

**MINUTES OF THE MEETING OF THE
LONDON BOROUGH OF WALTHAM FOREST
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)
HELD ON WEDNESDAY, 20 OCTOBER AT 6P.M.
VIA A CONFERENCE CALL**

Present:

Present:

Mr Keith Pilling	(KP)	Member Group A
Ms Tara Khare	(TK)	Member Group A
Mr Paul Braham	(PB)	Member Group A
Ms Jasmin Danish	(JD)	Member Group A
Ms Ruth Everett	(RE)	Member Group B
Mr Colin Whitehead	(CW)	Member Group C
Mr Is'Haaq Jasat	(IJ)	Member Group C
Ms Zia Uddin	(ZU)	Member Group C
Ms Ruth Kaufman	(RK)	Member Group D
Cllr Gerry Lyons	(GL)	Member Group D
Mr Adewale Akano	(AA)	Co-opted member – Metropolitan Police Faith Officer

Clerk: Zuhra Kayani

Also present: Ms Julia Diamond-Conway (JDC) Advisor to SACRE
Ms Donna Miller (DMI) 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.	Action: Declaration of Interest All members to formally readopt or update accordingly on GovernorHub,	ALL	1 week
4.1	Action: Minutes of 7 July 2021 e-sign a copy of the minutes of 7 July 2021 on GovernorHub.	Chair	1 week
4.1	Action: Minutes of 21 April 2021 e-sign a copy of the minutes of 21 April 2021 on GovernorHub.	Chair	1 week
4.3	Action: COVID Education Recovery Plan 2021-23 Not everyone had seen the 2021-23 plan DMI to arrange to add to GovernorHub	DMI	1 week
5.3	Action: SACRE Induction Process Anyone else willing to join the working party to advise DMI.	ALL	2 weeks
	DMI to check availability of CW, RK, IJ and herself and set working party meeting and to also invite JDC.	DMI	Before next meeting

9.	Action: SACRE Plan for 2021/2022 Modify and make amendments to plan as discussed in the meeting with JDC involvement	JDC	Before next meeting
9.1	Action: SACRE Plan for 2021/2022 JDC to Promote understanding and collaboration within in schools. Support subject knowledge of RE teachers – JDC to check if training school have taken up the offer of the training provided by her establishment. Share details of free CPDs to schools from the Diocese of Chelmsford Diocese of Chelmsford free CPD details to be added to GovernorHub and circulated to schools.	JDC JDC RE DMI	
10.	Action: SACRE Draft Annual Report 2020/2021 Please read and make comments to draft report on GovenorHub, ready for approval at the next meeting and to be published.	ALL	1 December 21
12.	Action: Start Time of Future Meetings Start time for future SACRE meetings to be amended to 6pm – DMI to update appointment invites for all	DMI	ASAP
3.1	Agreed: Chair A unanimous decision was made for Mr Colin Whitehead to be elected Chair.	Governor Services	
3.	Agreed: Vice Chair A unanimous decision was made for Ms Ruth Kaufman to be elected Vice-Chair.	Governor Services	

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, Cllr. Justin Halabi, Gerry Kemble and Ruquyya Vankad.
- 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.
Action: All Members to formally readopt or update accordingly annual declaration of interest forms via Governor Hub.
- 2.2 There were no declarations made, of personal or pecuniary interest, pertaining to any of the agenda items for this meeting.

3. ELECTION OF OFFICERS

- 3.1 DMI advised the Members that **Colin Whitehead** had been elected a Chair of the Waltham Forest Standing Advisory Council on Religious Education for the 2021/2022 academic year.
- 3.2 DMI advised the Members that **Ruth Kaufman** had been elected a Vice Chair of the Waltham Forest Standing Advisory Council on Religious Education for the 2021/2022 academic year.

4. MINUTES OF THE LAST MEETING (Chair)

- 4.1 Minutes of the meeting held on 7 July 2021 were received and agreed as an accurate copy of the meeting.
Action: Chair to e-sign a copy of the minutes of 7 July 2021 on GovernorHub.
- 4.2 Minutes of the meeting held on 21 April 2021 were received and agreed as an accurate copy of the meeting.
Action: Chair to e-sign a copy of the minutes of 21 April 2021 on GovernorHub.
- 4.3 Matters arising – 7 July 2021

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Update
1.2	DMi to follow up non-attendance with Mr Loach and Mrs Hamilton.	DM	Mr Loach will be in attendance Mrs Hamilton has withdrawn from SACRE
1.2	CW to look at replacement members for Group B.	CW	Ms Ruth Everett has joined making the meeting quorate
2.1	One to one support to be arranged for members on using Governor Hub.	DMI	Available upon request and on going
4.1	DMi to follow up apologies.	DMI	Completed
5.1	Chair to sign off the minutes.	Chair	to e-sign a copy of the minutes now agreed
6	DMf to add an article from NASACRE onto Governor Hub for SACRE members.	RK	DMf, who was no longer available to complete it. SACRE member access to NASACRE makes action unnecessary.
6	DMI to share login details for the NASACRE website to SACRE members.	DMI	Completed
8	The following members would take part in the working party. JM, PB, CW, DM, RK.	JM, PB, CW, DM, RK.	Completed

8	DMI to share a link with members to join the working party on the 21 July 2021 at 5.30pm.	DMI	Completed
9	Members to read the report and send comments to CW by the end of July.	ALL	Action - Not everyone had seen the report DMI to arrange to add to GovernorHub
11	Members to read through the draft annual Plan and comments to be emailed to DM and CW so a record is made of this.	ALL	Completed
11	Annual Report to be added to the next meeting agenda	Governor Services	Agenda item
12	GK to share the latest Covid recovery plan with SACRE.	GK	DMi to follow up.
12	Comments on recovery plan to be sent directly to GK.	ALL	To be completed when plan had been shared
13.1	Folder to be added to Governor Hub and reports added when available.	DMI	Completed
13.1	GK to flag any specific RE issues within reports to SACRE.	GK	ONGOING

5. SACRE MEMBERSHIP (DM)

5.1 Update on existing vacancies

DMI advised that resignations had been received from Mr Stygal due to relocation and Mr Bhogal had also tendered his resignation. The board noted the resignations and recoded their thanks to those colleagues for their commitment to the SACRE over their term of office.

The Chair acknowledged the resignation of Mr Cooke which had been recorded at the SACRE AGM meeting earlier that evening, with acknowledgement and thanks for all his longstanding contributions to SACRE.

5.2 The Chair advised member that Ms Jasmin Danish had joined Group A, representative for the Bah'ai faith and an approved voting member for the Board. JD introduced herself and gave some background noting that she was a member of SACRE in the 80s and that currently there are only 12 Bah'ai members in the Borough and that previously there had been 19.

5.3 SACRE Induction process

The Chair acknowledged he was content with seeking new members and the appointment process, however for new Members to feel welcomed suggested an induction or mentoring programme and suggested reconvening the working party group.

Action - Anyone willing to join the working party to advise DMI.

Action - DMI to check availability of CW, RK, IJ and herself and set working party meeting and to also invite JDC.

6. SAFEGUARDING

DMI confirmed she had not been made aware of any incidents and that there had been no update from LADO for GK to report back on or update.

7. TRAINING REPORT (JDC)

- 7.1 JDC advised she was setting up a network of teachers across the Borough with 3 twilight sessions, noting the Primary school meetings are well attended compared to the Secondary schools.

A session for Secondary schools had been scheduled for 2 November 2021, Angela Hill an Advisor from JDC's team will lead the session.

Adam Robertson a Primary schools RE Advisor will lead this terms session and thereafter JDC will lead the next 2 sessions.

JDC confirmed flyers had been sent the Chair on GovernorHub and that Donna Hill had sent the flyers direct to schools.

JDC stated that booking is not required to attend any of the sessions anybody can attend, they just need to notify JDC.

JDC announced a further training opportunity for primary RE subject leaders. The training provided by RE TODAY is a 3.5-day course over the period of a year, broken down with half day session in January, full day in March and final day session in October. JDC advised 10 schools were participating in the training session, which is dual Borough of Waltham Forest and Southwark schools, noting the course is now full. She commended that the interest from Waltham Forest schools would have been sufficient to run a Waltham Forest-only course. The Waltham Forest schools participating are:

- Jenny Hammond
- Parkside
- Greenleaf
- Chase Lane

7.2 Opportunities for SACRE Members

NASACRE virtual training opportunities are nationally well received, noting the following coming up, which were highlighted at the meeting:

- 10 November - What do SACREs need to know and understand about worldviews?
- 6 December - How to apply for a WESTHILL/NASACRE award
- 18 January - An introduction: How to be an effective SACRE Chair

JDC directed the Members to NASACRE webinar site: [1-101-nasacre-final-virtual-training-plan-2021-22.pdf](#), noting a budget is involved.

Q: How would payment work, via DMI?

A: All bookings via Governor Services – they will do all the work.

JDC advised if anyone would like to contact her outside of the meeting, they can email her.

IJ advised he had booked on the training and looked forward to the first session.

Q: Do you have any idea of the number of contacts for Primary and Secondary schools?

A: Primary 20 and Secondary 7 – continuing to network to make list bigger.

Q: Have you considered phoning the school office?

A: Depends, Advisors have done that and there are pros and cons involved due to GDPR.

It was noted when the schools do not provide a named RE lead the correspondence tends to go to the Head Teacher.

8. EVALUATION OF WORK OF SACRE OVER THE YEAR 2020/2021 (Chair)

The Chair highlighted some of the brilliant work achieved over the year touching on the following:

- Holocaust video which was circulated to all schools in Waltham Forest – The Chair thanked all those involved and made it happen.
- Guidelines for Collective Worship and Guidance for Schools on Ramadan
- The production of a school survey, with particular thanks to DM, IJ and RK.
- The visits by SACRE members to Newham, Barking and Dagenham and Hackney SACRE meetings.
- Thanks to RK for her Review of the Religion and World Beliefs report.
- .
- The establishment of the Working party to deal with issues of recruitment – The Chair expressed he was grateful to everyone who contributed to the work.
- The work carried out with the Local Authority to recruit and advisor – The Chair was very grateful to the Local Authority for the appointment of JDC.

RK acknowledged it was an unusual year, despite which SACRE had managed to make visible progress on its strategy.

It was noted Members could now see SACRE changing direction with progress being made and being more engaged with schools and members.

DMI left the meeting at 6:30pm

Vision is of going in the right direction with schools and the faith communities.

The Chair and RK acknowledged DMI's involvement with the Board had moved things forward and made things happen, noting she has been a very reliable link to the Board and expressed gratitude for her involvement.

IJ noted relative progress had been made however acknowledged still had a long way to go continuing the year positive.

It was noted we need to continue to fill the Membership vacancies to achieve diversity and having JDC on board should help with this.

9. SACRE PLAN FOR 2021/2022 (JDC)

- 9.1 The Chair advised the annual plan had been devised during the Summer term and acknowledged modifications were needed with JDC input.

The plan was shared on screen and discussed line by line, touching on:

1. RE Teacher Networks – Establishing the networks via training session which will be report backed.

It was pointed out that the 'success criteria' provided were only about the availability of resources, whereas what we really need to know about is take-up and effectiveness of resources. It was agreed that it was too soon to establish specific and quantified success criteria. JDC proposed that we specify for now the criteria: "termly meetings are available and well attended" and these were agreed.

2. Covid Recovery Plan for schools – Recovery plan will be added to GovernorHub (agenda item 4.3 of these minutes).

GL left the meeting at 6:43pm

- 2.1 During the pandemic RE learning gaps were identified such as dealing with issues using the syllabus, if due to the pandemic needed to revert to online learning resources would be helpful.
JDC advised she will consider 3 elements:
 - Gaps of learning
 - Online learning and using syllabus
 - Deliver from COVID – the best fit

AA left the meeting at 6:47pm

3. Collaboration between schools that serve different communities across the borough – faith belief forum it was noted it had been difficult recruiting schools on to the project schools found out too late and no new schools joined for the would need to focus on how to promote for future years.

Action: JDC to promote understanding and collaboration within in schools.

4. Support the development of Primary RE leadership –The new 3-day course supports that objective.
5. Support the subject knowledge of RE teachers
Action: JDC to check if training school have taken up the offer of the training provided by DFE funded course or NATRE online course.

RE offered information about training provided through the Diocese of Chelmsford.

Action: RE to share details of free CPDs to schools from the Diocese of details to be added to GovernorHub and circulated to schools.

6. Improving SACRE impact and effectiveness – on schedule for agreed items.

Action: JDC to modify and make amendments to plan as discussed.

10. DRAFT ANNUAL REPORT 2020/2021(Chair)

It as noted the draft annual report was on GovernorHub.

Action: ALL to read and make comments to draft report on GovernorHub, ready for approval at the next meeting and to be published.

11. ANY OTHER BUSINESS (Chair)

None noted.

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

It was noted the next meeting is Wednesday 1 December.

JDC confirmed the first networking meetings for both Primary and Secondary would have taken place by the next meeting and would provide feedback.

RE apologised she would not be able to attend the next meeting and it was noted the meeting would not be quorate.

PB expressed the start at 5:30 was challenging. It was **agreed for future meeting to start at 6pm**

Action: Start time for future SACRE meetings to be amended to 6pm – DMI to update appointment invites for all

The Chair thanked everyone for attending.

The meeting closed at 19:05.

2021/2022 Meeting schedule

Autumn 2021			
Wednesday 1 December	6:00pm	Zoom	Safeguarding Annual Report 2020/2021 Attainment data KS4 & 5
Spring 2022			
Wednesday 2 February	6:00pm	Room TBC	SACRE Self-Evaluation Safeguarding in Settings – WP Report Schools Survey Data collection from schools for 2020/21 report School Workforce data
Summer 2022			
Wednesday 25 May	6:00pm	Room TBC	Safeguarding in Settings – WP Report Draft Annual report produced Draft annual work programme Schools Survey results
Wednesday 6 July	6:00pm	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: