

**Wiltshire Council**  
**Standing Advisory Council on Religious Education (SACRE)**  
**Constitution and Terms of Reference**

**Introduction**

1. In accordance with the Education Act 1996, Circular 1/94, Religious Education and Collective Worship and Religious Education in English Schools: Non-statutory guidance 2009 (draft), the council, as local authority (LA), has a duty to set up a Standing Advisory Council on Religious Education (SACRE).
2. It is required by law that religious education (RE) is taught in schools to children up to the age of 18 but it is not part of the National Curriculum. Instead RE is a local responsibility. SACRE oversees RE and collective worship on behalf of the LA.
3. SACRE will operate within the law and guidance in force issued by parliament, the courts and the Department for Children, Schools and Families (DCSF). If there is any conflict of interest between this constitution and terms of reference and the law SACRE will comply with the law.

**Functions and Responsibilities**

4. The broad role of SACRE is to support the effective provision of RE and collective worship in schools. Wiltshire LA will work with the SACRE to monitor and review the existing provision for RE and collective worship.
5. The functions of SACRE are detailed in the s.391 Education Act (as amended). Other responsibilities are outlined in Religious Education in English Schools: Non-statutory guidance 2009 (draft), SACRE and Self Evaluation: A guide OFSTED 2005 and Circular 1/94 Religious Education and Collective Worship. The duties and responsibilities comprise:
  - a. To advise the LA on such matters connected with religious education and collective worship in Wiltshire community schools and foundation and voluntary-aided or voluntary controlled schools without a religious character;
  - b. To monitor the provision and quality of RE taught according to its Agreed Syllabus together with the overall effectiveness of the syllabus;
  - c. To provide advice and support on the effective teaching of the Agreed Syllabus;
  - d. To provide advice to the LA and its schools on methods of teaching, the choice of teaching material and the provision of teacher training;
  - e. To require the LA to set up a statutory conference to review the Agreed Syllabus if, in the opinion of the SACRE, this becomes necessary. This

must be reviewed and updated every five years but a majority of representative groups on the SACRE, other than that consisting of persons chosen to represent the LA (Group D), may at any time require a review of the Agreed Syllabus which is currently being used by the LA;

- f. In partnership with the LA, consider whether any changes need to be made to the Agreed Syllabus or in the support offered to schools in the implementation of the Agreed Syllabus, to improve the quality of RE and the learning of pupils;
- g. Offer schools and the LA advice concerning how an existing syllabus can be interpreted so as to fit in with wider changes in education;
- h. To receive and determine whether applications from headteachers, that the requirement for collective worship in community schools to be wholly or mainly of a broadly Christian character shall not apply to the collective worship provided for some or all of the pupils at that particular school;
- i. To publish an annual report on its work and on actions taken by its representative groups, specifying any matters on which it has advised the LA, broadly describing the nature of that advice, and setting reasons for offering advice on matters which were not referred to it by the LA. This report will be presented to the LA and schools and is to be delivered to the Qualifications and Curriculum Development Agency (QCDA) by the date specified. This report will also be made available to the public. The report should provide at least the information as specified by QCDA.
- j. SACREs are encouraged to develop their own roles working with inter-religious bodies to enhance the important contribution that the study of religion and belief can make to community cohesion and the combating of religious prejudice and discrimination.
- k. The SACRE may offer advice to Wiltshire LA on any matters related to its function as it sees fit.

## **Membership of SACRE**

- 6. The Wiltshire SACRE will be represented by members who can fully support the effective provision for RE and collective worship in schools. All members shall be delegates who are interested in education in general and religious education in particular. The membership shall be allocated to four groups as follows:

### **Group A: Christian denominations and other religions and religious denominations.**

This group is made up of representatives of Christian denominations other than the Church of England and other religious traditions represented in Wiltshire. Each of these representatives should be nominated by an appropriate faith organisation. All members of this group will be appointed by the Local Authority, which will have taken reasonable steps to assure itself that the nominee is representative of the relevant faith group and that

they fully support the effective provision for RE and Collective Worship in schools. Membership shall comprise:

- one representative of the Buddhist community
- three representatives of the Free Churches Group
- two representatives of the Roman Catholic Church
- one representative of the Jewish community
- one representative of the Muslim community
- one representative of the Sikh community
- one representative of the Hindu community

**Group B: Church of England**

five representatives of the Church of England, at least one of whom should be a representative of the Diocese of Bristol Board of Education and at least two of whom should be representative of the Diocese of Salisbury Board of Education.

**Group C: Teacher representatives**

three representatives of the teachers' associations with a recommendation that these represent primary, secondary and special schools.

- one representative of primary headteachers
- one representative of secondary headteachers

**Group D: The Local Authority**

- a group of persons to represent the LA.
- four elected councillors as nominated by the political parties represented on the council.
- The Corporate Director for Children and Education or his/her representative
- The Equality and Diversity Manager or his/her representative.

**SACRE officers**

- Local Authority senior officer (as detailed above)
- Clerk to SACRE (non-voting)
- RE Consultant (non-voting)

**Co-opted Members**

Any other co-opted members agreed by SACRE.

7. The power to appoint members is vested in the LA in consultation with the appropriate bodies whose representatives comprise the SACRE.
8. Any member of SACRE unable to attend a meeting may appoint a named substitute to attend in his/her place.

## **Vacancies**

9. In the event of a vacancy on SACRE the clerk shall
  - a. advise the relevant representative group of the vacancy;
  - b. refer any nomination from said group of a replacement member to the LA;
  - c. add the nominee's name to the membership of the SACRE upon receipt of the agreement of the LA.
10. In the absence of nominees from a representative group, the LA may nominate and appoint any person that it considers to be representative of that group and it deems appropriate to fill that vacancy.

## **Term of Office**

11. Appointments to SACRE shall generally be for a term of up to four years to be co-terminus with the term of office of members of Wiltshire Council.
12. The SACRE shall review the membership annually at the Autumn Term meeting.

## **End of Membership**

13. A member shall be removed from SACRE if:
  - a. they reach the end of their term of office and have not been re-nominated;
  - b. they write to the SACRE or the Clerk and tender their resignation;
  - c. they were appointed by virtue of holding a particular office and they no longer hold that office;
  - d. they do not attend three consecutive meetings;
  - e. their representative group states, in writing that the member should no longer act as one of its representatives on the SACRE, where the member was nominated by the representative group;
  - f. the LA determines, on reasonable grounds, that the member is unable, unwilling or an unsuitable person to continue these duties.

## **Co-opted members**

14. SACRE shall have the right to co-opt additional members. Co-opted members may take part in any of the discussions but do not belong to any of the groups and do not have voting rights.
15. Members of SACRE or a representative group should consider the following when co-options are decided. Candidates should:
  - a. have some experience as religious educators;
  - b. have a balanced view of the aims of religious education and collective worship;
  - c. where possible be representative of specific education phases, to provide a balanced spread across various phases.

16. SACRE will decide co-options following nominations from members of SACRE or representative groups.
17. 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, through a vote.

## **Voting**

18. Each of the four groups on SACRE shall have one vote. Groups are to determine their own internal voting arrangements. Decisions within a group about how that vote is cast do not require unanimity. Each group is to regulate its own proceeding including provision for resolving deadlock.
19. A proposal shall not be deemed to be carried unless it has been approved by at least three of the four groups, unless otherwise required by law or guidance.
20. The validity of the proceedings of SACRE or of the members of SACRE of any particular category shall not be affected by a vacancy in the office of any member of SACRE, or on the ground that a member appointed to represent any religion, religious denomination or association does not at the time of the proceedings represent the religion, religious denomination or association in question.

## **Quorum**

21. A quorum shall consist of one member from at least each of the four constituent groups with a total presence of no less than one third of the appointed members.

## **Chairman and Vice-Chairman**

22. The chairman and vice-chairman will be elected by the membership of SACRE at the annual general meeting or any meeting during the year when the position is vacant.
23. The chairman and vice-chairman, where possible, will represent different group of the SACRE.
24. Voting for the chairman and vice-chairman will be by a simple majority with each group being assigned one vote.
25. The chairman will be responsible for
  - a. the management of meetings;
  - b. representing the SACRE to other bodies;
  - c. such other duties as the SACRE considers appropriate.

26. The vice-chairman will be responsible for
- a. deputising for the chairman as required;
  - b. representing the SACRE to other bodies in the absence of the chair or in agreement with the chairman;
  - c. such other duties as the SACRE considers appropriate.

### **The Clerk**

27. The LA shall appoint, fund and supervise a Clerk to:-
- d. attend the full meetings of SACRE, any agenda setting meeting and agreed syllabus conference meetings;
  - e. take appropriate minutes and notes at meetings;
  - f. maintain and update the records of SACRE and its meetings;
  - g. perform any other necessary administrative duties;
  - h. provide a copy of the minutes and papers of meeting to the members of SACRE and LA.

### **The LA officer**

26. SACRE shall be supported by The Corporate Director for Children and Education or his/her representative who will::
- a. attend each meeting;
  - b. represent the views of the LA at the meeting;
  - c. ensure that the LA provide sufficient funds for SACRE to perform its functions.

### **The RE consultant/Adviser**

27. The RE consultant/adviser will:
- a. attend each meeting of the SACRE and support the SACRE to fulfil its function in Wiltshire;
  - b. work with the chair, clerk and LA officer to prepare the SACRE agenda and any reports, papers or advice required;
  - c. will regularly report back to SACRE on work completed on behalf of SACRE;
  - d. provide expertise and advice in the areas of RE and collective worship.

### **Frequency of Meetings**

28. There will normally be three SACRE meetings per year, one in each of the terms one, three and five. The term one meeting will be the annual general meeting. Meetings will be convened by the LA.
29. Special meetings may be called by the chairman and LA acting jointly.
30. Details of the business to be considered by the meeting, which will be included in the agenda, must be received by the clerk not later than 15 school days before the meeting.

31. The clerk will, no later than 5 working days before the meeting, circulate the agenda and supporting papers to the members.

### **Convening an Agreed Syllabus Conference**

32. Wiltshire LA is required to convene an Agreed Syllabus Conference (ASC) to review the Agreed Syllabus every five years. An ASC may be requested to be convened by SACRE more frequently.
33. This conference will have the same composition as SACRE. There is no provision for co-opted members, however some individuals may be invited to all meetings of the conference and its groups in order to give their advice.

### **General**

34. The SACRE may if it wishes establish working parties to take forward specific projects comprising representatives of each of the groups and the RE adviser. These working parties will report back to SACRE regularly.
35. In accordance with the statutory requirements of the Education Act 1996 and associated regulations, the press and public will be entitled to attend meetings of the Council, but may be excluded from the meeting during the consideration of items containing information capable of being treated as exempt information if meetings of SACRE were meetings of a Local Authority.

WILTSHIRE COUNCIL  
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