

	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	