on school circulars	31/10/19		
		Winners selection made at Network meeting(s)	21/1/20		
Design		SB confirm design, details sent to create draft (new logo JA?, add RB to details at back)	4/3/20		
		SB send to Clerk to email SACRE Chair, CA and members draft for approval (and dates)			
Production		SB arrange final printing x200 copies			
Sharing	SB create accompanying wording for schools circular, Council and LEA website				
	JA ensure upload to the above JA ensure sent to schools, brought to SACRE Meet 3, CA sharing with relevant LEA team	June/July 2020			

Ramadan Guidance	Update	SB update Guidance with new dates	January 2020	SMSC; interfaith understanding and communication; teaching resource
	Sharing	SB to devise letter for schools circular, Governors, LEA website and SACRE page	January 2020	
		JA circulate on LEA website/ via Schools' circular	April 2020	
Annual Report 2018-19	Draft	JA ensure data sent to SB; RB provide relevant info		Fulfilling; statutory requirement
		SB write draft 1 for proofreading/check		
		SB amend draft, send revised draft to JP to go out with minutes		
	Approve	SACRE approval at Meet 2		
	Share	JP to send to NASACRE		
		SB amend accordingly JA to add to public SACRE page (if ready)		
Agreed Syllabus	Planning	SB complete draft of section 1 'Introduction'	Oct 2019	Contributing to: ASC; building links with other faiths; clearer picture of school provision; improving pedagogy in T+L in schools
		SB collate 'pupil voice' entries- send to JA	14/2/20	
		SB complete draft of section 2 'Why RE?'	Oct 2019	
		SB draft section 3 'What RE'	Oct 2019	
		SB draft, share and trial assessment materials with schools	Sep-Oct 2019	
		SB teacher consultation and collate materials for Section 4 'Our RE'	March 2020	
	Approval	SB send completed draft to JP for SACRE meeting	4/11/19	
		SACRE approval at relevant meeting	13/11/19	
	Share/Launch	SB/JA meet with relevant IT to upload		
		JA/SB/CA/RB plan launch event (inc. web link to/from school websites as per Ofsted regulations)		
SACRE Membership	Members	RB write letter to Southwark Roman Catholic Diocese	13/11/20	Fulfilling statutory requirement; building capacity of SACRE to support with RE and Collective Worship (CW) in schools
		SB ask teachers for further secondary and primary members	21/1/20	
		JP contact faith members who have not been able to attend more than one meeting with no communication	13/11/19	
		JP request contact information from faith members to support schools' CW and RE	4/3/20	
	Constitution	Collate SACRE comments	13/11/19	
		SB make amendments	14/2/20	
		JP to upload to necessary forums etc following final SACRE approval	27/3/20	
Collective Worship	Determinations	SB create guidance and application form, present to SACRE for comments	13/11/19	
		SB amend following above	4/3/20	
		JP upload following SACRE approval	27/3/20	