

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE  
LONDON BOROUGH OF WALTHAM FOREST STANDING ADVISORY COUNCIL ON  
RELIGIOUS EDUCATION (SACRE)  
HELD ON WEDNESDAY 21 NOVEMBER 2018 @ 5.30PM  
AT WALTHAM FOREST TOWN HALL**

Present:	Mr Mike Stygal	Member Group A	(Vice Chair)
	Rev Femi Cole-Njie	Member Group A	
	Ms Tara Khare	Member Group A	(from 6.35pm)
	Mr Keith Pilling	Member Group A	
	Mr Said Looch	Member Group A	
	Ms Heather Soar	Member Group C	
	Ms Tamara Joseph	Member Group C	
	Mrs Rukshana Yaqoob	Member Group C	(from 6.35pm)
	Mr Colin Whitehead	Member Group C	
	Ms Ruth Kaufman	Member Group D	
	Ms Darra McFadyen	Member Group D	
	Cllr Zia-Ur Rehman	Member Group D	
	Ms Wendy Smith	Co-opted member	

Clerk to the Governors: Gill Hand

Also present: Cllr Richard Sweden and Cllr Grace Williams (from 6.30 – 6.50pm)

**Summary of agreements and actions:**

<b>Minute reference</b>	<b>Formal agreements and/or actions identified</b>	<b>Named person(s) for action(s) identified</b>	<b>Completion date</b>
1.3	To be ratified at next meeting : Members' attendance at meetings to be discussed with Donna Miller with a view to improving attendance	Governor Services/All	23.01.19
3.1	To present amended 10 October 2018 minutes to next meeting for approval	Clerk	23.01.19
3.2.2	Carried forwarded from previous meeting – Mr Cooke to contact Mr Kilgallon	Mr Cooke	23.01.19
11.3	To ratify agreement to circulate HMD letters to schools at next meeting	All	23.01.19
	<b>Date of next meeting:</b> Wednesday 23 January 2019 at 5.30pm @ the Town Hall	All /GS	Immediate
	<u>Agenda Items:</u> Ratification of Actions from previous minutes		

**1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

- 1.1 The Vice Chair, Mr Mike Stygal, welcomed all those present to the meeting and general introductions were made.
- 1.2 Apologies for absence were received and accepted from Mr Ted Cooke, PC Steven MacDonald and Mr Douglas Williams. Members were advised that apologies for unavoidable lateness had been received from Mrs Rukshana Yaqoob, Ms Tara Khare and Cllr Grace Williams.
- 1.3 It was noted that there were a significant number of members not in attendance and no apologies had been received. As this presented potential quorate issues, members asked that this be raised with Donna Miller to ask for advice as to how this could be addressed.  
**ACTION: To be ratified at next meeting: Members' attendance at meetings to be discussed with Donna Miller with a view to improving attendance**
- 1.4 The Clerk advised that in order to be quorate, there needed to be a minimum of one member present from each group. As there was no representative in attendance from Group B, the clerk updated that the meeting was not quorate. It was agreed that the meeting would continue with any decisions made being ratified at the next meeting.
- 1.5 Notice was given of two items of any other business to be discussed at the end of the meeting.

**2. DECLARATIONS OF INTEREST**

- 2.1 There were no declarations made pertaining to any of the agenda items for this meeting.

**3. MINUTES**

- 3.1 Members received the minutes of the meeting held on 10 October 2018 and these were considered for accuracy. As a few minor amendments were required, and as the meeting was not quorate, the clerk was asked to amend the minutes and to represent them at the next meeting for approval.  
**ACTION: To present amended 10 October 2018 minutes to next meeting for ratification**
- 3.2 Matters arising  
It was noted that unless reference below, the actions from the previous meeting had been completed.
  - 3.2.1 Minute 3.2 – Election of Officers  
Members advised that the Vice Chair vote had been taken by secret ballot not via a show of hands and the clerk was asked to amend the minutes accordingly.
  - 3.2.2 Minute 5.1 – Contact with Mr Kilgallon  
Item to be carried forward in absence of Mr Cooke.
  - 3.2.2 Minute 6.1 – Missing apologies  
Ms Kaufman asked for it to be noted that she had sent in apologies in advance of the meeting for the 11 July 2018 meeting but these had not been noted in the minutes.

3.2.2 Minute 8.3 and 8.4

Misspelling of Kauffman to be corrected to Kaufman.

3.2.3 Minute 9.1

Reference to forward to be changed to foreword.

3.2.4 Minutes in general

Misspelling of Cook to be changed to Cooke.

**4. CONNECTING COMMUNITIES**

- 4.1 Ms McFadyen provided a brief overview of the above initiative which had been formally presented to the SACRE meeting during the summer term. Discussions were held on how SACRE would now respond to the Connecting Communities (CC) initiative.

Q – Is there a way we could improve engagement with faith communities to support school group visits to places of worship?

A – Agreed this is an area that would benefit from more focussed work and potentially something that that CC could support. More information is required on the CC offer to inform how we could make such visits more meaningful

**Ms McFadyen suggested that she liaise with Donna Miller, Governor Services, re the CC offer available and potential SACRE joint working.**

Q – Is there a comprehensive list available of places of worship in LBWF with contact details to support schools engage in such visits?

A – This would need to be checked but it is something that would be beneficial to be created to support the development of interfaith harmony and workshops

Discussions were held on the potential to liaise with the Faith Forum to identify the potential to develop such a directory. If the Forum were able to do so, this could then be fed back into SACRE to share with schools.

Q – Is there still a space on the LBWF website dedicated for RE?

A – Yes but it is held on The Hub

**Ms McFadyen offered to contact the LA to discuss the potential of a future Hub presentation at a SACRE meeting.**

**6. SACRE MEMBERSHIP**

6.1 Confirmation of Appointment & Vacancies

Mr Stygal advised of the following SACRE membership vacancies:

Group A – 1 vacancy

Group C – 5 vacancies

6.2 Recruitment into Vacancies

A brief discussion was held on how members were recruited into vacancies and it was noted that this was primarily led by the Chair, Mr Ted Cooke.

Q – Is there a definitive list identifying names against membership positions?

A – There used to be a spreadsheet which contained this information but current status of this is not known and may need to be raised at future meetings if required

Q – Is there a procedure that is followed to address member’s non-attendance at meetings?

A – Yes there is a procedure provided by Governor Services which is dependent on number of meetings missed, apologies received and so on  
Discussions were held on the need to promote members’ attendance at the meeting to ensure that the meetings were productive.

## **7. KS3 & 4 AGREED SYLLABUS**

7.1 It was noted that the statutory part of the agreed syllabus had been circulated prior to the meeting for information. Ms McFadyen provided an overview of the contents of both the statutory and non statutory syllabus for members’ information.

Q – How much does the KS4 syllabus look at different strands of faiths?

A – Exams Boards dictate the content of the syllabus and often this is restricted to two faiths so this does impact on what the syllabus contains

Members were advised that the aim of the agreed syllabus was to free up schools to plan the RE curriculum rather than have it dictated to them. It had also been developed to enable students to have confidence to articulate their beliefs.

Discussions were held on the potential of offering guidance to schools on non exam KS4 & KS5 RE and the role that the SACRE could have in this in the future.

Members provided feedback/ comments on the draft KS3/4 Agreed Syllabus and Ms McFadyen noted these as amendments.

**Members were offered the opportunity to forward any further comments to Ms McFadyen by 5.12.18 so that they could be considered for incorporation into the final document.**

It was noted that the agreed syllabus would be sent to schools for consultation after the 5 December 2018. It would then be presented to the Agreed Syllabus Conference on 23 January 2019 for ratification with an expectation of launching in schools in the spring term, 2019.

*Cllr Grace Williams joined the meeting at 630pm*

## **8. LIFE CHANCES**

8.1 Cllr Williams provided an overview of the LBWF Life Chances Commissioned report including reference to the key areas of strength, areas for improvement and recommendations outlined. Members were advised that the LA is responding positively to these recommendations to help support improved lives for children, young people and families

Q – You mentioned greater complex issues, what do you mean when you refer to this?

A – Since the development of the safeguarding framework in LBWF, it has been possible to identify that they are a range of issues that influence children, young people and families’ lives. These include areas such as domestic abuse, persistent absenteeism from schools, employment and housing issues and together these can create a range of complex issues to be addressed.

Members were advised that the Life Chances Report was now available on line should members wish to have further information.

The web link for the report is provided below:

<https://www.walthamforest.gov.uk/sites/default/files/Life%20Chances%20Commission%20Report.pdf>

Cllr Williams asked that should members have any specific questions or comments once they had read the report, that they contact her direct via email to discuss these.

Members thanked Cllr Williams for her overview and the information she had provided about Life Chances.

*Cllr Grace Williams left the meeting at 6.50pm*

**9. AGREEMENT OF AGREED SYLLABUS CONFERENCE (SPRING 2019)**

9.1 Members were advised that the above conference was due to be held in February 2019 at the William Morris Gallery. It was noted that this would be the formal launch of the agreed syllabus and the confirmed date would be circulated in due course.

**10. FINAL DRAFT ANNUAL REPORT**

10.1 Ms McFadyen provided an overview of the above draft report which had been circulated for information prior to the meeting. Members advised of a number of changes that were required to be made in the document and these were noted by Ms McFadyen for adding to the final report.

**Members were offered the opportunity to forward any further comments to Ms McFadyen by 5.12.18 so that they could be considered for incorporation into the final document.**

**11. ANY OTHER BUSINESS**

11.1 LA Behaviour, Attendance and Children Missing Education Team

Members were advised that discussions had been held with Cheryl Davies, head of the LA Behaviour, Attendance and Children Missing Education (BACME) team with regards to the support that SACRE could offer around reducing absenteeism. Specifically this was around absenteeism due faith observations during school time. It was noted that other areas of support may potentially be identified and this would be fed back to SACRE in due course for further discussion.

11.2 Three Faiths Forum and School Partnerships (is this the correct title please?)

Members asked for further information on how schools could participate in the Three Faiths Forum and School Partnerships and it was agreed that it would be beneficial for further information to be provided on this.

**Ms McFadyen advised that she would contact the Faiths & Belief Forum to obtain information on how schools could contact them and share this information with members once received.**

11.3 Holocaust Memorial Day (HMD) 27 January 2019

Members were updated that following on from discussions between Mr David Kilgallon, Director of Education and Mr Ted Cooke, it had been noted that the LA would like to establish an annual HMD event in LBWF. Mr Kilgallon had advised that the LA would support a secondary school to hold an event this academic year due to

the short time until the HMD. Willowfield Secondary School had been identified as the school and would host an event in conjunction with its partnered primary schools.

In addition, Ms McFadyen tabled that draft letters that had been prepared to be sent to all schools in LBWF advising them of HMD and encouraging them to mark the event using HMD Trust resources. The link to these resources was identified in the draft letters.

Members considered the draft letters and agreed subject to minor amendment that they should be sent out to schools.

**ACTION: To ratify agreement to circulate HMD letters to schools at next meeting**

**11.4 Joint Meeting with Newham SACRE**

Members were reminded of the informal joint meeting with workshops that had been arranged for Wednesday 28 November 2018 at 7pm at the Town Hall.

**Ms McFadyen updated that she would recirculate the information flyer that had been previously sent to members.**

**11.5 Missing Meeting paperwork**

It was noted that a number of members appeared not to have received paperwork for today's meeting and the clerk stated that she would liaise with Governor Services to address this.

**11. DATE AND AGENDA ITEMS FOR THE NEXT MEETING**

**11.1 Date of next meeting**

Wednesday 23 January 2019 @ 5.30pm at the Town Hall – SACRE Meeting  
Wednesday 23 January 2019 @ 6.30pm at the Town Hall – Agreed Syllabus Conference

**11.2 Agenda items:**

Ratification of action points from 21.11.18 minutes  
Work Programme

The meeting closed at 19.25

Chair: (print)

..... (Sign)

Date:

Chair's Initials:
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