

## **Constitution, Terms of Reference and Membership of the Southend SACRE**

### **Constitution of the Southend SACRE**

#### **Role and Functions**

- i. To advise the LEA upon matters connected with religious worship in its schools.
- ii. To advise the Authority upon the religious education to be given in its schools in accordance with the Southend Agreed Syllabus. In particular it can offer advice on methods of teaching, the choice of materials and the provision of training for teachers.
- iii. To determine and review the cases in which the requirement for Christian collective worship is not to apply.
- iv. To review the Local Authority's Agreed Syllabus.
- v. To write an annual report on its work which will:
  - specify any matters in respect of which the SACRE has given advice to the Authority;
  - broadly describe the nature of the advice given;
  - where any such matter was not referred to the SACRE by the Authority, give the SACRE's reasons for offering advice on that matter.

Copies of the report must be sent to schools, the Schools' Curriculum Assessment Authority and the local teacher training institutions.

- vi. At the discretion of the Authority the SACRE may:
  - monitor RE provision to inform their advice and reporting;
  - be involved in the Complaints Procedure;
  - arbitrate, as necessary, whether acts of worship provided for withdrawal groups meet the requirement of Section 351 of the Education Act 1996.

For i. and ii. above the Authority may refer matters to the SACRE or the SACRE may decide its own areas of work.

#### **Officers**

- i The Chief Executive and Town Clerk of Southend-on-Sea Borough Council shall be the Clerk to the SACRE.
- ii. The Corporate Director for People shall attend and participate in discussions of the SACRE as professional adviser.

## **Membership**

In accordance with the provisions of the Education Act 1996 (Section 390);

- i. the SACRE is to comprise four groups representing respectively:
  - a. such Christian and other religious denominations as, in the opinion of the Authority, will appropriately reflect the principle religious traditions in the area;
  - b. the Church of England;
  - c. such associations representing teachers as, in the opinion of the Authority, ought to be represented, having regard to the circumstances of the area;
  - d. the Local Education Authority;
- ii. the Authority has to take all reasonable steps to assure itself that the persons appointed under i. are representative of the denominations or association in question;
- iii. the Authority may remove a member of the SACRE if in the opinion of the Authority that member ceases to be representative of the denomination or association which he/she was appointed to represent;
- iv. any member may resign at any time.

The composition of Southend-on-Sea Borough Council SACRE is set out in Annex A.

## **Term of Office of Members**

The term of office for members of the SACRE shall be for four years from the date of appointment by the relevant body.

## **Disqualification from Membership**

Where a nominated representative fails to attend three consecutive meetings of the SACRE she/he shall cease to be a member of the SACRE and the nominating body shall be invited to nominate another representative. See also 3 iii. above.

## **Vacancies**

A member appointed to fill a vacancy shall hold office only for the unexpired term of office of the member in whose place he/she is appointed.

Any vacancy occurring within three months of the expiration of the term of office of a member need not be filled.

## **Deputies**

- i. Each nominating body\* having not more than 5 representatives on the SACRE may nominate one named deputy.
- ii. Nominating bodies having 6 or more representatives may appoint 2 named deputies.
- iii. Only named deputies may attend or vote in place of a member.

### **Chairman & Vice-Chairman**

- i. The Chairman shall be elected annually for a period of one academic year. The election of Chairman shall be the first item of business on the agenda for the ordinary meeting held every Autumn Term. The election will be by a simple majority of those members of the SACRE present at the quorate meeting.
- ii. The Vice-Chairman shall be elected annually for a period of one academic year. The election of Vice-Chairman shall be the second item of business on the agenda for the ordinary meeting held every Autumn Term. The election will be by a simple majority of those members of the SACRE present at the quorate meeting.

### **Voting**

- i. With the exception of the appointment of Chairman and Vice Chairman, on any question to be decided by the SACRE only the representative groups on the SACRE shall be entitled to vote, and each group shall have a single vote. Decisions made within each group require a majority vote as do decisions made by the SACRE.
- ii. Each representative group has a single vote on the question of whether to require a review of the Authority's agreed syllabus except the Authority group (See 1 iv).

### **Co-options**

The SACRE may co-opt members on the nomination of any of the groups. Such co-opted members may participate fully in the discussions of the SACRE but may not vote.

### **Quorum**

The meeting of the SACRE shall be quorate only if each of the four groups is individually quorate as follows. A quorum shall consist of 5 members of each group or one third of the members of each group, rounded to the nearest whole number, whichever is the lower, i.e. a quorum shall consist of:

Church of England Group 2

Other Faiths Group 3

Teachers' Associations Group 2

Local Education Authority Group 2

\* Note: Individual teacher associations within Group C and individual political parties within Group D are to be regarded as "nominating bodies" for this purpose.

## **Frequency of Meetings**

The SACRE shall normally meet at least once in every school term. The four Groups may meet beforehand if they wish.

## **Notice of Meetings**

At least 7 clear days before each meeting of the SACRE the clerk shall send notices to every member setting out the business to be transacted. Items for the agenda may be submitted by any of the four groups, and such items should be sent to the Clerk, and at the same time to the Corporate Director for People, not less than 14 days before a meeting.

## **Meetings of Four Groups**

Each of the committees of the SACRE may hold its own meetings, and shall make its own arrangements to appoint a Chairman and Vice-Chairman.

## **Sub-Committees**

The SACRE may constitute sub-committees to deal with particular matters as and when it sees fit. Seven clear days notice of meetings of any such sub-committees should be given to the members thereof.

## **Minutes**

Minutes of each meeting shall be sent by the clerk to each member as soon as practical after a meeting. The minutes shall be confirmed and signed at the next meeting.

## **Submission of Minutes to the Local Authority's Cabinet**

Decisions which cannot be made by the SACRE shall be referred to the Local Authority's Executive decision making body (The Cabinet) and shall be eligible for call-in to the People Scrutiny Committee. The Clerk shall submit the minutes of SACRE meetings

## **Availability of Papers to the Public**

- i. All papers of the SACRE shall be available to the public, except in relation to any information defined as confidential in regulation 9 of the Religious Education (Meetings of Local Conferences and Councils) Regulations 1994.
- ii. All meetings of the SACRE and of any sub-committee of the SACRE including the four groups which constitute the SACRE, shall be open to the public, except that the public may be excluded from any meeting during an item of business whenever it is likely that, if members of the public were present, confidential information as defined in regulation 9 of the Religious Education (Meetings of Local Conferences and Councils) Regulations 1994 would be disclosed.

## Annex A

### Composition of the Southend-on-Sea SACRE

<b>Group</b>	<b>Membership</b>
<b>A. The Church of England</b> Nominated by the Diocese of Chelmsford	<b>5</b>
<b>B. Other Faiths</b> Comprising:	<b>12</b>
Representatives of the Free Churches Nominated by the Free Churches Council	(3)
Representatives of the Roman Catholic Church Nominated by the Diocese of Brentwood	(2)
A representative of the Jewish Community	(1)
A representative of the Hindu Community	(1)
A representative of the Muslim Community	(1)
A representative of the Sikh Community	(1)
A representative of the Buddhist Community	(1)
A representative of the Humanist Community	(1)
A representative of the Salvation Army	(1)
<b>C. Associations representing Teachers</b> Nominated by the recognised Teachers' Associations	<b>7</b>
<b>D. Southend-on-Sea LEA</b> Elected Members of the Borough Council	<b>7</b>
<b>Total:</b>	<b>31</b>

**Group A: Representatives of the Church of England:**

Ms P Draycott

Mr M Buckley

Ms T Green

VACANCY x 2

**Group B: Other Faith Group Representatives:**

Free Churches (3):

Mr Steve Tinning

Mrs Yvonne Werrett

Mr Robert Edward Werrett

Roman Catholic (2):

Ms L Hopkinson

VACANCY x 1

Jewish Community

Ms J H Barnett

Hindu Community

Ms K Mistry

Muslim Community

Dr N Khokha

Salvation Army

VACANCY x 1

Sikh Community

Mr T Bharj

Humanist Community

Mr G Licence

Buddhist Community

Ms J Slater

**Group C: Representatives of the Teachers' Associations:**

Mr K Ryan (NASUWT) - (Chairman),

VACANCY (PAT),

VACANCY (UCU)

VACANCY (NUT)

VACANCY x 2 (SHA, ATL) – Mr W Hill (NAHT/Academies)

**Group D: Representatives of the LEA:**

Cllr Arscott

Cllr Borton

Cllr Butler

Cllr Davidson

Cllr Davies

Cllr Ware-Lane