

# **BRADFORD STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION**

## **CONSTITUTION**

Bradford Standing Advisory Council on Religious Education (Bradford SACRE) has been established under the provisions of Section 390 – 397 of the 1996 Education Act.

### **Interpretation within this constitution**

'Local Authority' means City of Bradford Metropolitan District Council.

'SACRE' refers to Bradford Standing Advisory Council on Religious Education.

'Members' refers to members of Bradford SACRE including substitutions and co-options.

'Committee' refers to the constituent representative groups of SACRE.

## **1 THE DUTIES OF SACRE**

The main function of SACRE is to advise the local authority on religious worship in community schools or foundation schools which do not have a religious character and on religious education, to be taught in accordance with Bradford's agreed syllabus.

It is the duty of SACRE to:

- . Support the teaching of RE in accordance with the agreed syllabus through the provision of advice on, for example, methods of teaching, the choice of materials and the provision of training for teachers (391.2). Such advice being made available to the head teachers of all schools in the Bradford District.
- . Request a review of any agreed syllabus adopted by the authority through the convening of an Agreed Syllabus Conference.
- . Consider applications made by a headteacher that the requirement for collective worship in community schools and foundation schools which do not have a religious character to be wholly or mainly of a broadly Christian character shall not apply to the collective worship provided for some or all of the pupils in that particular school (394) and to review such determinations at the request of the headteacher or, not later than, a period of 5 years (395).
- . Monitor the provision of a daily act of collective worship in all community schools and foundation schools which do not have a religious character and advise on the action to be taken to improve such provision.
- . Report annually on the work of SACRE, a copy of the report being sent to QCDA.

## **2 MEMBERSHIP**

### **2.1 Membership of Bradford SACRE**

#### **Committee A Other Christian denominations and other faiths represented in the LA**

Baha'i	1
Buddhist	1
Christian denominations (Other than CE)	8
Hindu	3
Humanist	1
Jewish	1
Muslim	5
Sikh	3

#### **Committee B The Church of England**

Bradford Episcopal Area	5
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#### **Committee C Teachers' Professional Associations**

Teacher unions	6
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#### **Committee D The Local Authority**

Elected Members	4
Department of Children's Services	1

Membership is in accordance with sections 390 and 392 of the 1996 Education Act and represents, proportionately, the major denominations and faith groups in Bradford.

### **2.2 Appointment of Representatives to SACRE**

2.2i When a vacancy occurs the Clerk to SACRE will write to the appropriate body to nominate a representative in order that an appointment can be made, on behalf of the Local Authority.

### **2.3 Non-attendance**

2.3i A member who is unable to attend a meeting of SACRE may nominate a Substitute member, of the same organisation, for that meeting. The member should inform the Clerk of the name of the substitute prior to the meeting.

2.3ii If a member is absent for three or more consecutive meetings for any reason not acceptable to SACRE their place shall become vacant.

### **2.4 Co-opted Members**

- 2.4 It is open to members of SACRE to co-opt members who may be able to contribute to its work. Such co-optees will not normally be members of any of the four committees and do not have voting rights. Such co-options will be reviewed annually at the first meeting of the academic year.

### **3 APPOINTMENT OF CHAIR(S)**

The Chair of SACRE will be a co-opted member nominated by members of SACRE and appointed by City of Bradford Metropolitan District Council (the Local Authority).

- 3.1 SACRE will nominate its own Vice Chair to deputise for the Chair in their absence.
- 3.2 Each committee will elect a Chair who will report the decisions of that committee to the full SACRE.

### **4 QUORUM**

- 4.1 A full meeting of SACRE will be quorate when at least one third of the members of EACH committee are present:

Committee A	7
Committee B	2
Committee C	2
Committee D	2

- 4.2 The committees within SACRE may decide their own quorum whilst meeting separately.

### **5 VOTING**

- 5.1 Each committee will have only 1 vote, decided in accordance with 5.4 and 5.5.
- 5.2 Voting will be held on any item of business where it is proposed and seconded that a vote shall take place.
- 5.3 Determinations will always be decided by vote; a majority decision will be carried.
- 5.4i Voting may be by a show of hands, committee by committee, or where requested by any member, by secret ballot.
- 5.4ii Where it is requested by a member, and supported by 4 other members, that groups have the opportunity to discuss their vote before it is registered, a recess will be held.
- 5.5 Where meetings are held to arrive at a committee's single vote, the method of determining that vote shall be for the committee itself to decide.
- 5.6 No member of SACRE holds a casting vote.
- 5.7 Where voting is tied, a no-decision vote will be recorded. Where there is a no-decision vote, at the Chair's discretion, further discussion and a further vote, may be allowed.

## **6 CONDUCT OF MEETINGS**

- 6.1 The procedures for the conduct of SACRE meetings are defined in the STANDING ORDERS which are appended.

## **7 EXTRAORDINARY MEETINGS**

- 7.1 Extraordinary meetings will be arranged when requested by at least four individual members of SACRE. This request should be in writing and should give the reasons for holding such a meeting. At least seven days notice will be given of any such meeting. The Chair may also call an extraordinary meeting when required.

## **8 THE AGREED SYLLABUS FOR RELIGIOUS EDUCATION**

- 8.1 In accordance with current legislation SACRE may request, and will ensure, that the process for the quinquennial review of the agreed syllabus for Religious Education should commence.
- 8.2i Membership of the Agreed Syllabus Conference will consist of four committees representing:
- A Christian denominations and other religions which reflect principal religious traditions in the area.
  - B Church of England.
  - C Teacher Associations as represented in Bradford
  - D City of Bradford Metropolitan District Council
- 8.2ii Any sub-committees appointed by the conference shall have at least one member from each committee constituting the Agreed Syllabus Conference.
- 8.3 SACRE will recommend to the Local Authority, and will oversee, the establishment, process and outcomes of the Agreed Syllabus Conference.
- 8.4 SACRE will monitor the Agreed Syllabus, provision and standards in RE. The outcomes of this process will help constitute the basis of revision of the Agreed Syllabus, which will be presented to the Agreed Syllabus Conference.
- 8.5.1 Any proposed modification of the Agreed Syllabus will require the reconstitution of the Agreed Syllabus Conference in accordance with 8.1 – 8.3 above.

This Constitution was ratified by the meeting of Bradford SACRE on 28 April 2012.

## Annexe 1

### STANDING ORDERS

#### 1. MEETINGS

Meetings are held at least one per term

Meetings are held, and are open to members of the public, in accordance with The Religious Education (Meetings of local Conferences and Councils) Regulations 1994. Dates of meetings will be agreed at the final meeting of the previous academic year.

The Clerk to SACRE will contact members giving at least seven days notice of any meeting. Public notice will be given at least three days before a meeting. The minutes of the previous meeting, agenda and any other relevant papers will be provided for members, and for inspection by members of the public on request.

Committees; A, B, C, & D may hold committee meetings as and when required.

#### 2. ORDER OF BUSINESS

Business will include the following:

- a) Disclosure of interest
- b) Apologies for absence / declarations of interest
- c) Substitutions
- d) Minutes of the previous meeting
- e) Matters arising from the minutes
- f) Correspondence items
- g) Determinations
- h) Reports
- i) Any other business
- j) Dates & agenda items for future meetings

#### 3. AGENDA

The agenda will be prepared by the Clerk in consultation with the Chair of SACRE. Members of SACRE may put forward items for inclusion on the agenda, with such request being made in writing, to the Clerk at least 14 days prior to the meeting.

#### 4. DETERMINATIONS

Determinations will be received from schools in sufficient time for them to be considered at the meeting prior to their commencement. For those seeking a quinquennial renewal, applications should be received for consideration at the meeting prior to their expiry. Such applications will only be accepted on the SACRE approved application form.

Determinations will be accepted or rejected on a majority decision of each constituent committee and by a majority vote by SACRE.

If SACRE requires modification to a determination the school will be informed in writing and the modified application will be considered at the next SACRE meeting. An interim 'Chairs action' can be taken. .

## **Annexe 2**

### **Complaints Procedure**

SACRE will appoint a Complaints Panel, composed of one member nominated by each of the four groups, in order to give advice to SACRE regarding any complaint referred to SACRE by the LA.

The LA will appoint a Senior Officer to investigate any complaint. Where the complaint refers to Collective Worship or Religious Education the investigating officer will normally consult SACRE and include comments from SACRE within his/her report.

The nature of the complaint will be forwarded by the Senior Officer, through the Clerk to SACRE, to the SACRE Complaints Panel, in writing, on a confidential basis. In addition, the investigating officer should specify the issues which s/he wishes to be considered by the panel. A meeting of the Complaints Panel will be convened by the Clerk to SACRE as soon as possible and the investigating officer will be asked to attend. The Complaints Panel may request supplementary information for the purpose of clarification of relevant issues.

Following the meeting of the Complaints Panel, the matter will be referred to a full meeting of SACRE. This will normally be the next scheduled meeting, but in a situation of urgency, the members of the Complaints Panel, or the Chair of SACRE acting on their advice, may call an extraordinary meeting of the full SACRE to consider the nature of the complaint without the necessity of the details being disclosed.

At the full meeting of SACRE the Chair of the Complaints Panel will submit the panel's observations and/or full recommendations for discussion by SACRE.

The full SACRE will discuss the matter of the complaint and make any recommendations or comments to pass on to the investigating officer. (It may be possible for the complainant, or a representative of any school concerned, to attend the meeting to put their case before SACRE.)