

Appendix 1

NOTTINGHAMSHIRE CHILDREN & YOUNG PEOPLE'S SERVICES STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE) CONSTITUTION

Introduction

1. The local Authority is required by chapter 3, (paragraphs 375 - 399) of the Education Act 1996 to constitute a Standing Advisory Council on Religious Education (SACRE). These arrangements set out the framework within which the SACRE may function and their content reflects and, in most cases, are required by the 1996 Act. The constitution also reflects the requirement of Circular 1194 for the SACRE to broadly represent the proportionate strength of local religious groups.

Functions of the SACRE

2. SACREs have a range of functions, some of them advisory, and some of them executive.

2.1 Advisory Functions

- 2.1.1 To advise the Children and Young People's Services upon such matters connected with religious worship in County Schools as the Cabinet may refer to the SACRE or as the SACRE itself may think fit.
- 2.1.2 To advise the Children and Young People's Services upon such matters connected with the religious education to be given in accordance with an Agreed Syllabus as the Committee may refer to the SACRE or as the SACRE itself may think fit including methods of teaching, the choice of the materials and the provision of training for teachers.

2.2 Executive Functions

- 2.2.1 To consider and determine in accordance with chapter 3 of the 1996 Education Act applications from headteachers of County Schools in relation to the requirement of Christian collective worship to apply at their school.
- 2.2.2 To consider whether or not to require a review of any Agreed syllabus for the time being adopted by the committee.
- 2.2.3 To publish an annual report.

Members of the SACRE

3. The SACRE:

3.1 shall include representative members as detailed in section 4

3.2 may include co-opted members (see section 6).

Representative Members

4. The number of representative members shall be determined from time to time by Committee.

GROUP A

Three representatives of the Children and Young People's Services.

GROUP B

Five representatives of the Church of England.

GROUP C

Five representatives of those associations of teachers as, in the opinion of the Director of Children and Young People's Services in consultation with the Committee for Children and Young People's Services ought, having regard to the circumstances Nottinghamshire, to be represented; one from each association, together with three teachers of religious education, at least one being a primary school teacher.

GROUP D

The following 13 representatives of such Christian (other than the Church of England) and other religious faiths as will appropriately reflect the principal religious traditions in Nottinghamshire.

Baptist	1 member
Hindu	1 member
Jewish	1 member
Methodist	1 member
Muslim	1 member
Religious Society of Friends	1 member
Roman Catholic	2 members
Salvation Army	1 member
Sikh	1 member
United Reformed Church	1 member
Assemblies of God	1 member
Buddhist	1 member

4.2 No representative group shall be entitled to co-opt additional members.

4.3 The representative members shall hold office for a period of four years from appointment.

4.4 Any representative member appointed to fill a casual vacancy shall hold office of the member in whose place they were appointed.

4.5 An individual representative member may be removed from membership by the group if in

the opinion of the group they cease to be representative, as the case may be of the denomination or associations which they were appointed to represent on the group.

- 4.6 Any individual representative member who has failed to attend the meetings of the SACRE and of the representative group of which they are a member for a continuous period of twelve months beginning with the date of a meeting, shall on the expiry of that period, be deemed to be no longer representative and shall therefore cease to hold office forthwith, but may be re-appointed.

Co-opted Members

5. There shall be no more than 2 co-opted members of the SACRE.
- 5.1 The co-opted members shall be appointed only by those members of the council who have not themselves been co-opted ("the representative members").
- 5.2 Co-opted members shall hold office on such terms as may be determined at the time of co-option by the representative members and shall hold office at the pleasure of, and may be removed at any time by, the representative members.
- 5.3 Co-opted members shall not be entitled to vote.

Substitute Members

6. In order to promote elective representation at meetings a named substitute member may attend meetings in place of a representative of SACRE in accordance with the following provisions.
- 6.1 A substitute member may only attend a meeting in place of the relevant representative member and then only if the substitute member is on a list of named substitutes maintained by the Secretary. A named substitute shall hold office and maybe removed from office in the same way as if they were a representative member.
- 6.2 Each body, denomination or association which was responsible for the nomination of a representative member appointed by the Children and Young People's Services, may also, if it wishes, nominate one additional person for appointment by the Children and Young People's Services, as a named substitute.
- 6.3 It shall be the responsibility of the relevant representative member:
- a) To determine whether or not it is necessary for the relevant named substitute to attend a meeting in their place.
 - b) To notify the named substitute of the time and place the proposed meeting.
 - c) To notify the Secretary in advance of the meeting that the named substitute will attend the meeting in their place.
 - d) To brief the named substitute on the proposed meeting.
- 6.4 A named substitute shall have the same voting rights at the representative member in

whose place they are attending.

Resignation

7. Any member of the SACRE may at any time resign their office.

Chair and Vice Chair of the SACRE

8. The Chair of the SACRE will be the Committee Member for Children and Young People's Services.
- 8.1 The Vice Chair shall be elected annually by the SACRE from among the representative members of the three groups other than the representatives of the Children and Young People's Services, i.e. B, C, D in paragraph 4.1 above.
- 8.2 The office of Vice Chair shall rotate between the representative groups as follows:
- (a) In the first year, Group B shall be entitled to nominate one person as Vice Chair for the ensuing year.
 - (b) In the second year, Group C shall be entitled to nominate one person as Vice Chair.
 - (c) In succeeding years the rotation shall continue through the representative groups in alphabetical order, with Group B following again after Group D.

Academic Year	Vice Chair Group
2015-16	D
2016-17	B
2017-18	C
2018-19	D
2019-20	B

- 8.3 A person nominated for Vice Chair shall be a representative member of the SACRE but need not be a member of the nominating representative group.
- 8.4 If at any particular time, the relevant representative group is unable or unwilling to nominate a person as Vice Chair of SACRE, the representative group shall lose the right of nomination and it shall be passed in accordance with these rotation arrangements.
- 8.5 If a casual vacancy arises in the office of the Vice Chair, the representative group which nominated the Vice Chair shall be entitled to nominate a person in their place for the remainder of that year.
- 8.6 The Chair shall preside at meetings of SACRE. The Vice Chair of the SACRE shall preside at meetings of the SACRE during the absence of the Chair. In the absence of both the Chair and the Vice Chair at a meeting of the SACRE, the members of the SACRE shall elect one of their number who is a member of a representative group to preside at the meeting during such absence.
- 8.6.1 The person presiding at a meeting of the SACRE shall have a second or casting vote but

only in relation to questions concerning co-opted members in accordance with paragraph 10.3 below.

Chair and Vice Chair of Representative Groups

- 9 The Chair of each representative group shall be appointed annually by the members of that representative group from amongst their number to take office on 1 September each year.
- 9.1 Each representative group may appoint a Vice Chair on similar terms as its Chair.
- 9.2 The provisions of paragraph 8.6 above shall apply to meetings of representatives groups, such as if they were meetings of the SACRE.
- 9.3 The person presiding at a meeting of a representative group shall have a second or casting vote.

Voting at Meetings of the SACRE

- 10. Any questions to be decided by the SACRE shall require a majority of votes cast by those present and entitled to vote.
- 10.1 Only the representative groups shall be entitled to vote on any question and each such group shall have a single vote.
- 10.2 If the question before the SACRE is whether or not to require a review of an Agreed Syllabus, the representative groups entitled to vote shall not include group A (Children and Young People's Services representatives).
- 10.3 If the questions before the SACRE is concerned with the appointment of a co-opted member then the Chair shall be entitled to a second or casting vote in the event of a tie.

Voting at Meetings of the Representative Groups

- 11 Any questions to be decided by a representative group shall require a majority of the votes cast by those present and entitled to vote.
- 11.1 Each member of a representative group shall be entitled to one vote.

Validity of Proceedings

- 12. The validity of the proceedings of the SACRE or any representative group shall not be affected:
 - a) By any vacancy in the office of a representative
 - b) On the grounds that a member of the SACRE appointed to represent any denomination or associations does not at the time of the proceedings represent the denomination or associations in questions

- c) By reason of an individual not having received written notice of a meeting or a copy of the agenda
- d) By reason of any failure to comply with the provisions of paragraph 20.

- 12.1 The validity of the proceedings of the SACRE shall not be affected by the failure of any representative group to agree on how its vote should be cast on any particular issue before the SACRE.

Secretary

The Director of Children and Young People's Services or their representative shall be Secretary to the SACRE and to each of the representative groups.

- 13.1 The Secretary may from time to time authorise and revoke alternative arrangements for the elective clerking of one or more representative group.
- 13.2 Minutes shall be kept of all meetings of the SACRE and of the representative groups.

Proceedings

14. No issue shall be discussed at a meeting of the SACRE or any representative group, unless notice of the intention to discuss that issue is given in the agenda for the meeting. Such notice must be given at the preceding meeting to the Secretary.
15. The quorum for a meeting of the SACRE shall be not less than two members each of not less than three representative groups.
- 15.1 The quorum for a meeting of a representative group shall not be less than one third (rounded up to a whole number) of the membership of that representative group when complete.

Group A	2
Group B	2
Group C	3 (assuming a membership of 8 as spelt out in 3.1)
Group D	5

- 15.2 If the meeting is not quorate, or becomes not quorate during the course of the meeting, the meeting may continue but decisions would have to be ratified at the next SACRE meeting or if required a further meeting should be convened as soon as is reasonably practicable.
16. A meeting of the SACRE shall be convened by the Secretary after consultation with the Chair, but the Secretary shall comply with any direction given by the SACRE at a previous meeting or with any direction (which is not inconsistent with a direction of the SACRE) given by the Chair, or in his absence, the Vice Chair of the SACRE.
- 16.1 A meeting of the SACRE may be requisitioned in writing, specifying the business to be transacted, by any three representative groups and the Secretary shall proceed to convene such a meeting.

- 16.2 Every member (including every named substitute) of the SACRE shall be given, not less than seven clear days before the date of the meeting, written notice of the meeting signed by the Secretary and a copy of the agenda for the meeting; provided that where the Chair or, in their absence the Vice Chair, so directs on the grounds that there are matters demanding urgent consideration, it shall be sufficient if the written notice convening a meeting and a copy of the agenda, are given within such shorter period as they specify.
- 16.3 Notice of a meeting and a copy of the agenda may be given to members by leaving it at, or sending it to an agreed address.
17. The provision of paragraph 16 shall apply to convening of meetings of a representative group as if they were meetings of the SACRE.
- 17.1 A meeting of a representative group may be requisitioned in writing, specifying the business to be transacted, by such number of members of that group as equals or exceeds the quorum for that group plus one and the Secretary shall proceed to convene such a meeting.
- 17.2 The provisions of paragraph 16.2 and 16.3 shall apply to meetings of representative group as if they were meetings of the SACRE; provided that meeting of any representative group may be convened (on a majority vote of those members of the representative group then present) during the process of a meeting of the SACRE but only for the purpose of determining or reviewing the view of that representative group on a question then before the SACRE and upon which that group may cast its vote.
18. If during the process of a meeting of the SACRE, members of a representative group have decided, in accordance with paragraph 17.2, convene a meeting of their representative group, the SACRE may adjourn its own meeting for such a period as the SACRE may then determine.

Attendance of the Public and Media at Meetings

19. The attendance of the general public and representatives of the news media at meetings of the Agreed Syllabus Conference or Standing Advisory council for Religious Education are subject to the Religious Education (Meetings of Local Conferences and Councils) Regulations 1994.
20. The public and Media may not attend meetings of any representative group.

Approval and Amendment of Arrangements

21. These arrangements were approved by the Committee on *19th October 2015 (TBC)*
- 21.1 These arrangements may not be amended so as to make them inconsistent with the 1996 Act provisions.
- 21.2 To the extent that these arrangements may be amended, those arrangements which relate

to the SACRE may only be amended by a decision of the SACRE and those arrangements which relate to a representative group may only be amended by the representative group concerned.

21.3 In order to ensure a consistent approach to meetings and that changes to these arrangements are not made without full notice and proper consideration of the implications of any proposed change, any change shall only be made as follows:

- a) in the case of the SACRE, only a representative group may propose a change in these arrangements;
- b) in the case of a representative group, only a member of that representative group may propose a change to these arrangements;
- c) any appropriate proposal to change these arrangements shall be submitted in writing to the Secretary for inclusion on the agenda of the next meeting of the SACRE, or, as the case may be, representative group, the proposal to include both the forum of words suggested for inclusion in these arrangements and a statement of the objective to be achieved by the proposed change;
- d) at the first meeting at which the proposed change appears on the agenda, there shall be no debate, but the person proposing the change shall have an opportunity to amplify the written explanation previously supplied to the Secretary;
- e) the proposal shall then stand adjourned to the next meeting of the SACRE, or, as the case may be, the representative group, for determination.

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