

HSACRE



HILLINGDON STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

Date: Tuesday 21 February 2017

Members

Time: 6.00 pm

Venue: Committee Room 4 - Civic Centre,
High Street, Uxbridge UB8 1UW

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

**This agenda and associated
reports can be made
available in other languages,
in Braille, large print or on
audio tape on request.
Please contact us for further
information.**

Carole Jones (Chairman)
Alison Rollin
Anil Bhatt
Father Desmond Banister
Angela Flux
Councillor Keith Burrows
Councillor Carol Melvin BSc (Hons)
Councillor John Morse
Councillor June Nelson
Councillor Susan O'Brien
Lil Osborn
Gail Butler
Robert Harwood
Connie Dusek
Heather Steady
Umesh Sharma
Angela Lount
Amir Ahmed (Syed Amir Ahmed)
Naseem Bint Amir
Richard Cawley
Jamal Pasha
Nicole Schnackenberg
Stephen Horsman
Jasvir Singh Rayat
Mary Coulthurst
Melanie Dring MA BA(Hons) PGCE
Debby Mitchell
Joan Bevington

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2017

Luke Taylor
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London Borough of Hillingdon,
Civic Centre
High Street, Uxbridge, UB8 1UW
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Agenda

Chairman's Announcements

- | | | |
|---|------------------------------|-----------|
| 1 | Minutes of Previous Meetings | 1 - 8 |
| 2 | Constitution | 9 - 12 |
| 3 | Ramadan Guidance | TO FOLLOW |
| 4 | Budget Update | 13 - 22 |
| 5 | CPD Update | TO FOLLOW |

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HILLINGDON
LONDON

Minutes

**HILLINGDON STANDING ADVISORY COUNCIL ON
RELIGIOUS EDUCATION**

7 June 2016

**Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW**

| | |
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| | <p>Committee Members Present: Anil Bhatt, Carole Jones (Chairman), Councillor Carol Melvin BSc (Hons), Councillor Jagjit Singh, Councillor Susan O'Brien, Gail Butler, Robert Harwood, Angela Lount, Amir Ahmed (Syed Amir Ahmed), Jasvir Singh Rayat, Mary Coulthurst and Melanie Dring and Alison Rollin.</p> <p>Also Present: Duncan Struthers (Advisor to HSACRE).</p> <p>LBH Officers Present: Jon Pitt (Democratic Services Officer) and Laurie Baker (Interim Head of School Improvement/Education Quality & Strategy), Fiona Gibbs (Stronger Communities and Prevention Lead - items 1 and 2 only) and Jon Pitt (Democratic Services Officer).</p> |
| 25. | <p>APOLOGIES FOR ABSENCE (<i>Agenda Item</i>)</p> <p>The meeting of the Hillingdon SACRE commenced at 7:30 pm.</p> <p>Apologies for absence were received from Naseem Bint Amir, Richard Cawley Father Desmond Bannister, Angela Flux, Councillor John Morse and Umesh Sharma.</p> |
| 26. | <p>TO AGREE THE MINUTES OF THE MEETING HELD ON 8 MARCH 2016 (<i>Agenda Item 1</i>)</p> <p>Matters arising from the meeting held on 8 March 2016</p> <p>It had not been possible to identify an organisation that would be able to support local RE teachers and it was suggested that this was because RE was seen as being a low priority in relation to school improvement.</p> <p>Laurie Baker, The Council's Head of School Improvement, suggested that the request for the provision of RE teachers be put to the London Heads of School Improvement.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> 1. The Head of School Improvement to contact the London Heads of School Improvement on behalf of SACRE and canvass for possible RE support. Details of suggested RE trainers to be provided to SACRE. <p>Item 2: The Chairman advised that her school, Yeading Juniors, had been shortlisted for a Department for Education Character Education award. It was proposed that the minutes of the previous Hillingdon SACRE meeting that covered a presentation on</p> |

Character Education given by pupils from the school be used as evidence in support of the application.

Item 5.1: Arrangement for the Hayes Carnival were progressing well and it was requested that Interfaith Network leaflets be provided for distribution at the event.

Item 6: It had been agreed at the March 2016 meeting of Hillingdon SACRE that the June 2016 meeting would be held at Hayes Muslim Centre. This had not been possible because of difficulties in accommodating a group the size of SACRE. Apologies were offered for this and it was hoped that consideration would be given to holding another meeting at the venue in the future.

Resolved That:

- 1. The Advisor to SACRE to provide Interfaith Network leaflets for distribution at the Hayes Carnival.**

Resolved: That:

- 1. The minutes of the meeting held on 8 March 2016 be agreed.**

27. **PREVENT COUNTER TERRORISM STRATEGY UPDATE** (*Agenda Item 2*)

Fiona Gibbs, the London Borough of Hillingdon's Stronger Communities and Prevent Lead gave a presentation on the Prevent Duty and Counter Terrorism work undertaken by the Council and its partners.

The key points of the presentation included the following:

- The Council had been working on Prevent since 2006/07 when it had become part of the Government's Counter Terrorism Strategy (CONTEST).
- Prevent was one of four elements of CONTEST, the others being Pursue, Protect and Prepare.
- Prevent aimed to stop people from being drawn towards supporting terrorism, to address radicalisation and to respond to the ideological challenges presented.
- The work covered the response to all types of terrorism, from Islamist inspired extremist organisations, to terrorism linked to the far right or domestic terrorism.
- Work was undertaken to safeguard young people and vulnerable adults to stop them from becoming involved in violence or criminal activity.
- The Channel Programme was a multi-agency programme, aimed at supporting vulnerable individuals. It was Home Office sponsored and co-ordinated by SO15 Channel Police officers in partnership with the local authority. Most referrals to the programme were of persons under 25, with the majority of these being aged 15 to 19. A number of risk factors were used in order to assess the likelihood of a young person becoming radicalised or involved in terrorism and therefore, what action should be taken.
- The panel of the Channel Programme met every month. It provided support to individuals and worked closely with the Police and other partners.
- Each local authority was required to develop a prevent action plan which was specific to addressing local concerns.
- The Counter Terrorism and Security Act 2015 had placed a statutory on local

authorities and other organisations, including schools, to work towards the aims of Prevent.

- Progress being made on Prevent activities was regularly reported to the Executive Board of the Local Strategic Partnership.
- The Stronger Communities and Prevent Lead had received Home Office approved training, which enabled her to deliver WRAP workshop training in relation to Prevent. Between 1,500 and 1,600 people had received this training in the last year and it was anticipated that this figure would reach 2,000 by the end of the year.
- Priorities of the Prevent work within Hillingdon included ensuring that opportunities for radical groups to get a foothold were minimised, the support of vulnerable persons and for partners to work together effectively.
- Schools were supported in relation to Prevent, including the importance of teaching of moral values and ethics, building respect, the ability to think critically and guidance on how to use the curriculum.
- School staff were provided training. This included awareness of Prevent, concerning behaviour to look for amongst their pupils and how to get help if they had any safeguarding concerns.
- Safety online and awareness of online risks were also an important aspect of Prevent work. This included raising pupil awareness of the issues.
- It was recognised that it was important to deal with concerns raised sensitively and to identify where the line was likely to be crossed for ideas to result in criminal activity. A couple of recent examples were highlighted where action had been taken to support children who had been identified at risk of becoming involved in extremist activity.
- Where appropriate, Social Services and mental health providers were involved in identified cases. Mental health issues were associated with a number of individuals who were identified as being at risk of becoming involved in extremist or terrorist activity.
- It was suggested that SACRE could play a role in Prevent by helping to raise awareness of the associated issues. This could be by ensuring that a co-ordinated approach was taken to managing concerns and delivering support and by supporting schools to deliver against the curriculum.

In response to questions from Member of Hillingdon SACRE, it was confirmed that:

- Work was undertaken sensitively and proportionately and this was seen as being very important. There was a need to recognise that people had varying points of view and that concerning views should be challenged.
- Consideration would be given to providing training to other organisations, besides schools, if requested, but it was recognised that resources were limited.
- The Council worked with libraries, leisure centres and the Hayes Carnival, among others, to bring communities together. It was acknowledged that there might be a need to encourage groups with meeting space and event facilities to be more inclusive of other communities.
- The Channel process was voluntary, although there were thresholds for the involvement of statutory services. Anyone supported by the Channel process were fully aware of their involvement in it. It was necessary to manage the channel process sensitively to minimise any resentment and to reassure that this is a supportive process, centred on the needs of the individual.
- Schools were encouraged to make use of their own resources and safeguarding approach in the first instance. Support was most commonly provided directly by the school, with the Council being available to provide support and to help to

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| | <p>determine what action should be taken.</p> <ul style="list-style-type: none"> The existence of fraudulent charities was a cause for concern. Those giving to charities were advised to exercise caution and to check whether they knew what the money was being used for and whether there was any risk that it could be funding terrorism. Members were informed that there had been some fraudulent charity collecting by people purporting to be collecting on behalf of Hayes Mosque. This had been reported to the relevant authorities. <p>Resolved: That:</p> <ol style="list-style-type: none"> Fiona Gibbs to explore how the link between the Hillingdon SACRE and local schools could be strengthened. The update provided be noted. |
| 28. | <p>FEEDBACK FROM NASACRE ANNUAL CONFERENCE HELD ON 17 MAY 2016 <i>(Agenda Item 3)</i></p> <p>Duncan Struthers, Advisor to Hillingdon SACRE, provided an overview of the NASACRE Annual Conference, which he had attended with SACRE Member, Naseem Bint Amir on 17 May 2016.</p> <p>The keynote speakers at this year's event had been the Rt Hon Baroness Elizabeth Butler-Sloss and Professor Adam Dinham. The topics covered, which built upon the themes of last year's conference, included the possible move by the Government towards the creation of nationally agreed syllabus for RE. It was anticipated that SACREs would have a consultation role to play in any creation of a national syllabus and in assisting with its implementation. Baroness Butler-Sloss had said that the teaching of religion, philosophy and ethics should be a statutory legal duty in schools and that a time for reflection should replace the requirement for a daily religious assembly.</p> <p>There was seen to be an urgent need for a review of the role of SACREs, but this was dependent upon the Government making a decision about creation of a national RE syllabus.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> The update provided be noted. |
| 29. | <p>HSACRE ANNUAL REPORT 2015 <i>(Agenda Item 4)</i></p> <p>A draft of the 2015 Hillingdon Sacre Annual Report was presented to Members. It was noted that the production of the report was a statutory requirement.</p> <p>HSACRE Members were invited to comment on the report and approve it prior to its submission to Councillor David Simmonds, Deputy Leader of the Council and Cabinet Member for Education and Children's Services and subsequent submission to NASACRE and the Department for Education.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> The 2015 HSACRE Annual Report be approved and submitted to NASACRE. |

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| 30. | <p>DATE OF NEXT MEETING (<i>Agenda Item 5</i>)</p> <p>The next meeting of Hillingdon SACRE was due to take place on Wednesday 2 November 2016. However, this clashed with All Souls day, an important date in the Christian calendar.</p> <p>It was agreed that the next meeting of HSACRE would be rearranged to take place at 7:30pm on Thursday 10 November.</p> <p>Hayes Muslim Centre was put forward as a possible venue for the meeting and it was agreed that this would be confirmed outside the meeting.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> 1. The date of the next meeting changed. It would now take place on Thursday 10 November. |
| 31. | <p>ANY OTHER BUSINESS (<i>Agenda Item 6</i>)</p> <p>Ramadan Guidance</p> <p>Ramadan guidance had been produced by Hillingdon SACRE and this had been sent to schools in the Borough.</p> <p>The Muslim representative on HSACRE expressed concern that pupils may try to fast when they would be undertaking strenuous exercise or taking exams.</p> <p>It was agreed that a meeting should take place between Muslim groups to discuss next year's guidance and that the guidance should be sent out earlier than it had been this year.</p> <p>Resolved: That:</p> <ol style="list-style-type: none"> 1. The 2016 Ramadan guidance be circulated to the HSACRE Members. 2. Guidance for schools for 2017 Ramadan be agreed by HSACRE and sent out well in advance of Ramadan commencing. A supporting letter for schools to send to parents would also be provided and it was agreed that local imams would write this letter. <p>Budget Update</p> <p>Members were advised that the existing HSACRE budget was currently in the process of being transferred from Holy Trinity CE School to Yeading Juniors. This was to reflect the change in chairmanship of HSACRE.</p> <p>The local authority had requested that the SACRE provide an indicative budget for 2016/17. This would be submitted to the Council in order for it to consider what funding could be provided. The draft budget presented would request £5700 of funding for 2016/17.</p> <p>Members were concerned that there may be a need for additional resources in the event that HSACRE decided to undertake a review of the Hillingdon Agreed Syllabus. The Advisor confirmed that a contingency for this had been made within the proposed budget and that the costing plan may be amended should there be a need for</p> |

additional resource.

Resolved: That:

- 1. The budget proposals presented be approved and submitted to the Council for consideration.**

The Martyrdom of the 5th Guru Arjan Sahib ji

Members were informed that the Hillingdon Sikh Welfare Association would be serving cold drinks to the public in remembrance of the martyrdom of the 5th Guru Arjan Sahib ji. This would take place at Pink City, Coldharbour Lane, Hayes on Sunday 12 June at 11am. All Members of HSACRE were welcome to attend.

Resolved: That:

- 1. Details of the event being organised by the Sikh Welfare Association be provided to the clerk for circulation to HSACRE Members.**

The meeting of the Hillingdon SACRE closed at 9pm.

The meeting, which commenced at 7:30 pm, closed at 9:20 pm.

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

Minutes

HILLINGDON STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION

10 November 2016

Meeting held at Committee Room 5 - Civic Centre,
High Street, Uxbridge UB8 1UW



HILLINGDON
LONDON

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| | <p>Committee Members Present: Carole Jones (Chairman), Alison Rollin, Gail Butler, Robert Harwood, Amir Ahmed (Syed Amir Ahmed), Naseem Bint Amir, Richard Cawley, Jasvir Singh Rayat, Mary Coulthurst and Melanie Dring MA BA(Hons) PGCE</p> <p>Also Present: Duncan Struthers (Advisor to HSACRE)</p> <p>LBH Officers Present: Luke Taylor (Democratic Services Officer) and Venetia Rogers (Education Policy Manager)</p> |
| | <p>PLEASE NOTE THAT THIS MEETING WAS NOT QUORATE AND THEREFORE NO FORMAL DECISIONS WERE MADE</p> |
| | <p>MEMBERSHIP OF COMMITTEE</p> <p>It was confirmed to the HSACRE that the meeting did not have the attendance to make quorum, and therefore no formal decision could be made. It was agreed that the meeting continue and the comments on each item be reported to the next HSACRE meeting.</p> |
| 32. | <p>MINUTES OF PREVIOUS MEETING (<i>Agenda Item 1</i>)</p> <p>Matters arising from the meeting held on 7 June 2016</p> <p>Item 27: The advisor to HSACRE confirmed that there had been a suggestion that Prevent Counter Terrorism Strategy be used in a critical thinking group for local schools and Uxbridge College. Members hoped to also link the work to Brunel University.</p> <p>Item 29: HSACRE Members asked for confirmation that the report was submitted to Councillor David Simmonds.</p> <p>Item 31: Members were informed that the Hillingdon Sikh Welfare Association event held in remembrance of the martyrdom of the 5th Guru Arjan Sahib ji was very well attended and a great success.</p> |
| 33. | <p>PROPOSED NASACRE CONSTITUTION 2016 (<i>Agenda Item 2</i>)</p> <p>NASACRE meets formally every year, and at the previous meeting, changes were proposed to the constitution. However, as this year's meeting was not quorate, it was</p> |

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| | <p>decided to contact local authorities and SACRES to ask them to vote for or against the proposed changes.</p> <p>Members suggested that, as this meeting was not quorate and could not make a formal decision on the issue, a meeting of HSACRE should take place before the deadline for responses on 28 February, and thus HSACRE could formally vote on whether to approve the changes or not.</p> |
| 34. | <p>RE CPD (<i>Agenda Item 3</i>)</p> <p>The advisor to HSACRE confirmed that there was still a need for RE Continuing Professional Development (CPD) and that he was looking for someone to help in this area.</p> |
| 35. | <p>HAYES CARNIVAL (<i>Agenda Item 4</i>)</p> <p>HSACRE Members who attended Hayes Carnival confirmed that there was very good attendance from schools that shower what work was being done locally in schools regarding RE, and it set a good example of interfaith relations.</p> |
| 36. | <p>BUDGET (<i>Agenda Item 5</i>)</p> <p>The Chair of HSCARE confirmed that there will be further investigation into the budget ahead of the next meeting.</p> |
| 37. | <p>ANY OTHER BUSINESS (<i>Agenda Item 6</i>)</p> <p>HSACRE Members questioned there would be any action taken to encourage schools to observe national inter-faith week. It was suggested that a note including the official website be included in the weekly Headteachers' Briefing to bring this to their attention, and to encourage schools to recognise the event.</p> |
| 38. | <p>DATE OF NEXT MEETING (<i>Agenda Item 7</i>)</p> <p>It was agreed the next scheduled meeting of SACRE would take place on Tuesday 7 March 2017. Hayes Muslim Centre was put forward as a possible venue for the meeting and it was agreed that this would be confirmed outside the meeting.</p> |
| | <p>The meeting, which commenced at 7.30 pm, closed at 8.13 pm.</p> |

These are the minutes of the above meeting. For more information on any of the resolutions please contact Luke Taylor on 01895 250693. Circulation of these minutes is to Councillors, Officers, the Press and Members of the Public.

HILLINGDON STANDING ADVISORY COUNCIL FOR RELIGIOUS EDUCATION

PROPOSED NASACRE CONSTITUTION 2016

Contact: Duncan Struthers - Advisor to SACRE

REASON FOR REPORT

Following the NASACRE AGM, it was decided that the constitution was no longer fit for purpose and does not correspond to the way NASACRE has worked for many years.

The NASACRE Executive has worked to produce a new constitution, but due to the outmoded constitution that is currently being used, it was impossible to agree a new constitution at the AGM. It was therefore suggested that a vote be conducted to ascertain whether the member SACREs agree to a new constitution.

After a vote, an authorised person will respond to NASACRE electronically to inform them of Hillingdon SACRE's decision. Any SACRE that does not inform NASACRE of their decision by 28 February 2017 will be assumed to be in agreement with the new constitution.

OPTIONS OPEN TO HSACRE

1. To agree the new NASACRE Constitution; or,
2. To not agree the new NASACRE Constitution

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Proposed constitution 2016

Below is the proposed constitution to be discussed at the 2016 AGM. The current constitution page can be found from the menu on the left.

1. The Name of the Association:

The name of the Association shall be the National Association of Standing Advisory Councils on Religious Education (NASACRE).

2. The Aims of the Association:

The aims of the Association shall be:

- 2.1 To assist the Standing Advisory Councils on Religious Education (SACREs) to fulfil their responsibilities
- 2.2 To represent their common concerns to other bodies
- 2.3 To assist in the training and mutual consultation of SACRE members
- 2.4 To encourage the development of SACREs
- 2.5 To undertake such other activities, appropriate to SACREs, as may benefit RE and collective worship

3. Basis of membership and duties:

3.1 Each SACRE shall be invited to join the Association, membership being renewable annually on payment of the annual subscription in place at that time. These member SACREs constitute the Council.

3.2 The Council shall meet at least once annually; this meeting shall be known as the Annual General Meeting (AGM). It will be deemed to be quorate when one quarter of member SACREs is represented.

3.3 Each member SACRE shall be entitled to send any number of representatives to the meetings of the Council, but on any matter on which the Council takes a vote, each member SACRE shall be entitled to cast one vote only.

3.4 The Council shall be responsible for review and amendment of the Constitution, as appropriate.

3.5 A majority of one half plus one of the Council shall be necessary for any amendment to the Constitution.

4. The Honorary Officers:

Honorary Officers shall be nominated by a SACRE and must be an officer to, or a member or co-opted member of, that SACRE.

These shall be elected for a period of two years and shall comprise:

- 4.1 The Chair
- 4.2 The Vice Chair
- 4.3 The Assistant to the Chair
- 4.4 The Secretary
- 4.5 The Treasurer

The Vice Chair / Chair / Assistant to the Chair is a 6 year term of office with 2 years in each Officer role, the Vice Chair being elected to automatically move into the next role after two years. At any one time, 3 officers will be on the Executive at different stages of these roles. If at any time, one of these Officers is unable to continue, the Executive may appoint a temporary substitute from the other two post holders until the next AGM, when the position will be regularised.

An Honorary Officer may relinquish their office at any time. If an Honorary Officer is absent from three consecutive Committee meetings they shall be deemed to have relinquished their office and would need to seek re-election at the next Council AGM if they so desired.

5. The Executive Committee (the Committee):

Committee members shall be nominated by a SACRE and must be an officer to, or a member or co-opted member of, that SACRE. Similarly, a person co-opted by the Committee would normally be an officer to a SACRE or a member of a SACRE, but in some cases their specific area of expertise might be deemed more significant than the aforementioned criteria.

The Committee shall comprise the elected Honorary Officers together with no more than eight other members elected by the Council. The Committee shall have the power to co-opt up to three additional members. The Committee shall include the following:

- 5.1 The Assistant to the Chair who shall be the previous Chair and shall assist for a period of two years
- 5.2 A Membership Secretary who shall monitor the membership, keep up to date records and work with the Treasurer to ensure members have paid their fees on time
- 5.3 A Communications Officer who shall have oversight of the Association's communications strategy and communications, including the NASACRE briefings sent to member SACREs
- 5.4 A Conference Organiser who shall have oversight of the Annual Conference in partnership with the Secretary and the Treasurer
- 5.5 A Development Officer who shall oversee the production of a development plan and report to the Executive and Council on its progress

With the agreement of the Committee, the roles set out in 5.1 – 5.5 may be shared between members of the Committee. Members of the Committee shall serve for a period of three years, at which time they must seek re-election by the Council at the appropriate AGM. Normally, members of the Executive Committee should not serve more than six years consecutively. Co-opted members shall normally serve for two years when a review by the Committee will take place; they may serve as a co-opted member for up to six years consecutively.

If a member of the Committee misses three consecutive Committee meetings they shall be deemed to have left the Committee.

The Committee shall be responsible for the planning of other activities and events in fulfilment of the aims of the Association.

6. Subscriptions and Finance:

There shall be a membership fee, which shall be fixed from time to time by the Council. This fee shall not be deemed as the payment for the Annual Conference for that part of the Conference that is not the Council.

7. Winding-up:

If for any reason the Association were to be dissolved, any assets remaining in the Association's bank account(s) shall be divided equally between those SACREs which were members at the time of the dissolution of the Association, once all other debts outstanding had been cleared.

BUDGET UPDATE

Contact: Duncan Struthers - Advisor to SACRE

REASON FOR REPORT

The Chairman requested that a report on current the Hillingdon SACRE budget be sent to Committee to update Members.

OPTIONS OPEN TO HSACRE

1. To note the Budget Update report.

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Yeading Juniors/Holy Trinity Church of England Primary School (Northwood)

Income and Expenditure Managed for the Hillingdon SACRE

2016 - 2017

| No: | Date: | Source: | Description: | INCOME | EXPENDITURE (Net) | VAT (Not invoiced) | BALANCE |
|------------------------|----------|---------------------------|--------------------------------|--------|----------------------|-----------------------|-------------------|
| | 01.04.16 | | Opening Balance | £ - | | £ - | £ 2,477.28 |
| 1 | 23.05.16 | NASACRE 16/AGM/57/HIN/82 | Naseem AMIR attending AGM | £ - | £ 100.00 | £ - | £ 2,377.28 |
| 2 | 23.05.16 | NASACRE 16/AGM/57/HIN/82 | Duncan STRUTHERS attending AGM | £ - | £ 100.00 | £ - | £ 2,277.28 |
| | 16.06.16 | Yeading Juniors transfer | | £ - | £ - | £ - | £ 2,277.28 |
| | 18.7.16 | NASACRE 16/SUBS/57/HIN/60 | Annual Subscription 2016-17 | £ - | £ 95.00 | £ - | £ 2,182.28 |
| | | | | £ - | £ - | £ - | £ 2,182.28 |
| | | | | £ - | £ - | £ - | £ 2,182.28 |
| | | | | £ - | £ - | £ - | £ 2,182.28 |
| | | | | £ - | £ - | £ - | £ 2,182.28 |
| Current balance | | | | | | | £ 2,182.28 |

2,277.28

There is a variation of 10p against the FMS balance because keying on the carry forward will only facilitate whole pounds
An adjustment has been made on line 8 above to correct the balance.

Prepared by Mrs. S J Hills
School Business Manager
Holy Trinity Church of England Primary School
admin@holyltrinitynorthwood.org
01923 822529

3,097.38

500.00

| Holy Trinity Church of England Primary School (Northwood) | | | | | | | |
|---|----------|-------------------------|-----------------------------------|--------|-------------------|--------------------|-------------------|
| Income and Expenditure Managed for the Hillingdon SACRE | | | | | | | |
| 2015 - 2016 | | | | | | | |
| No: | Date: | Source: | Description: | INCOME | EXPENDITURE (Net) | VAT (Not invoiced) | BALANCE |
| FOLIO | | | | | | | |
| | 01.04.15 | | Opening Balance | | | | £ 5,844.10 |
| 1 | 01.05.15 | L B Hillingdon | Inv 90363647 Catering charges | £ - | £ 46.72 | £ 9.34 | £ 5,797.38 |
| 2 | 18.05.15 | RE Today | Presenting Three Religions Course | £ - | £ 700.00 | £ 93.15 | £ 5,097.38 |
| 3 | 18.05.15 | Holy Trinity School | Funding of 23 delegates @ £75 | £ - | £ 1,725.00 | £ - | £ 3,372.38 |
| 4 | 11.06.15 | NASACRE | D Struthers / L Osborne AGM | £ - | £ 180.00 | £ - | £ 3,192.38 |
| 5 | 05.06.15 | NASACRE | Annual Subscription 2015 - 2016 | £ - | £ 95.00 | £ - | £ 3,097.38 |
| 6 | 22.07.15 | Northwood Holocaust Mem | Donation | £ - | £ 500.00 | £ - | £ 2,597.38 |
| 7 | 31.08.15 | D Struthers | SACRE Expenses | £ - | £ 120.00 | £ - | £ 2,477.38 |
| 8 | 31.08.15 | | Adjustment to correct balance | £ - | £ - | £ 0.10 | £ 2,477.28 |
| | | | Current balance | | | | £ 2,477.28 |

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2,597.38

There is a variation of 10p against the FMS balance because keying on the carry forward will only facilitate whole pounds

An adjustment has been made on line 8 above to correct the balance.

Prepared by Mrs. S J Hills

School Business Manager

Holy Trinity Church of England Primary School

admin@holytrinitynorthwood.org

01923 822529

120.10

Holy Trinity Church of England Primary School (Northwood)

Income and Expenditure Managed for the Hillingdon SACRE

2014 - 2015

| No: | Date: | Source: | Description: | INCOME | EXPENDITURE (Net) | VAT (Not invoiced) | BALANCE |
|-------|----------|-----------------------|-----------------------------------|------------|----------------------|-----------------------|-------------------|
| FOLIO | | | | | | | |
| | 27.06.14 | LB Hillingdon SACRE | Income / Opening Balance | £ 6,650.00 | £ - | | £ 6,650.00 |
| 1 | 27.06.14 | Tess Atkinson | Editing 2 films for interfaith | £ - | £ 150.00 | £ - | £ 6,500.00 |
| 2 | 27.06.14 | Nicola Madge | Reimb 2 x Youth on Religion | £ - | £ 44.00 | £ - | £ 6,456.00 |
| 3 | 27.06.14 | NASACRE Subs | Annual Subscription 14-15 | £ - | £ 95.00 | £ - | £ 6,361.00 |
| 4 | 27.06.14 | Alison Fothergill | Walk Through the Bible Workshop | £ - | £ 339.30 | £ - | £ 6,021.70 |
| 5 | 18.07.14 | The Genuine Dining Co | Refreshments provided 3rd June 15 | £ - | £ 177.60 | £ 35.52 | £ 5,844.10 |
| 6 | 31.03.15 | | YEAR END TOTALS AT 31.04.2015 | £ 6,650.00 | £ 805.90 | | £ 5,844.10 |

Year End Balance verified by Folio 6 from Holy Trinity School's Financial Management System

Prepared by Mrs. S J Hills
 School Business Manager
 Holy Trinity Church of England Primary School
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Yeadon Junior School

Hillingdon SACRE

2016/17 Finance

| | |
|--|-----------------------------------|
| a) Items brought forward from 2015/16* | |
| Display Boards | £250 |
| NASACRE subscription | £ 50 - see note below |
| NASACRE Conference fees | £200 - See note below |
| Consultancy fees | £250 |
| Holocaust Presentation | £200 |
| Sub total | £950 |
| b) 2016/17 Budget proposals* | |
| NASACRE subscription | £ 50 |
| NASACRE Conference fees | £200 |
| CPD fees | £2000 |
| Holocaust Presentation | £200 |
| SACRE web-site construction | £1000 |
| RE Conference | £250 |
| Consultancy | £800 |
| Faith in Schools delivery | £200 |
| Hod High school meetings | £150 |
| Hod Junior Co-ordinators meetings | £150 |
| RE Quality Mark – school support fees | £400 |
| Agreed Syllabus Conference | |
| Resources | £200 |
| Comparative syllabus purchase | £100 |
| Sub total | £5700 |
| Funding requirement | £5450 - see note below |



- Holy Trinity School have already been asked to pay the NASACRE Conference fees for 15/16. These were £200
- The 2015/16 NASACRE subscription was previously paid by Holt Trinity School. This was £50
- The amount of funding requested has been reduced by £250 to reflect the payments previously made / due to be made by Holy Trinity School.
- The previous chair, Head of Holy Trinity had agreed with the finance department that the SACRE budget would be facilitated through H Trinity finance in a ring-fenced account. Until that was implemented, there was no facility to progress with the work and related expenditure for SACRE.
Unfortunately. The transfer was never concluded with the effect of the minimum spend for last year and the corresponding 'catch up' budget for this year.
- The need for the SACRE to produce a budget has never been received formally and has only just been communicated via the clerk withy little guidance. This was reported to the chair and consultant on the 11th May, well into the current financial year. The next SACRE meeting is in late June.

Re: SACRE Bid

Graham Young <[REDACTED]>

Thu 26/01/2017 15:26

To: Gill Sykes <[REDACTED]>;

Hi Gill,

I have looked into this and, this is all we need from you. I will just need to run it past Dan Kennedy as he is the budget holder, but if he is happy I can then make arrangements for payment through the cash advance.

Just to let you know the budget we have is only £4,900, so that is what we can fund

Regards

Graham Young
Lead Finance Business Partner (Schools/DSG)
Children & Young People's Services
London Borough of Hillingdon

Phone: [REDACTED]

Email: [REDACTED]

On 26 January 2017 at 15:07, Gill Sykes <[REDACTED]> wrote:

Dear Graham.

With reference to our telephone conversation this afternoon, please find attached a copy of the SACRE bid for your information.

I look forward to hearing from you.

Regards,

Gill Sykes

Finance Officer

Yeading Junior School

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