

# **Lancashire County Council Standing Advisory Council on Religious Education - Constitution and Terms of Reference**

## **1. Construction**

In this document, unless the context otherwise requires:-

"The Act" means the Education Act 1996:

"The Authority" means Lancashire County Council:

"SACRE" means the Standing Advisory Council on Religious Education required to be established in accordance with Section 390 of the Education Act 1996.

"Representative Group" means one of the four statutory representative groups required to be included on the SACRE by Section 390 of the Education act 1996.

## **2. Composition of SACRE**

It is desirable that all members have an interest in education in general and in religious education in particular. The SACRE shall include representatives of the following groups:

### **(a) *Representative Groups***

As required by Section 390 of the Act the SACRE is to include four representative groups as follows:-

- (i) Christian and other religious denominations which appropriately reflect the principal religious traditions in the area. In Lancashire these are determined on the basis of numbers indicated by the most recent census:

The Roman Catholic Church	3 representatives
The Free Church Federal Council	4 representatives
Islam	5 representatives
Hinduism	2 representatives
Judaism	1 representative
Sikhs	1 representative

	Buddhism	1 representative
(ii)	The Church of England	5 representatives
(iii)	Associations representing teachers	4 representatives
(iv)	The Authority	5 representatives

**(b) Co-opted Members**

The representative groups on the SACRE may appoint a further five co-opted members.

The SACRE may make recommendations to the Authority in respect of its composition.

**3. Terms of Reference**

The SACRE shall have the following functions:-

- (a) To advise the Authority upon such matters connected with the religious worship in community schools or in foundation schools which (within the meaning of Part II of the School Standards and Framework Act 1998) do not have a religious character and the religious education to be given in accordance with an agreed (or other syllabus in accordance with Schedule 19 to that Act) as the Authority may refer to the SACRE or as the SACRE may see fit.
- (b) The matters referred to in (a) above include in particular methods of teaching, the choice of materials and the provision of training for teachers.
- (c) The SACRE shall each year publish a report with respect to the exercise of their functions. A copy of the report will be uploaded to the RE website and sent to the Department of Education, NASACRE, nominated bodies and all Lancashire Schools. The report shall in particular:-
  - (i) Specify any matters in respect of which the SACRE have given advice to the Authority;
  - (ii) Broadly describe the nature of the advice given;
  - (iii) Where any such matter was not referred to the SACRE by the Authority, give the SACRE's reasons for offering advice on that matter.
- (d) To require the Authority (on a vote of the representative groups representing the Church of England, other denominations and

teachers' associations) to review the agreed syllabus by convening a statutory conference in accordance with the provisions of Para 3, Schedule 31 to the Education Act 1996.

- (e) In accordance with Section 394 of the Act to consider applications made by the headteacher of any community school maintained by the authority or any foundation school which has not been designated under Section 69(3) of Schedule 20 to the School Standards and Framework Act 1998, as having a religious character, whether it is appropriate for the requirement for Christian collective worship to apply in the case of the school or in the case of any class or description of pupils at the school. Such applications to be made by the headteacher after consultation with the governing body.
- (f) The SACRE also has within its powers to discuss any matter related to its functions as it sees fit and may therefore include the provision of RE & Collective Worship in Academies and Free Schools in its discussions or address such matters as may be referred to it.

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

- (a) Subject to sub-paragraph (c) below, each member of the SACRE shall hold office for a term of four years.
- (b) A member of the SACRE shall be eligible to be re-appointed for a further term.
- (c) The Authority may from time to time review the constitution and composition of the SACRE and any person appointed to the representative groups may be removed by the Authority.
- (d) A person appointed as a co-opted member may be removed by the SACRE.
- (e) A member of the SACRE may at any time resign his/her office.
- (f) On resignation or removal by the Authority, an appointed person shall be replaced by the Authority for the remainder of the term of office by another member.
- (g) Following non-attendance of a member at three consecutive meetings without apology, the SACRE will recommend to the LA that a replacement nomination be sought from the relevant nominating body.

## **5. Chairmanship**

The representative groups on the SACRE shall each year, normally at their annual meeting, elect a Chairman and Vice-Chairman from amongst the membership of the representative groups. In the absence of the Chairman, the Vice-Chairman will take the chair and in the absence of both the Chairman and Vice-Chairman a Chairman will be elected for the meeting from amongst the members of the representative groups. The Chairman of the meeting shall not be entitled to exercise a second or casting vote.

## **6. Meetings**

- (a) The SACRE shall hold at least one meeting per year at which the annual report shall be agreed.
- (b) Meetings of the SACRE shall be held in public except where an Item of business is being considered which involves the consideration of confidential information in accordance with the Religious Education (Meetings of Local Conferences and Councils) Regulations 1994.
- (c) For the purpose of suppressing or preventing disorderly conduct or other misbehaviour at a meeting the Chair of the SACRE may exclude any person from a meeting.
- (d) Public notice of the time and place of a meeting of the SACRE shall be given by posting it on the LCC website at least 3 clear days before the meeting.
- (e) Copies of the agenda for a meeting and copies of any reports for the meeting shall be available for inspection by members of the public on the LCC website at least three clear days before the meeting unless an item is added to the agenda to be considered as a matter of urgency or the report relates only to items during which the meeting is not likely to be open to the public.
- (f) After a meeting of the SACRE a copy of the agenda and any report which relates to an item during which the meeting was open to the public and a copy of so much of the minutes of the meeting as relates to any such item shall be available for inspection by members of the public on the LCC website for a period of 6 years from the date of the meeting.
- (g) For documents presented at the meeting which are in draft and /or for consultation and/or consideration by the members of SACRE prior to the final document being published members

will be able to withhold those documents from being published on the LCC website with the minutes of the meeting and other accompanying papers.

- (h) The right to inspect any document shall include the right to make copies or to take extracts except where copying may infringe copyright.
- (i) Observers at meetings of the SACRE will be invited to comment on discussion items covered by the agenda at the end of the meeting.

## **7. Working Party**

In between full SACRE meetings, the SACRE may on occasions invite members to join a working party for the purposes of serving the work of the SACRE.

## **7. Quorum**

The Quorum for meetings of the SACRE shall be eight members provided that these shall include at least one member from each of the four statutory representative groups.

## **8. Voting**

- (a) Subject to paragraph (b) below, on any question to be decided by the SACRE, only the representative groups shall be entitled to vote and each group shall have a single vote.
- (b) For the purpose of voting, each representative group will elect a spokesperson at each meeting.
- (c) In the event of a formal vote being taken, votes will be cast by the nominated spokesperson for each group. Arrangements will be made for each group to consider how its vote should be cast. the meeting shall, if necessary, agree a time limit for this purpose.
- (d) The single vote of each representative group shall be cast on the basis of the simple majority view within each such group. A tied vote within a group shall be treated as an abstention by that group.
- (e) If voting results in a tie or stalemate situation then the status quo will remain. The Chair does not have a casting vote.

## **9. Officers**

- (a) The Clerk to the SACRE shall be the Head of Democratic Services or his/her representative.
- (b) The Director of Children and Young People shall be entitled to attend, or be represented by members of his/her staff at any meetings of the SACRE or any meetings of sub-groups or working parties established by the SACRE.

## **10. Agreed Syllabus**

The representative groups of SACRE other than Group (IV) may at any time require a review of any agreed syllabus. Each representative group shall have a single vote on the question of whether to require such a review.

The statutory duty on the Local Authority to establish and convene an Agreed Syllabus Conference to review the agreed syllabus is every five years.

The SACRE will provide the agreed syllabus materials and accompanying learning resources to academy schools, free schools and other authorities that use the agreed syllabus.

## **11. Constitution Review**

The Lancashire SACRE Constitution was ratified by the Cabinet of Lancashire County Council on 16 January 2020.

The Constitution will be reviewed every three years, unless legislation determines an earlier review.