

(June 2013)

**POOLE STANDING ADVISORY COUNCIL FOR  
RELIGIOUS EDUCATION**

**(SACRE)**

**CONSTITUTION AND TERMS OF REFERENCE**

# **POOLE STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION**

## **(SACRE)**

### **CONSTITUTION**

**REVISED JUNE 2012**

#### **1. BACKGROUND**

- 1.1 Poole Standing Advisory Council on Religious Education ('SACRE') was established following the decision of the Poole Education Committee on 29 October 1996.
- 1.2 The principal role of Poole SACRE is to advise the Local Education Authority (LEA) upon such matters connected with collective worship in Poole's schools and the religious education to be given in accordance with an Agreed Syllabus as the LEA may refer to Poole SACRE or as Poole SACRE may see fit.
- 1.3 In accordance with the statutory requirements of Section 11 of the Education Reform Act 1988, as amended by the Education Act 1993, Poole SACRE comprises four groups representing respectively:
  - (Group A) Representatives of such Christian and other religions and religious denominations which, in the opinion of the Authority, reflect the principal religious traditions in the area, not including the Church of England;
  - (Group B) Representatives of the Church of England;
  - (Group C) Representatives of those Teachers Associations which, in the opinion of the Local Education Authority, ought to be represented, having due regard for the balance between primary, middle, secondary and special schools; and
  - (Group D) Poole Local Education Authority (LEA) with membership usually consisting of Elected Members.
- 1.4 Representatives to Poole SACRE are appointed by Poole Local Education Authority.
- 1.5 Poole SACRE may also include Co-opted Members who are not members of any of the four Groups (A-D).
- 1.6 It is Poole LEA's responsibility to determine how many representatives are appointed to each Group.

## 2. COMPOSITION

2.1 It was agreed that the membership of Poole SACRE be as follows:

**GROUP A:** 11 Representatives of Christian denominations and other principal religions comprising:

<b>Roman Catholic -</b>	1 Representative nominated by Plymouth Diocese;
<b>Free Churches –</b>	3 Representatives nominated by the local Free Church Community;
<b>Quaker -</b>	1 Representative nominated by the local Quaker community;
<b>Judaism -</b>	1 Representative nominated by the local Jewish community;
<b>Islam -</b>	1 Representative nominated by the local Islamic community
<b>Hindu -</b>	1 Representative nominated by the local Hindu community;
<b>Sikh -</b>	1 Representative nominated by the local Sikh community
<b>Buddhist -</b>	1 Representative nominated by the local Buddhist community
<b>Baha'i Faith</b>	1 Representative nominated by the local Baha'i Faith community

**GROUP B:** 3 Representatives of the Church of England nominated by the Salisbury Diocese;

**GROUP C:** no more than 6 Teachers' Representatives, with a recommendation that the Group includes Primary, Secondary and Special School Representatives, covering Key Stages 1, 2, 3 / 4 and Special Schools;

**GROUP D:** 3 Representatives nominated by each Political Group on the Council. Nominations shall be politically balanced in accordance with the political balance of the Council.

**CO-OPTED (which currently includes):**

2 Young People's Representatives  
1 Humanist Representative

- 2.2 All Nominating Bodies be requested, wherever possible, to appoint representatives from the local religious community on the Poole SACRE.
- 2.3 Co-opted Members shall be appointed by those members of Poole SACRE who have not themselves been co-opted.
- 2.4 Young People's Representatives to be nominated by the Poole Youth Forum.

**3. TERMS OF OFFICE**

- 3.1 All Members of Poole SACRE be appointed for a period of two years only, with the exception of Young People's Representatives who are co-opted for a period of one year only.
- 3.2 Members are eligible for re-appointment subject to the agreement of their Nominating Body and the Local Education Authority.
- 3.3 Poole SACRE has the authority to Co-opt members as it considers appropriate.
- 3.4 Co-opted Members shall hold office for a specific purpose, on such terms, and for a period of time 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.

**4. DECISION –MAKING**

- 4.1 Each of the four Groups (A-D) is accorded a single vote each.
- 4.2 Decisions within each group about how a vote is cast do not require unanimity. Each group is expected to regulate its own proceedings, including provision for resolving deadlock.
- 4.3 In the case of equality of votes, the Chair of the meeting shall have a second or casting vote.
- 4.4 Co-opted Members shall not be entitled to vote.

- 4.5 The quorum at a meeting shall be at least one representative from each Group A-D.

## **5. FUNCTIONS OF POOLE SACRE**

- 5.1 To advise the LEA about Religious Education and Collective Worship
- 5.2 To establish an Agreed Syllabus Conference which will produce and recommend a syllabus for Religious Education;
- 5.3 To require the LEA to review a current Agreed Syllabus;
- 5.4 To require the LEA to institute a review of its locally Agreed Syllabus within five years of the last review and subsequently every five years after the completion of each further review, or sooner as Poole SACRE considers appropriate.
- 5.5 To notify the Secretary of State for Education once a new Syllabus has been agreed.
- 5.6 To publish an Annual Report specifying advice given to the LEA and the reasons for offering that advice.
- 5.7 To advise the LEA on methods of teaching, teaching materials and teacher training.
- 5.8 To deal with applications from Headteachers of Poole's Schools for total or partial exemption from providing Christian worship. Criteria for such a determination relates to family backgrounds, ages and aptitudes of pupils. The determination made by SACRE becomes legally binding until reviewed after five years or after a further application has been received;
- 5.9 To monitor the quality of teaching, quality of learning and standards of achievement in Religious Education and Collective Worship in Poole Schools.
- 5.10 To consider curriculum complaints on Religious Education and Collective Worship.

## **6. CHAIRMAN OF SACRE**

- 6.1 The LEA has devolved authority to Poole SACRE to appoint its own Chairman.
- 6.2 A Vice-Chairman may be appointed at any SACRE meeting as necessary.

## **7. MEETINGS**

- 7.1 Poole SACRE meets at least three times each year, usually termly;
- 7.2 Meetings of Poole SACRE are open to members of the public;
- 7.3 Public notice of meetings of Poole SACRE shall be given five clear days before the date of the meeting.
- 7.4 Poole SACRE is served by the LEA Adviser (Borough of Poole), who takes no part in the executive decision making of Poole SACRE;
- 7.5 The LEA Adviser is responsible for setting the Agenda for meetings in consultation with the Chairman and the Clerk to SACRE;
- 7.6 Poole SACRE is served by a Clerk (who is a member of Legal and Democratic Services), who is responsible for taking Minutes of all SACRE Meetings and distributing the same within a reasonable timescale;
- 7.7 The LEA meets the costs of operating Poole SACRE.

## **8. ALTERATIONS TO THE CONSTITUTION**

- 8.1 Any proposal to alter the Constitution of SACRE shall be made at a meeting of SACRE and shall be approved only by a unanimous vote at the meeting. The proposal will be considered for adoption by the LEA.

**SIGNED:**

**CHAIRMAN:** ..... **VICE-CHAIRMAN** .....

**DATE:** ..... **DATE:** .....