THE ROYAL BOROUGH OF
KENSINGTON
AND CHELSEA

STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

CONSTITUTION

1. LEGISLATIVE BACKGROUND

1.1 The Education Reform Act 1988 requires every Local Authority (LA) to set up a Standing Advisory Council for Religious Education. The responsibilities of the LA and the duties of the SACRE are found in part 1, Sections 11-13 ERA 1988 and the Education Act 1996.

2. ROLE AND FUNCTIONS

2.1 The SACRE has two main responsibilities:

a) To advise the LA on such matters connected with religious worship in community schools and the religious education to be given in accordance with the agreed syllabus as the authority may refer to SACRE or as SACRE may see fit.

These matters include, methods of teaching, the choice of materials and the provision of training for teachers.

In the performance of this task SACRE may expect to be consulted by the LA and kept fully informed on all matters relating to religious education and collective worship in the schools of the authority.

b) To consider and make a 'determination' on any application that the requirement for Christian collective worship should not apply to a particular school or class or description of pupils within that school.

2.2 Additional powers, duties and responsibilities:

a) The constituent groups on SACRE, other than that consisting of persons appointed to represent the LA, may at any time require a review of any agreed syllabus for the time being adopted by the authority. Each representative group concerned shall have a single vote on the question of whether to require such a review.

b) SACRE shall in each year publish a report with respect to the exercise of its functions. The report shall in particular:
i) specify any matters in respect of which SACRE has given advice to the LA;
ii) broadly describe the nature of the advice given; and
iii) where any such matter is not referred to SACRE by the authority, give SACRE's reason for offering advice on that matter.

Copies of the Annual Report will be; published on the Borough's website, circulated to schools, the DfE, the Secretary of State for Education and any other persons or organisations agreed by SACRE.

3. MEMBERSHIP

3.1 All members of SACRE are appointed by the LA who must take steps to ensure that they are properly representative of the group, denomination or association in question. In accordance with the provisions of the Education Act 1996 (Section 390(4)) the SACRE shall consist of four constituent groups of representative members:

a) Such Christian and other religious denominations as determined by the LA and which in the opinion of the authority, reflect the principal religious traditions in the area;

b) The Church of England;

c) Such teacher associations as in the opinion of the LA ought to be represented; and

d) The Local Authority.

3.2 The Local Authority has to take all reasonable steps to assure itself that the persons appointed under (3.1) are representative of the denominations or associations in question; it must also attempt to ensure that the number of representative members appointed to any representative group under (3)(a) to represent each denomination or religion or belief required to be represented shall, so far as consistent with the efficient discharge of the group's functions, reflect broadly the proportionate strength of that denomination or religion or belief in the area.

3.3 The Local Authority may remove a member of the SACRE if in the opinion of the Local Authority that member ceases to be representative of the denomination or association which he/she was appointed to represent.

3.4 any member may resign at any time.

3.5 **Substitutes**: where it is not possible for an appointed representative to attend a SACRE meeting then a substitute may attend providing prior notice is given to the Chair and that the Chair is satisfied that the person is properly representative of the constituent group in question.

3.6 **Co-option of Members**: The LA may co-opt additional members to represent other interests: Co-opted members may be removed by a simple majority of the constituent groups. Co-opted members may not co-opt others. Their term of office to be for a length of time agreed by the SACRE. Co-opted members may resign at anytime or may be removed at any time by the LA.

3.7 **Term of Office** of Representative member of the SACRE – a representative member shall hold office until they resign, or they are removed from his/her appointment. A representative member may resign at any time.

3.8 **Vacancies** (where for any reason) there is a vacancy for representative member on the SACRE the Local Authority shall ensure a replacement representative member is appointed to the relevant Committee as soon as possible.

3.9 **Failure to attend** – Representative Members or co-opted members who fail to attend three

3.10 consecutive meetings of the SACRE without a satisfactory explanation may be removed from a SACRE Committee by the LA in consultation with the SACRE.

3.11 The Membership is shown at Appendix A.

4. ELECTION OF CHAIR AND VICE CHAIR

4.1 The election of the Chair and Vice Chair will align with Council elections every four years commencing at the first meeting of The SACRE, after the Council elections.

4.2 The Chair and Vice Chair of SACRE will be elected by the representative members of the SACRE for a period of four years. Each representative member having one vote. Nominations for Chair and Vice-Chair will be proposed and seconded within the SACRE meeting. If there is more than one candidate, the Chair and Vice Chair shall be elected following a simple majority vote for each role.

4.3 In the event that the Chair or Vice Chair resign before the end of their term of office, the clerk will arrange for an election for the Chair or Vice Chair to take place, as above, to hold office until the next Council elections.

4.4 In the absence of any nominations for the Chair a member of the SACRE can be appointed for the duration of the meeting on a rotating basis.

5. VOTING PROCEDURES

5.1 Except as provided for the election of the Chair and Vice-Chair, on any other question to be decided by SACRE only the constituent groups on the Council shall be entitled to vote and each group shall have a single vote. The vote within the constituent groups will be determined by a simple majority.

5.2 When a quorum is not met in a meeting, by one of the member groups not being represented, the Clerk will contact the absent members to seek their vote offline and will subsequently write to all members with an update. This will not apply to decisions requiring a formal vote by present members in a quorate meeting.

5.3 Constituent groups A, B and C (but not D – LA) may at any time require a review of the agreed syllabus. Each constituent group concerned shall have a single vote on the question of whether to require a review. Under the Education Act 1944, the LEA may, if it wishes to, convene an agreed syllabus conference. It must convene a conference if the non-LEA groups on SACRE ask for a review of the agreed syllabus as described.

5.4 Substitutes attending for appointed members will be eligible to vote.

5.5 In the case of a formal vote and the event of a tie the Chair will have a casting vote.

6. MEETINGS

6.1 The **quorum** for a SACRE meeting will be four, subject to individual constituent groups achieving a quorum of:

Group A – 1
Group B – 1
Group C – 1
Group D – 1

6.2 If a quorum is not met on the day of the meeting due to members of one of the groups not being present, the clerk may contact members of the group after the meeting to seek their approval of agenda items, on the instruction of the SACRE. The clerk will notify the chair and members of the SACRE of the outcome within 7 days of the meeting.

6.3 SACRE will meet at least once every term. In addition, extraordinary meetings of SACRE may be called by the Chair or at the request of one of its constituent groups following a decision by that group to do so.

6.4 Each constituent group or sub-committee of SACRE may convene its own meetings; normally these will take place prior to the full meeting of SACRE in order that they may determine a collective view on questions coming before that meeting.

7. NOTICE OF MEETINGS

7.1 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 not less than 14 days before a meeting.

8. MEETINGS OF FOUR GROUPS

8.1 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.

9. SUB-COMMITTEES

9.1 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. Sub-committees cannot make decisions binding on SACRE.

10. MINUTES

10.1 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 at the next meeting.

11. CIRCULATION OF MINUTES

11.1 The Clerk shall publish on the SACRE website minutes of SACRE meetings and provide them to any persons, as may be deemed appropriate, by the clerk, or SACRE.

12. AVAILABILITY OF PAPERS TO THE PUBLIC

12.1 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.

12.2 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.

12.3 The agenda and papers for the meeting can be found here: https://www.rbkc.gov.uk/children-and-education/education-and-learning/standing-advisory-council-religious-education-sacre