

# APPENDIX 1

## EALING SACRE CONSTITUTION

### 1. Role and Functions

- i) To advise the Authority 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 an 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 where, on application from a head teacher, the requirement for collective worship in a school to be “wholly or mainly of a broadly Christian character” is not to apply.
- iv) To decide whether the Authority’s agreed syllabus should be reviewed (the Authority Committee of the SACRE cannot ask for such a revision).
- v) To write an annual report on its work which will
  - (a) specify any matters in respect of which the SACRE has given advice to the Authority;
  - (b) broadly describe the nature of the advice given;
  - (c) 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 Qualifications and Curriculum Authority and local teacher training institutions.

For (i) and (ii) the Authority may refer matters to the SACRE or the SACRE may decide its own areas of work.
- vi) At the discretion of the Authority the SACRE may
  - (a) monitor RE provision to inform their advice and reporting;
  - (b) be involved in the Complaints Procedure.

### 2. Officers

- i) The Chief Executive of the London Borough of Ealing or her/his representative shall be clerk to the SACRE.
- ii) The Executive Director of Learning and Ambition of the London Borough of Ealing or her/his representative shall attend and may participate in discussions of the SACRE as professional adviser.

### 3. Membership

In accordance with the provisions of the Education Act 1996 (Section 390(4)):

- i) the SACRE is to comprise four groups representing respectively:

- (a) such Christian denominations and other religions and denominations of such religions as, in the opinion of the Authority, will appropriately reflect the principal 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 associations in question;
  - iii) in accordance with section 390 (6) of the Education Act 1996 the Authority must ensure that the number of representative members appointed to any subgroup of the group referred to in 3 i) (a) above (other religions and denominations of religions) shall, so far as consistent with the efficient discharge of the group's functions, reflect broadly the proportionate strength of that denomination or religion in the area;
  - iv) 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;
  - v) any member may resign at any time.

The composition of Ealing SACRE is attached as an appendix.

#### **4. Term of Office of Members**

The first members shall hold office until the first ordinary meeting of the Cabinet held after the next election of the whole Council. Thereafter the term of office shall be for the period between elections of the whole Council and until the first meeting of the Cabinet held after the elections.

#### **5. Cessation of Membership**

Where a nominated representative fails to attend three consecutive meetings of the SACRE and is not represented at any of these meetings by a named deputy s/he, shall cease to be a member of the SACRE and the nominating body shall be invited to nominate another representative provided that:

- (a) the Clerk to the SACRE has advised the member in writing of the provision of this clause, copied to the chair of the group to which the member belongs, within a fortnight of the second missed meeting and at least a fortnight before the third missed meeting.
- (b) SACRE does not decide to disapply this rule for reasons of extenuating circumstances.

## **6. Vacancies**

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

## **7. Deputies**

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

## **8. Chair and Vice-Chair**

- i) The Chair shall be appointed by the Council.
- ii) The Vice-Chair shall be elected by the SACRE, except in the case of a tied vote when the Council would be asked to decide which of the nominees should be Vice-Chair.

## **9. Voting**

- i) 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)].

## **10. 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.

## **11. Quorum**

A quorum shall consist of at least one third of the whole number of the SACRE (excluding vacancies), and will include at least two representatives from Group A (one Christian and one Non-Christian), and one representative each from Groups B, C, and D.

## **12. Frequency of Meetings**

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

### **13. 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 Executive Director of Learning and Ambition not less than 14 days before a meeting.

### **14. 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 Chair and Vice-Chair.

### **15. 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.

### **16. Minutes**

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

### **17. Submission of Minutes to The Cabinet**

The Clerk shall submit the minutes of SACRE meetings to the Cabinet for information.

### **18. 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.

## APPENDIX

### COMPOSITION OF EALING SACRE

<b>A</b>	<b>Group representing religious denominations other than the Church of England</b>	
	African Caribbean Church	1
	Baha'i	1
	Buddhist	1
	Hindu	2
	Free Church Federal Council	1
	Humanist	2
	Jewish	2
	Islam	4
	Ramgarhia Sabha	2
	Roman Catholic	1
	Sikh Missionary Society	1
	Sri Guru Ravi Dass Sabha	1
	United Reform Church	1
	Valmiki	1
	<b>Total</b>	<b>21</b>
<b>B</b>	<b>Church of England Group</b>	<b>6</b>
<b>C</b>	<b>Teachers' Associations Group</b>	
	National Union of Teachers (NUT)	3
	National Association of Schoolmasters Union of Women Teachers (NASUWT)	3
	National Association of Headteachers (NAHT)	3
	Association of Teachers and Lecturers (ATL)	2
	Association of School and College Leaders (ASCL)	1
	Voice (formerly, Professional Association of Teachers)	1
	<b>Total</b>	<b>13</b>
<b>D</b>	<b>Local Authority Group</b>	<b>9</b>
	<b>Co-opted:</b>	
	Foundation Schools	1
	<b>TOTAL MEMBERSHIP</b>	<b>50</b>