

**PETERBOROUGH STANDING ADVISORY COUNCIL ON
RELIGIOUS EDUCATION CONSTITUTION**

The Local Authority has a duty to establish SACRE and Agreed Syllabus Conference in accordance with the Education Reform Act, 1988.

1. Defined Terms / Acronyms

RE	Religious Education
Agreed Syllabus	The approved RE syllabus adopted by the LA
Members	Nominated and approved SACRE person eligible to vote
Other Persons	Any member of public eligible to join SACRE but does not hold voting right
Working Parties	a delegated group from within SACRE tasked with recommending solutions for SACRE work topics
Adviser	The L.A.'s professional R.E. technical lead
Representative	The LA's professional representative from Children's Services
LA	The Local Authority known as Peterborough City Council.

2. Duties

The broad role of the SACRE is to support the effective provision of RE and Collective Worship in schools, to enrich the experience of RE and Collective Worship for all pupils.

A SACRE must:

- 1 advise the LA on RE in accordance with an agreed syllabus and on matters related to its functions as it may see fit;
- 2 monitor the provision and quality of RE taught according to its agreed syllabus together with the overall effectiveness of the syllabus;
- 3 provide advice and support on the effective teaching of RE, the choice of teaching materials for religious education and the provision of teacher training;
- 4 advise on general matters connected with religious worship in community schools;
- 5 upon receipt of an application by a community the SACRE shall determine whether the requirement for Christian collective worship should apply to that school or any class or description of pupils at that school. Application shall be determined and decisions shall be reviewed in accordance with Section 148 of the Education Act 1993;
- 6 publish an annual report on its work and actions taken by SACRE, specifying any matters on which it has advised the LA and any determinations made on applications concerning collective worship;
- 7 send a copy of the report to the Qualification and Curriculum, Development Authority;
- 8 meet once per term in public. If confidential information will be disclosed, then the public will be asked to leave the meeting;
- 9 convene from time to time an Agreed Syllabus conference to produce (or review within 5 years) an Agreed Syllabus. The representative groups on the SACRE, other than Committee 'D', may at any time require a review of the Agreed Syllabus. Each of the three representative groups concerned shall have a single vote on the question of whether to require such a review,

3. Membership

The Peterborough Standing Advisory Council on Religious Education ("the SACRE") shall consist of representative members appointed by Peterborough City Council ("the Local Authority") to represent respectively:

1. Committee 'A': such Christian and other religious denominations as will appropriately reflect the religious traditions in the LA;
2. Committee 'B': the Church of England;
3. Committee 'C': such associations representing teachers as, in the opinion on the LA, ought, having regard to the circumstances of the City Council, to be represented;

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4. Committee 'D': the LA: to be politically balanced; the representatives to be appointed by City Council.

The membership of the SACRE should be annually reviewed

4. Composition

The composition of the groups of shall be as follows:-

Committee 'A' Christian and other religious denominations as represented in the LA
Committee 'B' Church of England
Committee 'C' Teachers representing unions in the city
Committee 'D' The LA

Representatives should be nominated in accordance with Principles of Representation on LA SACRE (see Appendix A). Each representative group within LA will be responsible for the method of electing their representatives and be responsible for whom they nominate to represent them on the SACRE.

5. Co-opted Members

Other persons may be co-opted by the representative groups on the SACRE for such purposes and such length of time as representative groups on the SACRE shall decide. Co-opted members may resign at any time and may be removed by the representative groups at any time or the LA.

6. Working Parties

SACRE may appoint Members to Working Parties which may include non-members with expertise to contribute. The terms of reference of a Working Party will involve exploratory work leading to recommendations rather than decision making. The composition of a Working Party will normally include members from all groups.

7. Chair and Vice Chair

The Chair and Vice-Chair of the SACRE shall be elected annually by the representative members of the SACRE at the first meeting to be held after September each representative member having one vote (see Appendix B for election procedure).

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The Chair and Vice Chair will be appointed from members of Committee A, B, C and D. If there is more than one candidate the candidate receiving the most votes shall be elected. The previous Chair shall, in the case of a tied vote, have a casting vote.

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

In the absence of any nominations for the Chair, an executive group should be elected to lead SACRE.

The prime duties of the Chair, supported by the vice-Chair are:

- Management of SACRE meetings and finances,
- Representation of LA SACRE to other bodies (e.g. LA, NASACRE), and
- Any other matter agreed by SACRE.

8. Adviser

The specific responsibilities of the Adviser to the SACRE are:

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- provide advice to the SACRE and any sub committees on professional issues but are not members of the SACRE and cannot vote,
- advise and update SACRE members on any new government guidance or policy documents, and
- support the SACRE to carry out its role of monitoring and supporting schools with the delivery of RE and Collective Worship. This role to be reviewed annually.

9. Voting Procedures in SACRE

On any issue to be decided by the SACRE, except as provided in Section 7 paragraph 2 only the four representative groups shall be entitled to a vote and each group shall have a single vote. Individual representative members cannot vote separately. Co-opted members are not entitled to vote.

Issues shall be decided by a simple majority vote. There shall not be a casting vote. If there is a tied vote no action shall be taken on the issue and the existing position shall continue.

10. Voting Procedures within Representative Groups

Before any representative group casts its single vote on any issue to be decided by the SACRE it shall meet to discuss the issue. The decision of the representative group shall be determined by a simple majority vote in which each member of the group has one vote.

Issues shall be decided by a simple majority vote. There shall not be a casting vote. If there is a tied vote the group shall abstain from voting on the issue in SACRE.

11. Quorum

Meetings of the SACRE shall be quorate when at one (1) representative member from each of the four (4) representative groups is present. If the meeting is not quorate, the meeting could continue but decisions would have to be ratified at the next SACRE meeting. A Working Party meeting does not constitute a formal SACRE meeting.

12. Term of Office of Representative Members

The representative members shall hold office 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 LA must attempt to appoint a replacement member to the SACRE to represent the same group as the retiring member.

Representative members may resign at any time.

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.

Members or co-opted members who fail to attend three consecutive meetings without a satisfactory explanation will have their membership reviewed by the SACRE. The Local Authority may remove any representative or co-opted member that has failed to attend three consecutive meetings without valid reason.

13. Agenda

Matters for the Agenda of any meeting shall be sent to the Clerk at least 21 days in advance of the meeting. The Agenda shall be distributed to reach members at least 7 working days in advance of the next listed meeting. Information should be sent at least electronically.

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The agenda for SACRE meetings, with the exception of the first meeting of a newly constituted SACRE, will be determined by a working group comprising of Chair, Adviser and LA representative.

14. Minutes

The draft minutes of meetings shall be circulated to Members as soon after the meeting as possible to ensure actions are taken. Minutes will also be re-sent no later than one week before the meeting takes place. Information should be sent at least electronically.

15. Meetings and Validity of Proceedings

The validity of any proceedings of the SACRE or of any representative group within the SACRE shall not be affected by any vacancy amongst representative members

The LA's Learning Director for Children and Young People's Service or anyone nominated by her/him shall be entitled to be present throughout the proceedings of the SACRE and shall be entitled to give advice as she/he thinks appropriate.

16. Administrative and Financial Arrangements

The LA shall provide:

- 1) a person to act as Clerk to the SACRE, and.
- 2) accommodation for the meetings of the SACRE.

SACRE must also:

Monitor the use of funds provided by the LA for its activities, and

Recommend how revenue, if any, generated by its activities should be managed and used.

17. Disputes and Complaints

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:

- Stage 1: The parties who are in dispute meet with the Chair of the SACRE, LA Representative and the Adviser who will assist in finding or recommending a solution.
- Stage 2: A special meeting of the SACRE is convened, with papers prepared by the parties representing different views. The Chair, LA Representative and the Adviser also prepare a paper offering possible options for resolution. If the problem is not resolved, the dispute is referred to Stage 3.
- Stage 3: If the issue is not resolved then guidance or clarification will be sought from the relevant Government Department.

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

18. APPENDIX A

The following principles of representation shall be applied to the following groups:

Christian denominations and other religions

- 1) This group should reflect the variety and numerical representation of different faith groups in the LA. Representatives should have the support of their faith community in Peterborough.

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- 2) The representatives should, as far as possible, be nominated by the appropriate local faith group. In circumstances where this is not possible, representatives should be nominated by the appropriate national organisations, district, town or city committees, or by a senior member of a local faith community.
 - In some circumstances it may be appropriate to consult with more than one committee in order to receive a nomination (e.g. where there are no countywide committees, but there is more than one local committee with only one SACRE member for that faith group).
- 3) In circumstances where faith groups have countywide education committees, they should be the nominating group for SACRE members.

Church of England

- 4) The Diocesan Boards of Education for Peterborough and Ely Diocese should nominate these representatives.

Teacher Representatives

The six teaching professional associations recognised by the LA should each nominate one representative.

The LA

The full membership of the County Council should nominate these representatives.

19. Appendix B

Process for election of Chair and Vice Chair of SACRE

- Nominations to be in writing by the end of the summer term to the clerk to SACRE
- People can nominate or express interest themselves in the post from any committee
- Voting will take place at the first meeting of the autumn term, as soon after September as possible, provided there is a quorum
- Voting will be by secret ballot on paper and counted by the non voting members of SACRE i.e. the LA representative and Adviser
- In the event of a tie, re- voting will continue until one person receives a majority vote
- Outcomes of the vote will be announced at the meeting