

CONSTITUTION (DRAFT)

1. Aims, Vision and Duties

Our aim is to promote, support and encourage good practice in the teaching of Religious Education in Hillingdon schools, as we seek to ensure that all pupils are educated to develop spiritually, academically, emotionally and morally in a way that enables them to understand themselves and others and to cope with the opportunities, challenges and responsibilities of living in a rapidly changing, multicultural world.

Hillingdon SACRE may seek to implement its aim through the following:

- a) Keep under review the provision for Religious Education and Collective Worship in Hillingdon schools
- b) Advise the LA on aspects of collective worship and the teaching of Religious Education in accordance with the Agreed Syllabus
- c) Publish an annual report outlining the advice given by SACRE and send copies to the Department of Education
- d) Ensure the LA set up an Agreed Syllabus Conference to review the Agreed Syllabus if, in the opinion of SACRE, this becomes necessary or every five years as according to the law.
- e) To provide a Hillingdon Agreed Syllabus which promotes the agreed vision and aim of SACRE
- f) To provide training and produce materials, guidance and resources to support the teachers in Hillingdon schools to deliver Religious Education which meets the agreed vision and complies with the Hillingdon Agreed Syllabus
- g) To receive and determine whether an application from a Head Teacher to vary the requirement for worship of a broadly or mainly Christian character, is appropriate for the whole school or for groups of pupils.
- h) To consider any complaint to Hillingdon SACRE with respect to provision for Religious Education or Collective Worship in schools.
- i) To carry out any other actions that are deemed appropriate.

2. Membership

All members shall be delegates who are interested in education in general and religious education in particular.

Committee A: Other Christian Denominations, other Faiths and Worldviews represented in the LA.

Nominated from the endorsing body of the specific community <10 (ten) representatives.

Committee B: The Church of England

Nominated by London Diocese <4 (four) representatives.

Committee C: Teachers' Professional Associations (Primary and Secondary)

Nominated from Hillingdon Schools <6 (six) representatives.

Committee D: The Local Authority

Elected Members <4 (four) representatives.

Plus (non-voting):

RE/SACRE Consultant Adviser to SACRE

Clerk provided by Southwark Council

Co-option: SACRE has the power to co-opt members onto any committee for a specific action and time e.g. working on an Agreed Syllabus, when and as agreed by the majority of its members.

Substitution: There can be a substitute member nominated by the absent member and notice of this substitution should be notified to the clerk of SACRE at least 6 hours in advance of the meeting.

Term of Office: While there is no fixed term of office for members, Hillingdon SACRE shall review the membership annually at the first meeting following receipt of the annual report.

A member shall cease to be a member of Hillingdon SACRE if:

- a) They tender their resignation with a named replacement in writing to the Chair of SACRE or the Clerk
- b) Members cease to be deemed an appropriate representative of the religion, denomination or associations which they were appointed to represent in the opinion of the LA, SACRE or their endorsing authority
- c) The LA determine on reasonable grounds the member is unable, unwilling or an unsuitable to continue these duties
- d) Failure to attend three consecutive meetings without a valid reason is prima facie grounds for removal.

3. Chairing of Hillingdon SACRE

The Chair and Vice Chair of the SACRE can be drawn from any of the committees (see Membership) and will be annually elected upon individual SACRE member votes.

The Chair shall be responsible for:

- a. The management of meetings
- b. Representing the SACRE to other bodies
- c. Such other duties as the SACRE considers appropriate.

In the absence of the Chair and Vice Chair for a meeting SACRE members will elect a member to act as chair for that meeting.

4. Voting of Hillingdon SACRE

A meeting will only be quorate with a minimum of 1 representative present from each of the committees.

Group D – minimum of 1 representative

All members are entitled to speak and vote on any issue, but substitute or Co-Opted members may speak but not vote at any meeting. SACRE will always seek to reach decisions on a consensus basis, but voting is to be exercised with only one vote allowed from each of Committee A, B, C and D as mentioned above.

In the event of an equality of votes on any issue the Chair will exercise a casting vote.

5. Clerking of Hillingdon SACRE

The LA shall appoint and supervise a Clerk to:

- a) Attend the meeting of Hackney SACRE
- b) Take appropriate minutes and notes at the meetings
- c) Maintain and update the records of SACRE and its meetings.

The Clerk will have no voting rights.

6. Procedures

Dates: At least one meeting should be held each term. The dates of these main termly meetings will be decided at the first meeting in the education (academic) year. Members of SACRE and the LA will be notified of any changes to dates or additional meetings made via agreement of SACRE as soon as they have been made.

Agenda: Matters for the agenda of any meeting shall be sent to the Clerk at least 21 days in advance of the meeting. The agenda shall be distributed with relevant documentation to reach members at least 7 working days in advance of the next listed meeting.

Minutes: Draft minutes of the meeting shall be sent to the Local Authority appointed Religious Education Advisor and Chair for approval within 14 days after the meeting was held. These shall then be circulated to Members within one month of the meeting taking place.

7. Amendments to the Constitution

Any proposed amendments to this constitution should be sent in writing to the Clerk for inclusion in the agenda (21 days in advance, as per above) and agreed via consensus vote (one vote from each of Committee A, B, C and D) at a subsequent quorate meeting. These changes will become effective once signed.

Signed: Chair

Date:

Signed: Clerk

Date:

Appendix 1