

**MINUTES OF THE MEETING OF THE  
LONDON BOROUGH OF WALTHAM FOREST  
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)  
HELD ON WEDNESDAY, 2 FEBRUARY AT 6PM  
VIA ZOOM**

**Present:**

**Present:**

Mr Keith Pilling	(KP)	Member Group A
Ms Tara Khare	(TK)	Member Group A
Ms Jasmin Danish	(JD)	Member Group A
Ms Ruth Everett	(RE)	Member Group B - left meeting at 18:55pm
Ms Heather Soar	(HS)	Member Group C
Mr Colin Whitehead	(CW)	Member Group C
Ms Ruth Kaufman	(RK)	Member Group D
Mr Gerry Kemble	(GK)	Member Group D - left meeting at 18:58pm
Ms Julia Diamond-Conway	(JDC)	Advisor to SACRE
Mr Adewale Akano	(AA)	Co-opted member – Metropolitan Police Faith Officer

Clerk: Zuhra Kayani

Also present:

Ms Donna Miller (DM) Governor Services Manager, LBWF

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	Action: Declaration of Interest All members to formally readopt or update accordingly on GovernorHub,	ALL	1 week
2.1	Action: Email members individually who have not completed the declaration of interest register on GovernorHub	DM	Before the next meeting 25.05.22
3.1	E-sign a copy of the minutes of 14 December 2021 on GovernorHub	CHAIR	1 week
4.2	Paul Braham term of office ends 10.07.22 – forward planning	DM	Next meeting 25.05.22
4.3	Circulate the NASACRE welcome document via GovernorHub to Members	DM	1 week
6.2	Prepare presentation on section 1 of the SEF	RK	Before the next meeting 25.05.22
6.2	To work outside of the meeting and read section 1 and share what they know to respond in the discussion at the next	ALL	Before the next meeting 25.05.22

	meeting.		
6.2	- Members to add details of places of worship that are happy to accommodate school visits on GovernorHub – need to collate a central bank of places of worship as well as beliefs and faiths.	ALL	Before the next meeting 25.05.22
6.2	Share the Borough combined place of worship list on GovernorHub removing any details that may influence GDPR.	AA	1 week
7	Produce a draft questionnaire	RK	Before the next meeting 25.05.22
9.	Draft a letter to all Secondary Schools regarding clarity on their workforce data relating to RE and forward to DM.	The Chair (CW)	1 week
9.	Once workforce data letter finalised arrange for circulation to all secondary schools.	DM	
10.	Share details of Matthew Mint the Lead on Dementia and LD Development with TK and AA for sign posting.	The Chair (CW)	
11.3	Agenda item to be added to the next meeting SACRE budget and expenditure	DM	Before the next meeting 25.05.22
12.	Date of next meeting 25 May 2022 @ 6pm	DM	

## 1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies were received and accepted from Cllr Richard Sweden, Jamal Mannan, Is'Haaq Jasat, and Rukhsana Yaqoob.
- 1.3 The meeting was quorate with one or more than one member present from each group.

## 2. DECLARATIONS OF INTEREST

- 2.1 Members were reminded of the need to review their declarations on an annual basis and click confirm once the declarations have been reviewed/updated as necessary.

**Q:** Have all Members updated accordingly on GovernorHub?

**A:** Still a couple outstanding.

**ACTION: All Members to formally readopt or update accordingly annual declaration of interest forms via Governor Hub.**

**ACTION: DM to email members individually who have not completed the declaration of interest register on GovernorHub.**

- 2.2 There were no declarations made, of personal or pecuniary interest, pertaining to any of the agenda items for this meeting.

KP advised he had had technical problems accessing the documents online on GovernorHub and did not have access to the agenda.  
DM shared the agenda on screen.

### 3. MINUTES OF THE LAST MEETING

- 3.1 Minutes of the meeting held on 14 December 2021 were received and agreed as an accurate copy of the meeting.

Corrections

- 3.1.1 Agenda item 1.2 amend Kare to Khare  
3.1.2 Katy Youngman was also in attendance.

**Action: Chair to e-sign a copy of the minutes of 14 December 2021 on GovernorHub.**

### 3.2 Matters Arising

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Update
2.1	Members to record declarations via Governor Hub		Item 2.1 today's agenda
4.1	Update on recruitment of Church of England representatives	RE	Contact has been made will update at next meeting
4.1	Present details of the census to SACRE along with some suggestions as to how SACRE may be more representative.	JDC	Pending
7	New training dates to be sent out to schools.	JDC /RE	Sent this term via email
8	Attainment and workforce data to be added to the next meeting agenda.	CW/DM	Item 9 todays agenda
8	IJ to email contacts to JDC regarding attainment data.	IJ	Completed
10	Email AA to see if he could provide a list of faith organisations	CW	Item 6 todays agenda
10	School visits to be added to the spring term agenda.	DM/CW	Item 6 todays agenda
11	Update SACRE on HMD event details	DM	Completed
11	Make schools aware of date for HMD	JDC	Completed
12	Share the Westhill website link.	JDC	Completed
12	Review the Westhill website prior to the next meeting.	All members	Completed
12	Review the criteria for this year's award	RK, RE, CW and IJ	Date scheduled
12	To share the email from the Mayor's office to chair and vice to be shared on gov hub.	IJ	Completed

**4. SACRE MEMBERSHIP (DM)**

**4.1 Update of Existing Vacancies**

No change noted to existing vacancies.

**4.2 Members Coming to Their End of Term Before Summer 2022**

- Colin Whitehead term of office ends 20/03/2022 - The Chair confirmed he will continue his position as a School Governor
- Cllr Zia-Ur Rehman term of office ends 18/04/2022 – renews automatically
- Paul Braham term of office ends 10/07/2022 – there is meeting between now and the end of Mr Brahams term of office.

**ACTION: Paul Barham term of office ends 10.07.22 – DM to add to forward planning.**

**Q:** Mr Kilgallon is retiring at the end of March 2022, who would take over attending SACRE?

**A:** GK to attend meetings until successor is appointed.

**4.3 SACRE Induction Process**

DM confirmed she circulated the letter and information on GovernorHub.

**ACTION: The NASACRE welcome document to be circulated via GovernorHub to Members - DM**

JDC suggested for additional support to buddy up new members with an existing member from their Group.

**Q:** Are people automatically enrolled on GovernorHub?

**A:** They are added to the appropriate group and GovernorHub. On the GovernorHub under the documents section there is an explanation of groups.

It was suggested that existing members are notified of new appointments so that a welcome message via Governor Hub can be given along with any offer of support/buddy etc.. .

It was suggested that members of 2 years or more to buddy a new member for a year making that person their point of contact.

RE highlighted that she sits on several SACREs. CofE members are able to contact each other and share their experience with those on other SACRE groups.

**5. SAFEGUARDING**

None.

**6. SACRE WORKPLAN PROGRESS**

**6.1 The Annual Plan of Work was shared on the screen.**

The key objectives were discussed, touching on the following:

1.1 RE Teacher Networks – JDC confirmed only 7 attendees attended from primary school and that there were no attendees from the Secondary. The meetings have been advertised as widely as possible with current contact lists. The focus is to

add email addresses of RE Leads in as many schools as possible to the database so that the meetings can be marketed more widely.

2.1 and 2.2 Contribute to the Covid Recovery Plan for schools – JDC confirmed objective has been covered in network meetings but has not come up yet.

2.3 JDC confirmed there is a contingency plan in the event of further large scale closures.

3.1 Promote understanding and collaboration between schools that serve different communities across the borough – JDC highlighted there was no representative from a school involved in the linking project attending tonight's SACRE meeting. JDC suggested to invite a school involved on the school linking project asking them to present on the project and advise on how it is going. It was noted the school linking project will start being promoted in the Summer Term.

JDC confirmed some of the schools involved in the project are Forest Independent School, IJ's school and that last year Norlington Boys and a couple of other schools participated – need to find out from these schools if any of them are happy to present at a SACRE meeting.

It was highlighted numbers are lower than last year and that there has been less take up with the Faith and Belief Forum.

4.1 Access to 3.5 day 'Excellent RE' course for primary subject leaders of RE – JDC confirmed there was more than 5 schools attending the course and that GAP tasks are being completed and having an impact.

5.1 Contact all WF schools offering School Direct – It was highlighted schools had been contacted since the Autumn Term and that no responses had been received and that this will be pursued this term and double check what resources are being used with trainee teachers.

5.2 Schools to be made aware of subject knowledge specific course – JDC confirmed all schools have been informed of the training opportunities from Chelmsford Diocese.

**Q:** If Waltham Forest schools sign up for subject knowledge for RE Teachers will they receive support?

**A:** Yes, can give details access to schools, details to inform relevant SACREs in different areas to access high quality materials.

6.1 Engaging with Schools – invite a school to present at the next meeting who is on the Faith and Belief Forum's linking programme.

All the Members present, agreed for JDC to potentially compose a bid of links between primary and secondary pupils for RE in response to requests from teachers. This may or may not involve one other SACRE.

HS advised schools would welcome any support to have new RE Leads and that any help would be beneficial.

It was noted linking pupils up required time and resources and that local schools have siblings, friends, and relatives in a majority of the schools already.

It was noted the criteria should work towards awareness of diversity and self-sustaining beyond projection and to include other school representatives.

Interested parties within the borough so far are the Chair, RK, IJ, JDC, HS and Katie Youngman. A meeting of interested teachers would be held to discuss how the project and NASACRE/Westhill bid could proceed.

It was noted the schools group meets termly looking at the Religious Education in line with the new syllabus,

## 6.2 The SACRE Self Evaluation Form was shared on screen

JDC highlighted the self-evaluation of SACRE was covered under 5 areas on the form:

1. Management of the SACRE and building the partnership between the SACRE, the LA and other key stakeholders
2. Promoting improvement in the standards, the quality of teaching, and provision in RE
3. Evaluating the effectiveness of the locally agreed syllabus
4. Promoting improvement in the provision and quality of collective worship
5. Contributing to cohesion across the community and the promotion of social and racial harmony.

The SACRE SEF was discussed in detail noting what needs to be put in place and actions to be addressed as well as evidence to support judgements.

It was suggested for the next meeting to break out into rooms in groups to complete the sections and feedback together, as there are 5 sections to be completed may require splitting up for two meetings.

It was highlighted individual group Members would need to look at the SEF prior to the meeting and action plan after the meeting.

Another approach suggested was for one member to look at SEF outside of meeting and bring in a presentation on findings to the meeting. It was noted not everyone knows everything covered in meetings as they may have missed a meeting and could result in not having a productive discussion. Rather than covering the whole form, one section could be covered in each meeting.

It was noted Members are not all well informed about each of the five areas on the form and that some elements would be easier than others to cover in the SEF.

Ruth Everett left the meeting at 18:55pm The meeting was no longer quorate.

It was agreed that we would start by working at Section 1 at the next meeting. RK volunteered to take on a section and to prepare a draft for us to discuss.

**ACTION: RK to prepare presentation on section 1 of the SEF.**

**ACTION: All to work outside of the meeting and read the Section 1 of the SEF and share what they know to respond in the discussion at the next meeting.**

Gerry Kemble left the meeting at 18:58pm

**ACTION: All to add details of places of worship that are happy to accommodate school visits on GovernorHub – need to collate a central bank of places of worship as well as beliefs and faiths.**

It was noted the Faith Forum have good knowledge of places of worship.

**Q:** Does Faith Forum have a list?

**A:** AA has a list which is not an official document but is Borough combined.

AA highlighted faith venues are constantly changing and that a list has been compiled and that he was happy to share with the SACRE group. AA confirmed there is no official document for Waltham Forest.

**ACTION: AA to share the Borough combined place of worship list on GovernorHub removing any details that may influence GDPR.**

JDC advised she would collect the information and add appropriately to the document and share at the teacher group meeting.

**Q:** Do the Faith Forum meet? their website does not have any contact details and there is no way of contacting them.

**A:** Yes, they do meet and work closely to have access to a few faith organisations, was dormant for quite some time but is live now.

## **7. SCHOOLS SURVEY**

Following the poor response to our first survey last year it was suggested to use Survey Monkey and to focus on a small number of topics and encouraging participation in the Teacher support networks.:

**ACTION: RK to provide a draft questionnaire**

## **8. DATA COLLECTION AND ATTAINMENT (KS4 &5) INFORMATION FROM SCHOOLS FOR 2020/21 REPORT**

Due to the difficulties faced by schools there was no published school level data for GCSE's or A Levels this year.

At a national level the number of pupils enrolled for GCSE RE has been in decline.  
2017 300,000 students enrolled educating each year to 2021 239,000 students.

Enrolment for A level (full course): 2017 22,500 students, reducing to 14,000 by 2020 (a drop of one third). However, in 2021 A level entries increased slightly to 15,000.

## **9. WORKFORCE DATA 2020/21**

JDC advised that when usually looking at the workforce data this is read in line with the attainment data. This would not be possible this year due to the lack of school level data.

All secondary schools submit their data annually. An extract of the workforce data for WF secondary schools showing the teacher/hours directed for RE for 2020/21 was shared on screen, the data was discussed noting several schools have not submitted hours for RE.

**Q:** What does the agreed syllabus state for the number of hours to be spent?

**A:** 5%.

It was noted clarity is needed from schools.

**ACTION: The Chair to draft a letter to all Secondary Schools regarding clarity on their workforce data relating to RE and forward to DM.**

**ACTION: Once workforce data letter finalised, DM to arrange for circulation to those schools with a nil data return.**

## **10. CORRESPONDENCE**

The Chair advised that Matthew Mint who runs the Waltham Forest Dementia Hub was trying to get hold of the Faith Forum to help sign post information on Dementia.

The Chair advised he is happy to pass on details to any faith and belief groups as getting in touch with the Faith Forum proved to be difficult.

TK advised the group is live and had had a change of Chair.

**ACTION: The Chair to share details of Matthew Mint the Lead on Dementia and LD Development with TK and AA for sign posting.**

## **11. ANY OTHER BUSINESS (Chair)**

### **11.1 Faith Forum**

TK advised of Interfaith networks, working together on general issues with faith cohesion along with 3 organisations and that primary and secondary linking is also involved with the interfaith event.

TK confirmed the Faith Forum used to share and will continue to share with the Local Authority and that the cohesion event will go forward.

### **11.2 SACRE Self Evaluation**

The SEF covers a section on finance, can a standing item please be added to the agenda to cover budget and expenditure.

**ACTION: The Clerk to advised Governors Services of agenda item to be added to the next SACRE meeting - budget and expenditure.**

### **11.3 Future Dates for 2022/23**

DM advised dates had been set and schedule uploaded on to GovernorHub.



**12. Date of next and future meetings, and agenda items:**

It was acknowledged the next meeting is Wednesday 25 May 2022.

The Chair thanked everyone for attending.

The meeting closed at 19:40.

### 2021/2022 Meeting schedule

<b>Summer 2022</b>			
Wednesday 25 May	6.pm	Room TBC	Safeguarding in Settings – WP Report Draft Annual report produced Draft annual work programme Schools Survey results
Wednesday 6 July	6.pm	Room TBC	Safeguarding in Settings – WP Report Draft Annual report approval Annual work programme ADMin: Welcome packs Review of link members for groups

Chair: (print) .....

..... (Sign)

Date: .....