

**MINUTES OF THE MEETING OF THE
LONDON BOROUGH OF WALTHAM FOREST
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)
HELD ON WEDNESDAY, 28 SEPTEMBER 2022 AT 6.00P.M.
VIA A MICROSOFT TEAMS**

Present:	Ms Ruth Kaufman	(RK)	Member Group D	(Chair)
	Mr Keith Pilling	(KP)	Member Group A	Left at 7:10pm
	Mr Jamal Mannan	(JM)	Member Group A	Left at 7:30pm
	Mr Paul Braham	(PB)	Member Group A	Left at 6:15pm
	Ms Ruquyya Vankad	(RV)	Member Group A	Left at 7:00pm
	Ms Jasmin Danish	(JD)	Member Group A	Joined at 6:08pm
	Ms Rukhsana Yaqoob	(RY)	Member Group C	Joined at 6:30pm
	Ms Katy Youngman	(KY)	Member Group C	
	Cllr. Sazimet Palta-Imre	(SPL)	Member Group D	Left at 7:00pm
	Cllr. Caramel Quin	(CQ)	Member Group D	
	Cllr. Uzma Rasool	(UR)	Member Group D	

Clerk: Zuhra Kayani

Also present: Ms Julia Diamond-Conway (JDC) Advisor to SACRE

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person for action identified	Completion date
2.1	Action: ALL to update the register of interests on GovernorHub, even if there is nothing to declare to complete before the next meeting.	ALL	1 week
4.1	Action: Agreed minutes of 6 July 2022 to be signed by the Chair on GovernorHub after the next SACRE meeting	Colin Whitehead	Next Meeting
4.2.1	Carry over action 3.2.3 from previous minutes 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 happy to receive school visits, and suitably well-organised to do so, to CW or JDC	ALL	Next Meeting
4.2.1	Carry over action 3.2.3 from previous minutes 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
4.2.2	Carry over action item 4 from previous minutes 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

4.2.3	Action: Comments on draft constitution rewording to be emailed to CW and JDC prior to sign off from the Local Authority.	ALL	Immediate
4.2.4	Carry over action item 11 from previous minutes 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
4.2.5	Carry over action 12.2 from the previous minutes Action: Liaise with places of worship in the South of the Borough and report back at the next meeting.	Cllr Uzma Rasool	1 week
5.1	Action: JDC to contact the Diocese of Brentwood and approach the Sikh community in an active Gurdwara	Julia Diamond Conway	Next Meeting
5.1	Action: Cllr UZ to forward the Gurdwara contact details to JDC	Cllr Uzma Rasool	1 week
5.1	Action: RV to liaise with JDC to exchange details.	Ruquyya Vankad	1 week
5.2	Action: Governor Services to confirm if the induction pack is to be viewed online on GovernorHub or hard copy to be circulated?	Governor Services	1 week
7.	Action: Discuss validated exam results in the Spring meeting, Governor Services to note as an agenda item for February 2023 meeting	Governor Services	15.02.2023
8.	Action: RY and RK to liaise outside of the meeting on section 2 (Promoting improvement in the standards, the quality of teaching in RE) and present draft at the next meeting	Ruksana Yaqoob / Ruth Kaufman	Next Meeting
8.	Action: KY to share notes from the network meetings to SACRE and SACRE update to the network groups	Katy Youngman	Next Meeting
10.	Action: KY to ask attendees at the next network meeting, what impact attending the meetings has on their schools and children and feedback at the next SCARE meeting	Katy Youngman	Next Meeting
10.	Action: Governor Services to add Network meetings Impact on Schools and Children	Governor Services	Next Meeting
10.	Action: JDC to add JD offer on possible things to take forward and fit within the syllabus	Julia Diamond Conway	Next Meeting
10.	Action: JDC and JD to have conversation outside of the meeting.	Julia Diamond Conway / Jasmin Danish	Next Meeting
10.	Action: JDC to take on suggestions from this meeting and change wording in work programme	Julia Diamond Conway	Next Meeting
	Agenda Items: <ul style="list-style-type: none"> - Validated Exam Results – 15.02.2023 - Network meetings Impact on Schools and Children - Safeguarding - Annual Report 2021/2022 - Attainment data KS4 & 5 	Governor Services	Next Meeting

Date of next meeting: Wednesday 30 November 6:00pm	All /GS	Immediate
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1. WELCOME AND APOLOGIES FOR ABSENCE

Welcome and introductions were skipped as they had taken place in the AGM prior to the SACRE meeting. RK advised she would be stepping up as Chair for the evening in the absence of CW.

The Clerk confirmed that the meeting was not quorate with no membership from Group B, and that no decisions could be made in this meeting.

Jasmin Danish joined the meeting at 18:08.

JM informed the Chair that IJ had left after the AGM meeting to attend a school meeting as his school had Ofsted yesterday and today.

2. DECLARATIONS OF INTEREST

2.1 Members were reminded to update the register of interests for this academic year on GovernorHub.

ACTION: ALL to update the register of interests on GovernorHub, even if there is nothing to declare to complete before the next meeting.

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

3. AGM FEEDBACK

RK noted the meeting was not quorate and that no decisions had been made and that introductions were made with the people present.

RK noted the AGM acknowledged the work carried out by SACRE in the previous academic year.

4. Minutes of the Last Meeting

Members received the minutes of the meeting held on 6 July 2022, which were also shared on screen. No corrections were proposed. However, agreement that these are an accurate record, and Chair signing, must be postponed until the next quorate meeting.

4.2 Matters Arising

Minute reference	Formal agreements and/or actions identified	Update
2.1	Action: All Members to formally readopt or update accordingly annual declaration of interest forms via Governor Hub.	Ongoing
3.1	Action: SACRE Chair to e-sign a copy of the minutes of 25 May 2022 on GovernorHub.	Completed
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.	Completed
3.2.2	Action - RE to have a conversation with potential new SACRE member	Completed
3.2.3	Action - No deadline set to complete places of worship form	Ongoing

Chair's Initials:

	which is on google classroom, ALL Members 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	
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	Ongoing
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	Completed
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	Completed – Agenda item today
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	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	Wording not yet circulated
4.	Action: Liaise with Diocese to go forward with proposed members Rev Dave Edmondson and Polly Kersys-Hull	Completed
4.	Action: Once confirmation received from Diocese RE and CW to liaise with DM regarding their appointments	Completed
6.	Action: Share the job spec and REToday Contract on GovernorHub	Completed
6.	Action: Breakdown of costs that have been recharged to Directorates in the Local Authority to be presented at the next meeting	Completed
8.	Action: Reflect on self-evaluation outcome and how it comes into work plan	Completed
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	Ongoing
12.2	Action: Liaise with places of worship in the South of the Borough and report back at the next meeting.	Ongoing
13.	Action: Discuss hybrid meetings with DM going forward, as support would be required setting up virtual meetings	2 weeks

4.2.1 Action Item 3.2.3 – Places of Worship – Continue to build list and share.

4.2.2 Action Item 4 – GK to add agenda item at the next SJCC meeting.

4.2.3 Action Item 4 – Constitution wording has been drafted by CW and will be circulated for comment.

ACTION: Comments on draft constitution rewording to be emailed to CW and JDC prior to sign off from the Local Authority.

4.2.4 Action Item 11 – The draft annual report is on GovernorHub, awaiting the final exam results – All Members encouraged to look at the draft report and comment.

4.2.5 Action Item 12.2 - Places of worship in the South of the Borough. Cllr UR apologised the action was still pending as she had been on holiday, a confirmation of the details would be ready by the end of the week. Cllr UR confirmed she would email CW and JDC her findings.

4.2.6 Action Item 13 - Hybrid meetings, RK confirmed hybrid meetings would not be available until next term.

Paul Braham left the meeting at 18:15.

5. SACRE MEMBERSHIP

5.1 Update on Existing Vacancies

It was noted there was no change in the exiting vacancies and that it was great to have the new Councillors on board and Katy Youngman for Primary presentation.

It was highlighted there were no non-CofE Christian denominations or Sikhism representation on SACRE and that these representations were important groups.

It was noted that this time last year there was only one representation from Group B and SACRE appreciate the support given by the Diocese of Chelmsford to recruit additional members.

ACTION: JDC to contact the Diocese of Brentwood to try to recruit a Catholic representative, and approach the Sikh community in an active Gurdwara.

Cllr UZ advised she was the Councillor for Grove Green Ward and that residents attended the Gurdwara was on Francis Road in Leyton.

ACTION: Cllr UZ to forward the Gurdwara contact details to JDC.

ACTION: RV to liaise with JDC to exchange details.

5.2 Induction for New Members

RK asked the new Members if they had received reading material on SACRE and that the induction pack can be found on GovernorHub.

It was noted the mentor for the Cllrs is Cllr. RS, and for Group C the mentor is RE.

Q: Was the welcome pack useful?

A: Not sure if we received it, however, have viewed on GovernorHub.

ACTION: Governor Services to confirm if the induction pack is to be viewed online on GovernorHub or hard copy to be circulated?

It was suggested that in addition to all the materials included in the Induction Pack, a short covering letter or statement summarising the key points about membership of Waltham Forest SACRE would be very helpful in enabling new members to orientate themselves.

ACTION: Chair to be asked to draft a covering statement.

KY confirmed she found the NASACRE training helpful.

JDC confirmed all new members can receive the recording and that there is lots of reading material available on the NASACRE website.

Rukhsana Yaqoob joined the meeting at 18:30.

- 5.3 Group C Representation
Constitution to be changed as advised at the AGM and under action 4.2.3 from previous SACRE meeting.

6. SAFEGUARDING

Noting to report.

7. ANNUAL REPORT 2021-22

RK confirmed the draft annual report is on GovernorHub, awaiting the final exam results to be inserted and that all Members are encouraged to look at the draft report and comment.

JDC advised NASACRE had requested a new structure for the report which CW has drafted. She felt he had done an amazing job on his own.

JDC explained that the 2021/22 Annual Report needs to be submitted to NASACRE and DfE by December 2022. The only thing currently missing in the draft report is the exam results which will be published in October 2022. However these results will not be validated until after the due date for submission of the Annual Report, so the submitted report will need to make clear that the results in the report are not validated. The 2023 report will then include the 2022 validated data, plus the 2022 unvalidated data to enable comparison with the 2023 data, which will be unvalidated at the time of 2023 publication.

ACTION: Discuss validated exam results in the Spring meeting, Governor Services to note as an agenda item for February 2023 meeting.

8. EVALUATION OF WORK OF SACRE OVER THE YEAR 2021-22

RK acknowledged the evaluation work of SACRE is continuing. The NASACRE self-assessment tool was shared on screen and Members were reminded of the 5 sections to complete:

- Management of SACRE
- Promoting improvement in the standards, the quality of teaching in RE
- Collective worship
- Locally agreed syllabus
- Contributing to cohesion across the community

It was noted section 1 was completed in May 2022 and that as a result a better working relationship is being established with the Local Authority.

Four areas still require reviewing. RY volunteered to do a draft on a section.

ACTION: RY and RK to liaise outside of the meeting on a second section for review, and present draft at the next meeting, to provide a basis for discussion.

ACTION: KY to share notes from the network meetings to SACRE and SACRE update to the network groups, to help SACRE understand the schools perspective.

9. ANNUAL SURVEY RESULTS

The results of the survey can be found on GovernorHub and were shared on screen during the meeting.

The results presented were from a mixture of 22 schools who were willing to share their experience.

Members discussed how to reach schools who are not engaging. It was noted that schools prefer free and virtual meetings after school between 4-5pm.

Local Authority schools are teaching the agreed syllabus and most Academies that responded are using it to support their own RE curriculum.

10. 2022-23 ANNUAL WORK PROGRAMME

JDC referred first to the review of the 2021-22 work plan which was circulated prior to the meeting via GovernorHub and shared on screen during the meeting.

JDC explained that the document is RAG rated against last year's programme, highlighting the following:

- Primary and Secondary networks have been established, noting not everyone is engaged yet
- At the next network meeting on Monday 3 October schools want to bring more teachers to the meeting
- The meeting on Monday will host both Primary and Secondary schools
- The COVID recovery plan for schools and contingency plan is in place and has not been used
- Faith and belief forum: in general, schools are not engaging in this programme
- Supporting development of primary leads involved new ways of working
- The decision was taken not to form links with other SACRE groups in the last academic year

KY confirmed she attends the network meetings and the Excellent RE Group, JDC confirmed these groups would be incorporated in the draft annual report.

ACTION: KY to ask attendees at the next network meeting, what impact attending the meetings has on their schools and children and feedback at the next SACRE meeting.

ACTION: Governor Services to add Network meetings Impact on Schools and Children.

Ruquyya Vankad left the meeting at 19:00.

Cllr. Sazimet Palta-Imre left the meeting at 19:00

JDC then turned to the proposed 2022-23 work programme, and took SACRE members through her proposals.

She particularly invited SACRE members to note the comments in red on the proposed work programme, requesting SACRE members thoughts on:

- How SACRE could monitor standards going beyond external documents such as examination results and OFSTED reports
- How best to promote school linking

How best to use SACREs surplus funds to support RE
Keith Pilling left the meeting at 19:10.

Members discussed what more can be done, for example Members visiting schools to get them engaged, carry out further surveys and monitor RE across schools.

JD offered Ubuntu workshops which would be self-funded which are very much practical with interaction and exchange.

ACTION: JDC to add JD offer on possible things to take forward and fit within the syllabus.

ACTION: JDC and JD to have conversation outside of the meeting.

It was agreed that monitoring can be intrusive, and it was not appropriate to have Members visiting schools at this stage.

Jamal Mannan left the meeting at 19:30.

KY noted that schools may need support on collective worship resources in the future. It was noted that there is SACRE guidance on collective worship.

JDC advised the Faith and Belief Forum provides some free resources.

JDC suggested to invite 6 year 5's to the Local RE Conference for their RE lesson and to go back to school and discuss with other children.

JDC highlighted all NASACRE members receive immediate support with resources that are beneficial and helpful.

Of the list of possible uses for SACRE funds, listed at the bottom of the document, the ones that received support were teacher attendance at conferences and teacher membership of NATRE (with suitable conditions such as: availability restricted to teachers attending networking meetings, or conditional on feeding back to others, etc)

ACTION: JDC to take on suggestions from this meeting and change wording in work programme.

11. ANY OTHER BUSINESS

None.

12. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

12.1 Date of next meeting

Wednesday 30 November 18:00 via Teams

The request to change the meeting start time was noted.

12.2 Agenda items

- Safeguarding
- Annual Report 2021/2022
- Attainment data KS4 & 5
- Network meetings Impact on Schools and Children

12.3 Date of Future Meetings

- Wednesday 15 February 2023 6pm
- Wednesday 10 May 2023 6pm
- Wednesday 12 July 2023 6pm

RK thanked everyone for attending the meeting.

The meeting closed at 7:45pm

Chair signed _____

Date _____

Chair's Initials: