

HSACRE



HILLINGDON STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

Date: Wednesday 9 November 2011

Time: 7.30 pm

Venue: Committee Room 3 - Civic Centre,
High Street, Uxbridge UB8 1UW

Meeting: Members of the Public and Press
are welcome to attend this
meeting

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other languages, in
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Members

Duncan Struthers (Chairman)
Mike Gettleson (Vice-Chairman)
Councillor Michael Bull
Councillor Keith Burrows
Councillor Carol Melvin
Councillor David Routledge
Councillor Avtar Singh Sandhu
Amir Ahmed
Mary Coulthurst
Toby Doncaster
Connie Dusek
Kevin Guest
Ian Harper
Albie Huyser
Mr Ishaq
Farina Jussab
Jay Lakhani
Angela Lount
Graham Marriner
Jean Nunney
Jamal Pasha
Kamal Persaud
Dharmini Shah
Jasvir Singh Rayat
Heather Steady
Hilary Stone
Graham Sumblor
Carolyn Appleby

Published: Tuesday, 1 November 2011

Nadia Williams

Clerk to HSACRE

London Borough of Hillingdon,
Civic Centre

High Street, Uxbridge, UB8 1UW

Tel: 01895 277655 Email: nwilliams@hillindon.gov.uk

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Agenda

Chairman's Announcements

- 1 Apologies and Welcomes
- 2 Minutes of the Meeting held on 22 June 2011 and Matters Arising
- 3 Annual Report 2010
- 4 Assessment in Religious Education
- 5 HSACRE Constitution
- 6 GCSE Results 2011
- 7 Next SACRE Meeting - Wednesday 21 March 2012

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Minutes

HILLINGDON STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

22 June 2011



Meeting held at Committee Room 3 - Civic Centre,
High Street, Uxbridge UB8 1UW

	<p>Committee Members Present: Duncan Struthers (Chairman) Mike Gettleson (Vice-Chairman) Councillor Mike Bull Councillor David Routledge Councillor Avtar Sandhu Carol Jones Eric Blaire Amir Ahmed Alison Fothergill Kevin Guest Jasvir Singh Rayat Naseem Bint Amir Jean Nunney</p> <p>Officer Present: Nadia Williams</p>	
31.	<p>APOLOGIES (<i>Agenda Item 1</i>)</p> <p>Apologies for absence had been received from Councillor Carol Melvin, Hilary Stone, Laura McNamee, Dharmini Shah, Graham Mariner and Jamal Parsha.</p>	
32.	<p>ELECTION OF CHAIRMAN (<i>Agenda Item 2</i>)</p> <p>Nominations were sought for the appointment of Chairman. Duncan Struthers was nominated and seconded to act as Chairman of HASACRE for 2011/2012. There being no further nomination, was duly appointed.</p>	
33.	<p>ELECTION OF VICE-CHAIRMAN (<i>Agenda Item 3</i>)</p> <p>Nominations were sought for the appointment of Vice-Chairman. Mike Gettleson was nominated and seconded to act as Vice-Chairman of HASACRE for 2011/2012. There being no further nomination, was duly appointed.</p>	
34.	<p>MINUTES OF THE MEETINGS HELD ON 9 NOVEMBER 2010 AND 23 MARCH 2011 (<i>Agenda Item 4</i>)</p> <p>The minutes of the meetings held on 9 November 2010 and 23 March 2011 were agreed as a correct record and signed by the Chairman.</p>	

35.	FAITH IN SCHOOLS AND INTER-FAITH EVENTS (<i>Agenda Item 5</i>)	Action by
	<p>Faith in Schools Project</p> <p>Alison Fothergill gave a brief talk about the Faith in Schools Project she funded through the Hillingdon Communities Trust. The purpose of the project was to develop inter-faith dialogue with children in primary schools by asking volunteers to go into schools to talk about their own faith.</p> <p>The meeting heard that during these visits, issues such as respect would be discussed to establish what it meant to different faiths. The children would then be asked to complete drawings, write poems, perform a drama or be read a story from different faith groups. At the end of the session, the children would be challenged to see what the topic meant to them and their families. This project had also been used to look at various topics such as being a good neighbour and tackling bullying.</p> <p>It was noted that the project was currently being focused on years 5 and 6 pupils in schools in Hayes and ended in December 2011. The meeting noted that it was envisaged that programme would be rolled out across the Borough once it had been completed in the South of the Borough.</p> <p>Alison advised that most of the volunteers were non-teachers and very few were teachers.</p> <p>Invitation was extended to any SACRE member who may wish to attend the sessions as observers. Those interested were asked to contact Alison directly at alisonfothergill@mac.com.</p> <p>School Cluster Inter-faith Work</p> <p>Carol Jones, Headteacher at Yeading Junior School briefed the meeting about Inter-faith events that had been taking place in the Borough, in particular, the activities that had involved the Extended Schools Group. She explained that the aim of Hillingdon Inter-Faith Network, Faith in Schools Workshops was to develop inter-faith dialogue sessions in schools to demonstrate community cohesion in action, highlight the commonality of all faiths, share differences between each faith and to promote tolerance and better understanding of other faiths.</p> <p>It was noted that the work shops set up were aimed at children in years 2 to 5, with children in year 7 acting as facilitators. During these sessions, children were directed to work in groups with other children they did not know.</p> <p>The meeting was advised that a session had been held at Grange Park Infant school where children from different schools attended with their parents/carers and participated together in the workshop. It was reported that very positive evaluation at the end of the session was given and some parents had asked for more of these events to be held.</p>	All

	<p>It was explained that the workshop sessions were initially rolled out to 9 schools and since then, 20 schools had been engaged in Faith events. Carol suggested that this indicated that there was a need for more such activities, as they enhanced real understanding of different faiths by different faiths.</p> <p>During discussion, it was suggested that staff in Community Cohesion were also working with the children and that this area of work encouraged more funding support.</p> <p>Erica Blaire added that work being undertaken in relation to Community Cohesion would need to be demonstrated as having impacts on achievement somehow, to meet Government expectations.</p> <p>The meeting noted that outreach between communities was one of the best ways of encouraging outreach to other faiths. This was being done through events such as the Week of Faith (From 19 November 2011), which gave the opportunity for people to be able to take part in events with people of other faiths and may even challenge parents to talk to other parents of different faiths in schools.</p>	
36.	<p>SACRE ACTION PLAN AND BUDGETING (<i>Agenda Item 6</i>)</p> <p>Eric Blaire advised that the issue of budget and effectively financing SACRE in the future would need to be considered. A paper which set out the list of areas that had been financed in the past was handed out to those present at the meeting. It included the cost of the production of the Hillingdon Agreed Syllabus and highlighted the two major expenditure areas as funding annual conferences and consultancy work.</p> <p>A member suggested that an application for the funding of SACRE activities in 2011/2012 should be submitted to Councillors Douglas Mills, Cabinet Member for Improvements, Partnerships and Community Safety and David Simmonds, Cabinet Member for Education and Children's Services. It was recommended that a 3 year budget proposal should be developed and put forward for consideration.</p> <p>The Chairman added that it was hoped that the current funding provisions would continue and agreed that a development plan was needed to be created to continue to support areas such as, RE Co-ordinators in Junior Schools, meetings of Head of Departments as well as community projects.</p> <p>A member added that the Youth on Religion (YOR) project from Brunel University had been supported by the Leader, Councillor Ray Puddifoot. It was noted that a YOR Project conference was being held on 6 July 2011 and would consist of active sessions with students.</p> <p>As a way forward, those present agreed that a list of tasks should be sent by SACRE representatives to the SACRE Clerk at nwilliams@hillingdon.gov.uk.</p>	<p>Action by</p> <p>Eric Blaire Duncan Struthers</p> <p>All</p>

37.	<p>NEWS ITEMS INCLUDING: <i>(Agenda Item 7)</i></p> <p>News items were discussed as follows:</p> <ul style="list-style-type: none"> i) Week of Peace & Week of Faith - Confirmed to commence from Sunday 25 September 2011. ii) English Baccalaureate – Agreed to continue to lobby the Secretary of State for RE to be included as part of the Humanities subjects. It was noted that the RE online website indicated that at present, 98% of students were taking RE as a subject at Key Stage 4 (due to it being a compulsory subject) and that the GCSE short course in RE was the most popular short course examination taken. It was highlighted that if it became part of the Humanities subjects, students may not be inclined to select RE as one of their subjects. iii) Interfaith Annual General Meeting – Wednesday 6 July 2011. There would be a display of RE work. iv) Hayes Carnival – This would be taking place on Saturday 9 July 2011. SACRE members were encouraged to ask faith representatives to be represented at the carnival. Details of faith representative should be sent to Alison Fothergill at alisonfothergill@mac.com. 	<p>Action by</p> <p>All</p>
38.	<p>REVIEW OF HSACRE AGREED CONSTITUTION <i>(Agenda Item 8)</i></p> <p>The meeting agreed that the review of the Constitution should be undertaken by a working party consisting of the following people:</p> <p>Duncan Struthers Mike Gettleson Eric Blaire Amir Ahmed Naseem Amir</p> <p>Details about dates and venue would be arranged and circulated to members of the working party by Nadia Williams, Clerk to SACRE.</p>	<p>Action by</p> <p>Duncan Struthers Mike Gettleson Eric Blaire Amir Ahmed Naseem Amir</p>
39.	<p>DATES OF MEETINGS FOR 2011/2012: <i>(Agenda Item 9)</i></p> <p>The dates of the forthcoming SACRE meetings were noted as Wednesday 9 November 2011 and 29 February 2012.</p>	<p>Action by</p>
40.	<p>ANY OTHER BUSINESS <i>(Agenda Item)</i></p> <p>Eric Blaire handed out a draft of the HSACRE Annual Report 2010 to enable members to submit any comments they may have. Comments were to be email directly to Ericblaire46@gmail.com by 5 October 2011.</p> <p>It was noted that the final copy will be reported to the SACRE meeting on 9 November 2011.</p>	<p>Action by</p> <p>Eric Blaire</p>

	<p>Kevin Guest said that he would invite Laura McNamee to attend the next meeting to talk about the Assessment Package of RE.</p> <p>The meeting was informed about a website which gave useful resource information relating to the events of the holocaust for children between the ages of 11 –14 years. The website could be accessed at www.holocaustexplained.com.</p>	
	<p>The meeting, which commenced at 7.30 pm, closed at 9.10 pm.</p>	

These are the minutes of the above meeting. For more information on any of the resolutions please contact Nadia Williams on 01895 277655. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

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HSACRE

HILLINGDON STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION



ANNUAL REPORT 2010

The current HSACRE was inaugurated on 22 February 1989 and this is its nineteenth Annual Report in accordance with its constitution and statutory obligations.

A copy of this Annual Report can be found on the Hillingdon Grid for Learning/Fronter.

CONTENTS

1. Forward by the Deputy Leader of the Council and Cabinet Member for Education and Children's Services
2. Membership
3. Chairman's report
4. Meetings in 2010
5. Financial statement
6. Advice given to the Authority by SACRE
7. Publications and events
8. Advanced skills teacher
9. Monitoring and review
10. Other activities

1. FORWARD BY THE CABINET MEMBER FOR EDUCATION AND CHILDREN'S SERVICES



It gives me great pleasure to introduce this nineteenth Annual Report of Hillingdon's Standing Advisory Council on Religious Education [SACRE].

I am pleased to note that most meetings of Hillingdon SACRE are well attended and this year has seen a number of important developments including the re-introduction of meetings of Heads of RE in secondary schools and plans for a similar model for Primary RE co-ordinators. The new Agreed Syllabus was launched in 2010 and the exciting project work with Brunel University entitled: 'Youth on Religion' is coming to fruition.

Religious Education has a profound contribution to make to the Authority's commitment to developing community cohesion. Hillingdon's SACRE works hard to support every teacher of RE in order to give our young people active and engaging learning experiences of living religious tradition in order to achieve both attainment targets of learning about and from others' faith views. SACRE members believe that a flourishing SACRE is vital to the promotion of mutual understanding of the different communities in Hillingdon.

Hillingdon SACRE promotes open-mindedness, respect for all, self awareness and appreciation and a sense of wonder, all of which have much to contribute to young peoples' development. Contacts with faith organisations throughout Hillingdon have enriched this. For children of the 21st century multicultural Britain, to learn about the plurality of religions and the beliefs that inform them is essential for them to become responsible citizens.

I would like to conclude by thanking the whole membership of the SACRE for being so active over the year. Thanks also to those who serve the SACRE, Natasha Dogra, and now Nadia Williams for clerking meetings and Eric Blaire, the Professional Adviser to SACRE, but particular thanks must go to Duncan Struthers who continues to chair SACRE and drives forward most of the SACRE's work.

Cllr David Simmonds

Hillingdon Standing Advisory Council on Religious Education - 9 November 2011– Annual Report 2010

PART 1 – MEMBERS, PUBLIC AND PRESS

2. MEMBERSHIP

HSACRE members are from four distinct groups and the committee is only quorate when representatives from every group are present:

GROUP A – Representatives of all faith groups in Hillingdon, including representatives from the Christian community not members of the Church of England. HSACRE works at ensuring that along with representatives from all the major world faiths, it works with all communities within the borough and welcomes their representation so long as they recognise the emphasis placed on inclusion by HSACRE.

GROUP B - Representatives from the Christian Church of England.

GROUP C - Representatives from each of the teachers' professional associations.

GROUP D - Hillingdon Councillors.

A list of members of each group is included in Appendix 1, attached to this report.

Nadia Williams (Democratic Services) replaced Natasha Dogra (Democratic Services) as Clerk to SACRE in May 2010.

Eric Blaire continues as the professional adviser to SACRE, as an independent consultant, working on behalf of the authority's Children's Services and the relevant director. SACRE remains delighted with this support but is anxious as to the level that will be available in the future.

Duncan Struthers has continued as Chairman and Mike Gettleson as Vice-Chairman.

3. CHAIRMAN'S REPORT

The main business for the year has been the launch of the Agreed Syllabus in the summer (9 July 2010), particularly consideration of the development of the new 'Faith Strand' and the intra-faith co-operation in the completion of the individual sections for the main faiths.

As part of the work of the Hillingdon Inter-Faith Network (HIFN) there has been the initiation of a Faith Visitors to schools project that has received national funding and it is hoped to be further developed in 2011 along with the increased use of the Places of Worship Data Base thanks to the extensive work of Alison Fothergill, HIFN administrator.

The Harefield Academy was presented with a cheque for the RE department along with a framed certificate, celebrating the school being the 'most improved' for its RE GCSE

results for 2010. It would be good to explore other ways for SACRE to engage and encourage pupils and staff.

There was a well-attended Inter-Faith discussion of the proposed revisions to the advice on Ramadan in early June at Townfield Community Centre, so that it was ready for approval at the following SACRE meeting.

The lead specialist school, Swakelys continues to be an enthusiastic partner and has been instrumental in running the High school Inter Faith events which now attract most of the schools in the borough. Similar informal leadership is shown by Yeading Junior School. It continues to run cross-phase Inter Faith meetings of the schools in the Yeading cluster.

The Government has initiated a review of the work of SACREs under the Department for Education Circular 1/94 Act published in 1994, with the exception of those parts which cover 'Acts of Collective Worship'. Hillingdon remains unique across London in not having any school seeking a 'determination' to be exempt. The Coalition Government has introduced an English Baccalaureate with no reference to RE and Hillingdon SACRE will be expressing its concern about this along with other SACREs nationally.

There have been ongoing discussions with the research team at Brunel University on both the YOR study and possible future studies. All High schools in the borough were invited to participate in this 'Youth and Religion' study and a few schools have had sixth formers personally interviewed about their views.

Notification and some planning was initiated for the CelebratingRE Month in March 2011.

It was a particular pleasure to hear from the newly appointed Deputy Director for Education and Children's Services, Anna Crispin, at the June 2010 meeting and that she came and spoke at the Agreed Syllabus launch in July 2010.

SACRE wishes to thank Mildred Atubo for her involvement in SACRE for many years. Mildred retired from the Ethnic Minority Achievement Service in summer 2010 and Elenor Paul from the Traveller Service joined SACRE in her place.

4. MEETINGS OF HSACRE IN 2010

Full meetings of HSACRE were held on:

24 th March 2010	Civic Centre
16 th June 2010	Civic Centre
9 th November 2010	Grange Park Junior School

All meetings were quorate.

There was a Special Meeting of the Agreed Syllabus Conference to approve the new syllabus on 21st January 2010 at the Civic Centre.

In addition to the full meeting of SACRE, there were a number of sub-group meetings and the continuing progress of the Inter-Faith Forum and of Youth Events.

The new Syllabus was launched by the Mayor, Councillor David Yarrow at the Civic Centre on 9th July 2010.

5. FINANCIAL STATEMENT

HSACRE was delegated a budget of £2200 for the year.
Major items of expenditure to date (December 2010) are:

Syllabus development	1700
Conference attendance	70
NASACRE	85
Catering for meetings	120
Successful School Award	250

HSACRE is grateful for the financial support it receives and its development plan is guided by comments received from schools and faith communities.

6. ADVICE GIVEN TO THE AUTHORITY BY SACRE

- i. SACRE revised its previous advice on Ramadan and extended its coverage in advance of the month of Ramadan which ended in 2010 in the first weeks of September.
- ii. Advice is given annually to the authority on Religious Education and Worship paragraphs in its information booklets for families entering a particular phase of education.
- iii. Responses to Freedom of Information requests re the nature and responsibilities of SACRE.

7. PUBLICATIONS AND EVENTS

Extensive detailed work was carried out on the new syllabus with final consultation taking place with all groups and faiths and it was finally approved and published in July 2010. An article on the new syllabus appeared in the autumn newsletter for governors and a presentation to governors was planned for spring 2011.

Continuing support is given to both Inter-Faith Events locally and nationally and similarly to the Week of Peace.

8. ADVANCED SKILLS TEACHER (AST)

Dharmini Shah is an RE teacher at Bishop Ramsey CE school and SACRE is fortunate to have some of her dedicated time for support.

As part of her AST work Dharmini has been closely working with SACRE in the re-writing of the Hillingdon Agreed Syllabus. This has involved checking the content of the syllabus and thinking about ways in which some of this can be delivered.

Another part of her AST work has involved 'outreach' whereby she has been deployed by the Local Authority to help RE Departments across Hillingdon. She has been actively involved in training and providing strategies for Newly Qualified Teachers (NQTs) and Graduate Teacher Programmes (GTPs) to improve their teaching. She has also been involved in writing and updating several schemes of work in some of Hillingdon's secondary schools.

9. MONITORING AND REVIEW

GCSE and GCE Results for 2009

SACRE has received the results of public examinations in RE for all schools. It is pleased to note that all schools now appears to be offering RE as a compulsory subject at KS4 as required.

Part of SACRE's role is to monitor the quality of Collective Worship in Hillingdon schools. During the year, the SACRE have remained concerned that the Ofsted inspection reports in respect of collective worship and spiritual, moral, social and cultural development do not give them information for monitoring standards.

Members of the SACRE have continued to consider ways of obtaining good information about collective worship but to little effect. It is hoped that once the Agreed Syllabus Review is complete, SACRE can refocus its efforts on this topic.

10. OTHER ACTIVITIES AND IMPLICATIONS FOR 2011

In collaboration with Brunel University Hillingdon SACRE has played a major role in delivery of the Youth on Religion Project in Hillingdon. This project has involved students in Years 8, 10 and 12 in both maintained and independent schools plus Uxbridge College. Similar research with young people has gone on in Newham, Bradford and Keighley. There has been a focus on young people with additional needs and Year 13 students in Phase 2 of the project in Autumn 2010.

Further issues around prayer and dress for physical education were expected to arise in 2011, covering primary age as well as secondary students.

No school had sought a determination in 2010 but the issue is likely to arise again in future years as consideration of the ever shrinking numbers of practising Christians in some schools occurs. There is also the expected development of further faith schools as community, academy or free schools.

Comments on the value of this report are welcomed. These should be sent to Nadia Williams – Democratic Services, Civic Centre, High Street, Uxbridge, Middlesex, UB8 1UW or emailed to nwilliams@hillingdon.gov.uk.

GROUP A

Baptist	Duncan Struthers
Hindu	Kamal Persaud
Methodist	Angela Lount
Muslim	Amir Ahmed
Quaker	Lucy Russell
Jewish	Mike Gettleson
Roman Catholic	Vacant
Salvation Army	Heather Steady
Sikh	Jasvir Rayat Singh
United Reform Church	
Buddhist	Connie Dusek
Bahai	

GROUP B

Church of England	Hilary Stone
	Mary Coulhurst
	Graham Marriner
	Vacant
	Vacant

GROUP C

National Union of Teachers	
Association of Teachers and Lecturers	Jean Nunnery
National Association of School Masters/Union of Women Teachers	
Professional Association of Teachers	
National Association of Headteachers	Kevin Guest
Association of Secondary School and College Leaders	

GROUP D

Local Education Authority	Councillor Mike Bull Councillor Keith Burrows Councillor Shirley Harper-O'Neill – to March 2010 Councillor Carol Melvin – from May 2010 Councillor David Routledge Councillor Avtar Sandhu
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Hillingdon Standing Advisory Council on Religious Education - 9 November 2011– Annual Report 2010

PART 1 – MEMBERS, PUBLIC AND PRESS

CO-OPTED MEMBERS/OBSERVERS

Mildred Atubo	
Graham Sumbler	
Laura McNamee	
Dharmini Shah	
Jazz Virdee	
Malcolm Britton	
Lil Osborn	
Albie Huyser	
Naseem Bint Amir	
Jamal Pasha	
Farina Jussab	

OFFICER SUPPORT

London Borough of Hillingdon Democratic Services	Natasha Dogra then Nadia Williams, Democratic Services 3E/05 Civic Centre High Street Uxbridge Middlesex UB8 1UW
SACRE Consultant for Hillingdon	Dr Eric Blaire

HILLINGDON STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION (HSACRE)

AGREED CONSTITUTION

1. Aims and Purposes

- (i) Advise the Local Authority on matters connected with Religious Education
- (ii) Keep under review the Agreed Syllabus for Religious Education
- (iii) Advise upon the daily act of collective worship and to consider requests for a determination on the statutory arrangements.

2. Officers

- (i) Hillingdon Local Authority shall appoint a suitable officer to be a clerk to the SACRE.
- (ii) Hillingdon Local Authority shall appoint officers to attend SACRE meetings to provide professional advice and support.
- (iii) Hillingdon Local Authority shall identify an officer to ensure effective communication between SACRE and the Local Authority

3. Membership

In accordance with the provision of the Education Act 1996 (Section 390(4)), the Hillingdon Standing Advisory Council for Religious Education Membership shall be as follows:-

Group A **Christian and other denominations** (faiths) which will appropriately reflect the faith traditions of Hillingdon.

Baptist
Bahai
Buddhist
Hindu
Humanist
Jewish
Methodist
Muslim
Quaker
Roman Catholic
Salvation Army
Sikh
United Reform Church

Group B **Church of England** (six representatives)

Group C **Teachers' Associations** (one representative each)

ASCL (Association of School and College Leaders)

ATL (Association of Teachers and Lecturers)

NAHT (National Association of Head Teachers)

NAS/UWT

NUT (National Union of Teachers)

VOICE (Voice the union)

Group D **Local Authority**

5 Elected Members of the Council

The Standing Advisory Council may co-opt additional representatives as appropriate.

The Authority has to take all reasonable steps to assure itself that the persons appointed are representatives of the faiths/denominations or organisations/associations in question. It must also attempt to ensure that the number of representative members appointed to any representative group, required to be represented shall, so far as consistent with the efficient discharge of the group's functions, reflect broadly the proportionate strength of that denomination or religion in Hillingdon.

4. Procedure

- (i) HSACRE is a Committee of the LA and will be serviced by the LA.
- (ii) HSACRE has the power to regulate its own proceedings subject to:
 - a) Each representative group having only one vote.
 - b) Groups A, B and C have the power between them to require a review of the Agreed Syllabus
- (iii) HSACRE shall meet at least once per school term (i.e. a minimum of three times per school year).
- (iv) Each Representative group shall determine its own procedure for holding separate meetings and forming a collective view on issues.
- (v) Any meeting of a representative group shall be minuted and reported to HSACRE. One member for that representative group shall be nominated as minute secretary for this purpose.
- (vi) HSACRE shall be quorate if there is at least one member of each of the four

representative groups present.

- (vii) Members shall serve for at least 2 years and for not more than 3 years if another representative is nominated by their faith/denomination or organisation.
- (viii) Should any member retire or resign, he or she will be replaced by the Authority requesting the faith/denomination or organisation for a replacement. The Local Authority will select the representative if more than one is proposed.
- (ix) If a member fails to attend three consecutive meetings of HSACRE without providing a named substitute or submitting accepted apologies they shall cease to be a HSACRE member.
- (x) HSACRE may co-opt further persons to serve at meetings in order to provide expertise in particular fields not adequately covered by the existing membership.
- (xi) The Chairman shall be elected on an annual basis.
- (xii) The Vice-Chairman shall be elected on an annual basis and will Chair meetings in the absence of the Chairman.
- (xiii) The dates of HSACRE are to be determined in line with the London Borough of Hillingdon's annual Programme of meetings. Agendas shall normally be sent out to all members at least 5 clear working days in advance of the meeting.
- (xiv) Each member may send a substitute in his/her place.

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