

**MINUTES OF THE MEETING OF THE
LONDON BOROUGH OF WALTHAM FOREST
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)
HELD ON WEDNESDAY, 6 JULY AT 6PM
VIA ZOOM**

Present: Mr Colin Whitehead (CW) Member Group C

Ms Jasmin Danish (JD) Member Group A – joined meeting at 6:23pm

Mr Keith Pilling (KP) Member Group A

Mr Paul Braham (PB) Member Group A

Ms Tara Khare (JM) Member Group A – joined meeting at 7:49pm

Ms Ruth Everett (KE) Member Group B

Ms Heather Soar (HS) Member Group C

Ms Rukhsana Yaqoob (RY) Member Group C

Mr Gerry Kemble (GK) Member Group D

Cllr Richard Sweeden (RS) Member Group D

Cllr Uzma Rasool (UR) Member Group D

Mr Adewale Akano (AA) Co-opted member – Metropolitan Police Faith Officer – left at 7:40pm

Clerk: Zuhra Kayani

Also present: Ms Donna Miller (DM) Governor Services Manager – left at 6:45pm

Reverent Dave Edmondson (RDE) Observer

Zainab Beckon (AB) Observer from Haringey SACRE

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	Action: All Members to formally readopt or update accordingly annual declaration of interest forms via Governor Hub.	ALL	Ongoing
3.1	Action: SACRE Chair to e-sign a copy of the minutes of 25 May 2022 on GovernorHub.	Colin Whitehead	1 week
3.2.1	Action - CW to follow up with a reminder to secondary schools who have not responded on clarity of their workforce data relating to RE.	Colin Whitehead	1 week
3.2.2	Action - RE to have a conversation with potential new SACRE member	Ruth Everett	Ongoing
3.2.3	Action - No deadline set to complete places of worship form which is on google classroom, ALL Members encouraged to send any details of contacts for places of worship who are	ALL	Next meeting

	happy to receive school visits, and suitably well-organised to do so, to CW or JDC		
3.2.3	Action – Members to have a look at the place of worship document and provide information to CW or JDC for any other venue to be added	ALL	Next meeting
3.2.3	Action: at the next meeting at St Marys Church ask any of the Churches if they are interested in offering up their places of worship for school visits	Rev. Dave Edmondson	2 weeks
3.2.4	Action - Prior to the next meeting ALL Members to forward ideas for the 2022-23 Annual work Programme on GovernorHub for chat or to email ideas to be shared	ALL	Next Meeting
4.	Action: GK to add nominations for SACRE from schools and the under representation of teachers on SACRE as an agenda item on the Autumn SJCC meeting	Gerry Kemble	Autumn SJCC meeting
4.	Action: Propose wording for change in constitution in particular Group C and circulate on GovernorHub for discussion ready for AGM meeting	Colin Whitehead	1 week
4.	Action: Liaise with Diocese to go forward with proposed members Rev Dave Edmondson and Polly Kersys-Hull	Ruth Everett	1 week
4.	Action: Once confirmation received from Diocese RE and CW to liaise with DM regarding their appointments	Ruth Everett/ Colin Whitehead /Donna Miller	3 weeks
6.	Action: Share the job spec and REToday Contract on GovernorHub	Colin Whitehead	1 week
6.	Action: Breakdown of costs that have been recharged to Directorates in the Local Authority to be presented at the next meeting	Gerry Kemble / Donna Miller	Next meeting
8.	Action: Reflect on self-evaluation outcome and how it comes into work plan	Julia Diamond- Conway	Next meeting
11.	Action: All members to have a look at the draft annual report on GovernorHub and make comments and suggestions via email over the next couple of weeks	ALL	Next meeting
12.2	Action: Liaise with places of worship in the South of the Borough and report back at the next meeting.	Cllr. Uzma Rasool	Next meeting
13.	Action: Discuss hybrid meetings with DM going forward, as support would be required setting up virtual meetings	Colin Whitehead/Don na Miller	2 weeks
	Agenda Item: <ul style="list-style-type: none"> - Safeguarding in Settings – WP Report - Draft Annual report approval - Welcome packs 	Donna Miller	Prior to the next Meeting

Chair's Initials:

	<ul style="list-style-type: none"> - Review of link members for groups - Group C Representation - 2022-23 Annual work Programme - Evaluation of work of SACRE over the year - Annual Report 		
	<p>Date of next meeting: Wednesday 28 September 2022</p> <p>Annual General meeting 5:30pm</p> <p>SACRE meeting 6:00pm</p>	All /GS	Immediate

1. WELCOME AND APOLOGIES FOR ABSENCE

- 1.1 All those present were welcomed to the meeting by CW, who apologised for not being able to see all participants due technical issues.
- 1.2 Introductions were made for the benefit of the new elected members to SACRE, who are Cllr. Caramel Quin, Cllr. Sazimet Palta-Imre, Cllr Uzma Rasool and Cllr Richard Sweden.
- 1.3 CW welcomed back CRS and RY to Group C, CW informed members there was a visitor from Harrow who is sitting in as an observer in today’s meeting.
- 1.4 Apologies for absence were received and accepted from Jamal Mannan, Is’Haaq Jasat, Julia Diamond-Conway, Cllr Caramel Quin and Polly Kersys-Hull, Ruth Kaufman

2. DECLARATIONS OF INTEREST

- 2.1 Members were reminded of the need to review their declarations on an annual basis.

ACTION: All Members to formally readopt or update accordingly annual declaration of interest forms via Governor Hub.

- 2.2 There were no declarations made pertaining to any of the agenda items for this meeting.

3. MINUTES

- 3.1 Minutes of the meeting held on 25 May 2022 were received and the members agreed these to be an accurate record of the meeting. CW to sign electronic copy on GovernorHub.

ACTION: SACRE Chair to e-sign a copy of the minutes of 25 May 2022 on GovernorHub.

- 3.2 **Matters arising:**

Minute reference	Action	Status update
2.1	All Members to formally readopt or update accordingly annual declaration of interest forms via Governor Hub.	Ongoing – Majority completed

Chair’s Initials:

2.1	Email members individually who have not completed the declaration of interest register on GovernorHub	Completed
3.1.1	Chair to e-sign a copy of the minutes of 2 February on GovernorHub	Completed
3.2.2	CW to follow up with secondary schools who have not responded to him on clarity of their workforce data relating to RE	Completed - will do another reminder to respond
4.1	RE to have a conversation with potential teacher SACRE member	Ongoing
7.	No deadline set to complete places of worship form which is on google classroom, ALL Members encouraged to send any details of contacts for places of worship happy to receive school visits, and suitably well-organised to do so, to CW or JDC	Ongoing
8.	Group C representation to be discussed at the next meeting, add as an agenda item.	Agenda item todays meeting
8.	JDC/DM to liaise on planning a meeting for teachers and SACRE members.	Completed
9.	Action - Prior to the next meeting ALL Members to forward ideas for the 2022-23 Annual work Programme on GovernorHub for chat or to email ideas to be shared	Ongoing
10.	Action - JDC to assist CW with 2021-22 Annual Report	Completed
10.	Action - Contribution welcome from on ALL Members on 2021-22 Annual Report, please contact CW via email or GovernorHub	Agenda item todays meeting
11.	Action - Draft questionnaire to go on GovernorHub for comment. [Post-meeting note: questionnaire can be accessed via GovernorHub document https://app.governorhub.com/document/62a0f444fa70866e1430d509/view]	Completed
11.	Action - JDC to liaise with DM and GK about the structure and how to best circulate to school RE Leads.	Completed
12.	Action - JDC to liaise with CW to discuss way forward regarding outcome of Ofsted on RE	Completed
14.	Action - CW to write a welcome note on behalf of SACRE to the newly- appointed Head Teacher at Holy Family School	Ongoing

3.2.1 Action item 3.2.2 – Workforce data relating to RE, action has been completed CW will do another reminder to the schools who have not responded.

ACTION - CW to follow up with a reminder to secondary schools who have not responded on clarity of their workforce data relating to RE.

3.2.2 Action item 4.1 – Potential New SACRE Members, ongoing.

ACTION: RE to have a conversation with potential new SACRE member

Chair's Initials:

- 3.2.3 Action item 7 – Places of Worship, CW confirmed he had uploaded a PDF document of all the results he had collated with JDC from the Primary network meeting, who recommended 7 places of worship and confirmed their websites welcome school visits. CW emphasised it would be helpful if Members have communication with places of worship with a point of contact, CW will capture the remaining information.

CW confirmed the document will be shared with teachers in the network for feedback.

ACTION - No deadline set to complete places of worship form which is on google classroom, ALL Members are encouraged to send any details of contacts for places of worship who are happy to receive school visits, and suitably well-organised to do so, to CW or JDC.

ACTION: Members to have a look at the place of worship document and provide information to CW or JDC for any other venue to be added

ACTION: Rev Dave Edmondson - At the next meeting at St Marys Church ask any of the Churches if they are interested in offering up their places of worship for school visits.

- 3.2.4 Action item 9 – No ideas have been put forward, carry over for JDC.

ACTION: Prior to the next meeting ALL Members to forward ideas for the 2022-23 Annual work Programme on GovernorHub for chat or to email ideas to be shared.

- 3.2.5 Action Item 14 – Welcome note, CW confirmed the welcome note had been prepared and will wait until the Headship is in post in September 2022.

4. SACRE MEMBERSHIP

CW suggested that the detailed designations within Group C may be a barrier to increasing participation for teachers and schools.

CW advised he had had conversations with JDC and to suggest a simplified set of designations for Group C.

RS asked is this an issue for the Local Authority to look at the constitution? Can we do today or next meeting?

CW suggested that the next meeting is an annual meeting, we should present full proposal at AGM in September.

Who is in Group C and who are we seeking to make flexible?

Group C is Education group.

DM shared the constitution on screen.

Jasmin Danish joined the meeting at 18:23.

The groups comprises of Teachers of Education from the Local Authority, previously the JCC would nominate teachers to sit, this is no longer the case, and it is proving very difficult to appoint teachers to SACRE.

CW welcomed suggestions from the Board Members.

GK clarified the role of the – Schools Joint Consultive Committee
SJCC is a consultation body between the Local Authority and schools unions such as:

- NASUWT
- Unison
- NAHT
- NEU

He added that the workload of the SJCC has been particularly heavy but offered to take back the issue of nominations to SACRE to Autumn meeting

ACTION: GK to add nominations for SACRE from schools and the under representation of teachers on SACRE as an agenda item on the Autumn SJCC meeting.

Board Members to consider as a proposal and at the next AGM in September come with a view to the meeting.

All agreed SACRE required concrete proposal To the LA on how the constitution of SACRE might be amended.

ACTION: Propose wording for change in constitution in particular Group C and circulate on GovernorHub for discussion ready for AGM meeting.

Donna Miller left the meeting at 18:25pm

CW highlighted each individual group is to decide on voting, as voting is undertaken per group not individuals, the group support proposals and group votes.

A member asked: What are the current vacancies?

They were listed as: Group A; Free Church x1

- Charismatic/Pentecostal Church x1
- Islam x2
- Sikhism x1
- Pagan x1

Group B

- Diocese of Chelmsford x 3

Group C

- Primary/Secondary Head Teacher x1
- Early Years x 1
- Primary Teacher x1
- Special Schools x1
- Primary Academy x1
- Secondary Academy x1
- Secondary Teacher x2
- KS5 x1
- Higher Education x1

ACTION: RE to liaise with Diocese to go forward with proposed members Rev Dave Edmondson and Polly Kersys-Hull.

ACTION: Once confirmation received from Diocese RE and CW to liaise with DM regarding their appointments.

All new members to have a mentor for point of reference from their group, Group B mentor will be RE for RDE and PKH as well as being involved in their recruitment.

Cllr RS confirmed he was more than happy to mentor the new Local Authority elected members.

5. SAFEGUARDING

CW reminded all Members to ensure they have read Keeping Children Safe in All Settings and advised that reading the document was part of their declaration that they have read and understood it.

6. SACRE BUDGET 2022/23

It was noted DM had uploaded a document on GovernorHub today with SACRE commitments and the revenue in August 2022.

GR confirmed a full balance would be presented at the next meeting and that have secured the contract with REToday for the next academic year.

A member asked if the cost of the contract with REToday that is as stated in the spreadsheet at £10,000, and what do this provide.

CW replied that the contract is for Advisor who attends all our meetings, JDC is our adviser. Provide termly network meetings for teachers, support for schools and teachers responding to RE quires and worship.

ACTION: CW to share the job spec and REToday Contract on GovernorHub.

GK confirmed the appropriate procurement process was followed with the options lead by SACRE.

The line for DCS recharge was questioned, GK said he believed this is amount for Officer time connected to SCARE?

A breakdown of costs will be presented at the next meeting.

ACTION: DM to present breakdown of costs that have been recharged to Directorates in the Local Authority to be presented at the next meeting.

7. SACRE WORKPLAN PROGRESS

Defer to the next meeting.

8. SACRE SELF-EVALUATION OUTCOMES

Discussed in detail at the previous meeting and the need to reflect on the exercises and issues from that.

All agreed it was a useful exercise and a good starting point for a workplan for next year with actions for each group in the evaluation.

It was noted a work programme for the year to include other sections of format for a complete picture.

ACTION: JDC to reflect on self-evaluation outcome and how it comes into work plan.

CW asked if any members wished to raise any key issues for next years plan?
None noted.

9. SCHOOLS SURVEY

The schools survey with RK was completed and sent out to schools, which has received a good response so far.

CW noted he was grateful to GK who sent a letter to schools regarding the survey.

10. DRAFT ANNUAL WORK PROGRAMME 2022/23

Defer to the next meeting.

11. DRAFT ANNUAL REPORT 2021/22

CW informed the Board the draft annual report was on GovernorHub and for all Members to have a look and comment.

ACTION: All members to have a look at the draft annual report on GovernorHub and make comments and suggestions via email over the next couple of weeks.

A member queried where the document could be found.

CW advised sections been left blank as waiting for exam results which will be received in the Autumn term.

It was noted the deadline to publish the annual report is 31 December 2022.

Tara Kahre joined the meeting at 18:49pm

12. ANY OTHER BUSINESS

- 12.1 ZB thanked CW for allowing her to attend as an observer for tonight's meeting and appreciated it every much and will use Waltham Forest SACRE policy to develop Harringay policy.

ZB advised she had sat in SACRE meetings in other Boroughs as she was new to the SACRE world, and that she found the Waltham Forest SACRE policy mid blowing and that it has been presented so well especially the guidance to school on Ramadan.

ZB noted Harringay is not an exclusive SACRE and working with Harringay Education Partnership.

ZB welcomed Members to attend Harringay SACRE meeting in the future.

- 12.2 Places of Worship

TK apologised for being late. CW asked her if she was still the contact for the

Mandir on Whipps Cross Road and would they welcome visits from schools.

TK confirmed she can organise visits in the future and for CW to include in the document.

Cllr UR advised that she was a Cllr in the South of the Borough and will query with Churches and Mosques in the South of the Borough.

ACTION: Cllr UR to liaise with places of worship in the South of the Borough and report back at the next meeting.

13. DATE AND AGENDA ITEMS FOR FUTURE AND THE NEXT MEETING

It was acknowledged the next meeting is Wednesday 28 September 2022. 5:30pm for AGM meeting and 6pm for SACRE meeting.

Members were encouraged to add 2022/23 dates into their diaries.

Members questioned as to if meeting would continue on Zoom. CW said He had not yet had a discussion with DM on how and where to hold the meetings. The AGM meeting and the main meeting run into each other and is scheduled for zoom.

RY and KP would prefer face to face meetings.

Cllr RS would prefer not all meetings to be face to face and noted the group is very valuable and the importance of getting to know each other and would welcome seeing everybody in person.

Cllr UR agreed it would be nice to have some meetings in person.

Agreed for online option, hybrid to have a mixture of both face to face and online.

Moving forward sensible idea for first meeting of the year to be face to face rest virtual and decide in advance which way for each meeting.

It was noted Officer support would be needed for hybrid meetings and to explore meetings in the Town Hall as some please will have connectivity issue and at the Town Hall support for hybrid will be available.

ACTION: Discuss hybrid meetings with DM going forward, as support would be required setting up virtual meetings.

CW thanked everyone for attending, wished everyone a good evening and their contribution to the meeting.

The meeting closed at 19:00.

2022/2023 Meeting schedule

Autumn 2022			
SACRE AGM Wednesday 28 September	5.30	TEAMS	
Wednesday 28 September	6pm	TEAMS	Election of Chair and Vice Chair Safeguarding in Settings – WP Report Evaluation of work of SACRE over the year
Wednesday 30 November	6pm	Room TBC	Safeguarding in Settings – WP Report Data collection from schools for 2020/21 report Attainment data KS4 & 5
Spring 2023			
Wednesday 08 February	6pm		SACRE Self-Evaluation Safeguarding in Settings – WP Report Schools Survey
Summer 2023			
Wednesday 10 May	6pm	Room TBC	Safeguarding in Settings – WP Report Draft report produced Draft annual work programme Schools Survey results
Wednesday 12 July	6pm	Room TBC	Safeguarding in Settings – WP Report Draft report approval Annual work programme Admin: Welcome packs Review of link members for groups