

# **NOTTINGHAM CITY COUNCIL**

## **STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (SACRE)**

### **1 Introduction**

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 the content reflects and, in most cases, is required, by the 1996 Act. The constitution also reflects the requirements of Circular 1194 for the SACRE to broadly represent the proportionate strength of local religious groups.

### **2 Functions of the SACRE**

The SACRE has a range of advisory and executive functions as follows:

#### **2.1 Advisory Functions**

- 2.1.1 To advise the Executive Board upon such matters connected with religious worship in City Schools as the Executive Board may refer to the SACRE or as the SACRE itself may think fit.
- 2.1.2 To advise the Executive Board upon such matters connected with the religious education to be given, in accordance with an 'Agreed Syllabus' that the Executive Board 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 Education Act 1996, applications from City Schools in relation to the requirement of Christian collective worship to apply at that school.
- 2.2.2 To consider whether or not to require a review of any 'Agreed Syllabus' being adopted by the Executive Board.
- 2.2.3 To publish an annual report on its work, especially where advice has been given to the Local Authority (including reasons for that advice).

### **3 Membership of the SACRE**

The SACRE shall include representative members as detailed in section 4 below, and may also include co-opted members (see section 4.8).

### **4 Representative Members**

- 4.1 The number of representative members in Groups A, B and C in 4.3 below shall be determined from time to time by the Director of Children's Service, in consultation with the Portfolio Holder for Schools, and the individual appointments shall be made by the SACRE after taking all reasonable steps to assure itself that the individual is representative of the denomination or association concerned.

- 4.2 The number of representative members in Group D in 4.3 below shall be determined from time to time in line with Nottingham City Council's normal appointment procedure (other than the 'Chair' requirement in 5.1 below).
- 4.3 At a meeting of the Nottingham City Council Executive Board in 2007, it was resolved that the SACRE consist of the four groups of representative members ('representative groups') as follows:

**GROUP A (13)** - Christian (but not Church of England) and other faiths as reflect the principal religious traditions in Nottingham:

Afro-Caribbean United Council of Churches	1 member
Hindu	1 member
Jewish	1 member
Methodist	1 member
Islam	1 member
Quaker	1 member
Roman Catholic	1 member
Salvation Army	1 member
Sikh	1 member
United Reformed Church	1 member
Humanism	1 member
Baptist Church	1 member
Other	1 member

**GROUP B (6)** - Church of England.

**GROUP C (6)** - Teachers, including two teachers of religious education, at least one being a primary school teacher.

**GROUP D (6)** - Elected members of Nottingham City Council.

- 4.4 No representative group shall be entitled to co-opt additional members, but the whole SACRE can.
- 4.5 The representative members shall hold office for a period of four years from appointment.
- 4.6 An individual representative member may be removed from membership by the SACRE if in its opinion (s)he ceases to be an appropriate representative.
- 4.7 Any individual representative member who has failed to attend meetings of the SACRE for a continuous period of 24 months, beginning with the date of a meeting, shall on expiry of that period be deemed to be no longer representative and will cease to hold office forthwith, but may be re-appointed.
- 4.8 Co-opted Members
- 4.8.1 There shall be no more than two co-opted members of the SACRE.
- 4.8.2 Co-opted members shall be appointed only by members of the SACRE who have not themselves been co-opted (the representative groups).

4.8.3 Co-opted members shall hold office on such terms as may be removed at any time by the representative members, and hold office at the pleasure of, and may be removed at any time by, the representative groups.

4.8.4 Co-opted members shall not be entitled to vote.

#### 4.9 Substitute Members

In order to promote elective representation at meetings, a named substitute member may attend meetings in place of a representative member of the SACRE in accordance with the following provisions:

- a) a substitute member may only attend a meeting in place of a relevant representative member;
- b) the substitute must be notified to the Local Authority Officer for the SACRE at least 1 hour prior to the published commencement time of the meeting;
- c) a named substitute shall have the same voting rights as the representative member in whose place (s)he is attending.

#### 4.10 Resignation

Any representative or co-opted member of the SACRE may at any time resign his/her office.

### 5 Chair and Vice Chair of the SACRE

5.1 The Chair of the SACRE shall be either of the Portfolio Holder for Early Intervention and Early Years or the Portfolio Holder for Business, Education and Skills.

5.2 The Vice-Chair shall be elected bi-annually by the SACRE from among the representative members of groups A, B and C in paragraph 4.3 above.

5.2.1 The office of Vice-Chair shall rotate between the representative groups as follows:

- Group A in the first year;
- Group B in the second year;
- Group C in the third year;
- then alphabetically in subsequent years.

5.2.2 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.

5.2.3 If at any particular time, the relevant representative group is unable or unwilling to nominate a person as Vice-Chair of the SACRE, the representative group shall lose the right of nomination and it shall be passed in accordance with these rotation arrangements.

5.2.4 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 his/her place for the remainder of that year.

## **6 Voting**

- 6.1 Any questions to be decided by the SACRE shall require a majority of votes cast by those present and entitled to vote.
- 6.2 The Chair presiding at a meeting of the SACRE shall have a second or casting vote, but only in relation to questions concerning co-opted members.
- 6.3 Only the representative groups shall be entitled to vote on any question and each such group shall have a single vote.

## **7 Validity of Proceedings**

- 7.1 The validity of the proceedings of the SACRE 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 association does not at the time of the proceedings represent the denomination or association in question;
  - c) by reason of an individual not having received notice of a meeting or an agenda.
- 7.2 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.

## **8 Minutes**

- 8.1 Minutes shall be kept of all meetings of the SACRE.

## **9 Proceedings**

- 9.1 No issue shall be discussed at a meeting of the SACRE, unless notice of the intention to discuss that issue is given in the agenda for the meeting.
- 9.2 The quorum for a meeting of the SACRE shall be six named members (consisting two members each from three different representative groups).
- 9.3 If within a period of fifteen minutes after the published start time of a meeting a quorum is not present, the meeting shall not be held. However, those present may continue with an informal meeting, but no decisions can be taken.
- 9.4 If during the course of a meeting, a quorum is no longer present, the meeting shall be terminated at the point it becomes inquorate. However, those present may continue with an informal meeting, but no decisions can be taken.
- 9.5 A meeting of the SACRE shall be convened by the Local Authority Officer for SACRE after consultation with the Chair, but the Local Authority Officer for SACRE 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/her absence, the Vice Chair of the SACRE.

- 9.6 A meeting of the SACRE may be called in writing, specifying the business to be transacted, by any three representative groups and the Local Authority Officer for SACRE shall proceed to convene such a meeting.
- 9.7 Every member (including every named substitute) of the SACRE shall be given, not less than five clear working days before the date of the meeting, written notice of the meeting, provided that where the Chair, or in his/her 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, is given within such shorter period as (s)he specifies.
- 9.8 Written notice of a meeting may be given to members by sending it by post or email as per their preferred contact method.

## **10 Approval and amendments of arrangements**

- 10.1 These arrangements were approved by the SACRE at its meeting held on 22 November 2018.
- 10.2 These arrangements may not be amended so as to make them inconsistent with provisions of the Education Act 1996.
- 10.3 To the extent that these arrangements may be amended, those arrangements which relate to SACRE may only be amended by a decision of the SACRE.