

**MINUTES OF THE MEETING OF THE
LONDON BOROUGH OF WALTHAM FOREST
STANDING ADVISORY COUNCIL ON RELIGIOUS EDUCATION (SACRE)
HELD ON WEDNESDAY, 25 NOVEMBER 2020 AT 5.30 P.M.
VIA A CONFERENCE CALL**

Present:

Mr Ted Cooke	(TC)	Member Group B	(Chair)
Mr Mike Stygal	(MS)	Member Group A	
Ms Tara Khare	(TK)	Member Group A	
Mr Paul Braham	(PB)	Member Group A	
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	
Mr Adewale Akano		Co-opted member –	
		Metropolitan Police Faith Officer	
Cllr Richard Sweden		Member Group D	

Clerk: Julie Cornelius

Also present: Ms Darra McFadyen (DMc) Observer
Mr David Kilgallon, Director of Learning and System Leadership,
London Borough of Waltham Forest

To note: All action points recorded in the minutes would state only the person(s) responsible for that action. Full action details are recorded in the summary table below.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
2.1	To liaise with Donna Miller, Governor Services, regarding some members still being unable to access, via Governor Hub, the annual Declaration of Personal and Pecuniary Interests.	Chair	Immediate
4.1	To sign the approved minutes of the meeting held on 16/09/2020.	Chair	As soon as possible, given that currently, because of COVID-19, meetings are being held virtually.
5.2 'Matters	To provide assistance to Cllr Sweden, with the link to Governor Hub to access minutes of	Governor Services	Immediate

arising' Minute 2.1	meetings, etc.		
4.2 'Matters arising' Minute 5.1	To organise to sign a copy of the agreed minutes of the meeting held on 8 July, 2020.	Chair	As soon as possible, given that currently, because of COVID-19, meetings are being held virtually.
4.2 'Matters arising' Minute 5.2 'Matters arising'	To sign a copy of the approved minutes of the meeting held on 29 April, 2020.	Chair	As soon as possible, given that currently, because of COVID-19, meetings are being held virtually.
4.2 'Matters arising' Minute 5.2 'Matters arising'	To sign a copy of the approved minutes of the meeting held on 25 March, 2020.	Chair	When possible, given that currently, because of COVID-19, meetings are being held virtually.
4.2 'Matters arising' Minute 3.2.3	To include questions relating to RE GCSE, within a more general questionnaire sent to schools. Prior to doing this, to produce a pilot questionnaire to be circulated to members, before circulating to schools.	Darra McFadyen	C/forward To be completed before the end of the autumn term. Darra will report further at this meeting.
4.2 'Matters arising' Minute 3.2.3	To review the pilot questionnaire and send comments to Darra and the Chair.	Members	Once completed by Darra McFadyen and made available to members.
4.2 'Matters arising' Minute 3.2.4	To send an invite to Colin, Heather, Ruth, Is'Haaq and the Chair regarding the convening of a Working Party to discuss the Annual Plan.	Darra McFadyen	Immediate

4.2 'Matters arising' Minute 6.1	To send to all members, details of on-line safeguarding training.	Governor Services	Immediate
4.2 'Matters arising' Minute 7.	To display membership details on the front of the agenda, as is the practice for Governing Body meetings.	Governor Services	On-going
4.2 'Matters arising' Minute 7.1.2	To e-mail members (and copying in Darra McFadyen) regarding recruitment of Muslim members.	Chair	Following the meeting.
4.2 'Matters arising' Minute 8.1.6	To upload to the Hub, confirmed dates for other London SACRE group meetings. To circulate to members, a schedule of visits to other London SACRE groups.	Darra McFadyen Darra McFadyen	Immediate Upon receipt of confirmation of which London SACRE group members wish to attend.
4.2 'Matters arising' Minute 9.1	To inform Adewale if wishing to either attend a community PREVENT meeting or if wishing to invite someone from PREVENT to attend a SACRE meeting.	Members	On-going
4.2 'Matters arising' Minute 9.2	To liaise to set up a meeting for the core support group.	Chair/Darra McFadyen	Immediate
5.2.7	To e-mail Colin Whitehead if interested in assisting with the process of recruiting new members. To liaise with Donna Miller, Governor Services, to establish a date for interested members to meet to discuss SACRE recruitment.	Members Colin Whitehead	Immediate Upon receipt of responses from members.
6.6	To circulate the questionnaire, following the launch of the syllabus.	Darra McFadyen	In the spring term.
6.11	To send to the Chair and Darra McFadyen, a list of Teachers who have expressed an interest in joining SACRE.	Is'Haaq Jasat	Immediate
6.13	To request RE Today to confirm how many	Darra	Immediate

	schools had uploaded the syllabus launch.	McFadyen	
7.1	To contact the Faith and Belief Forum to explore the types of support they can offer to schools.	Darra McFadyen	Immediate
7.3	To e-mail Colin, Ruth, Is'Haaq, Zia and Adewale with a suggested date to meet next week, to discuss the annual report and to enable further reporting to members in January, 2021.	Darra McFadyen	Immediate
8.1	To request Donna Miller, Governor Services, to send schools, the link to the themes for Holocaust Memorial Day.	Darra McFadyen	Immediate
10.1	To review the minutes as quickly as possible, following receipt of the draft minutes from the Clerk and to request Donna Miller at Governor Services, to upload these to Governor Hub within 15 working days of the meeting date.	Chair/Darra McFadyen	On-going
10.2	To review the number of Hindu representatives within the Constitution.	Darra McFadyen	Immediate
11.1	Date of next meeting: Wednesday, 27 January at 5.30 p.m. This will be a virtual meeting.	All	
11.2	Agenda items: 1. Syllabus questionnaire 2. HMD Observation. 3. Schools Survey 4. Collective Worship guidance. 5. Safeguarding in Settings <u>Agenda Items carried over</u> 1. To review a later start time for forthcoming meetings and next year, to consider different days on which to meet. 2. Safeguarding responsibilities – Working Party.	All	

1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair welcomed everyone to the meeting.
- 1.2 Apologies were received and accepted from Mr Keith Pilling and Mr Tarsem Bhogal.

2. DECLARATIONS OF INTEREST

- 2.1 Members to confirm return of annual declaration of interest forms to the Clerk, via Governor Hub

Some members reported that they continue to have difficulty in accessing this via Governor Hub.

Action: Chair

2.2 Members to declare any personal or pecuniary interests relating to this meeting's agenda

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

3. **QUORATE**

The meeting was quorate; a representative from each member group was in attendance.

4. **MINUTES OF THE MEETING HELD ON 16 SEPTEMBER, 2020**

4.1 These were **agreed** as a true and accurate record.

The Chair will arrange to sign a copy of the minutes.

Action: Chair

The Chair wished to take this opportunity to thank the Clerk, Julie Cornelius, for the excellent minutes and he asked that this was formally recorded.

4.2 Matters arising

Unless noted below all matters arising were addressed or would be discussed at this meeting. An action update status is provided in the table below, with any additional information also provided.

Summary of agreements and actions:

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Action status update
2.1	To inform Governor Services that members were unable to find the Annual Declaration of Interests form on Governor Hub.	Clerk	See update below.
4.3	To re-upload the current Code of Conduct to Governor Hub. To make any comments via Governor Hub.	Darra McFadyen Members	Completed Ruth Kaufman had made comments during the last meeting; no other comments were received.
5.1	To organise to sign a copy of the agreed minutes of the meeting held on 8 July, 2020.	Chair	C/forward As soon as possible, given that currently, because of COVID-19, meetings are being held virtually.
5.1	To provide the Clerk with details, i.e. job	Chair	Completed

	title/establishment for those listed as 'Also present' at the meeting held on 8 July, 2020.		
5.2 'Matters arising'	To sign a copy of the approved minutes of the meeting held on 29 April, 2020.	Chair	C/forward As soon as possible, given that currently, because of COVID-19, meetings are being held virtually.
5.2 'Matters arising'	To sign a copy of the approved minutes of the meeting held on 25 March, 2020.	Chair	C/forward When possible, given that currently, because of COVID-19, meetings are being held virtually.
5.2 'Matters arising'	Following contact with Stonewall, to upload to Governor Hub, the latest advice to schools on relationships and sex education.	Darra McFadyen	Darra will be reporting further at this meeting.
5.2 'Matters arising' Minute 3.2.3	To include questions relating to RE GCSE, within a more general questionnaire sent to schools. Prior to doing this, to produce a pilot questionnaire to be circulated to members, before circulating to schools.	Darra McFadyen	C/forward To be completed before the end of the autumn term. Darra will report further at this meeting.
5.2 'Matters arising' Minute 3.2.3	To review the pilot questionnaire and send comments to Darra and the Chair.	Members	Once completed by Darra McFadyen and made available to members.
5.2 'Matters arising' Minute 3.2.4	To send an invite to Colin, Heather, Ruth, Is'Haaq and the Chair regarding the convening of a Working Party to discuss the Annual Plan.	Darra McFadyen	C/forward
5.2 'Matters arising' Minute	To look into alternative venues for the launch on 11 November, 2020.	Is'Haaq Jasat	Completed
	To confirm with RE Today they would be	Darra	Completed

5.1	happy to hold a physical launch. To organise a Clerk for the meeting following the launch on 11 November, 2020; this meeting will commence at 4.30 p.m.	McFadyen Governor Services	Completed
6.1	To send to all members, details of on-line safeguarding training.	Governor Services	Not completed – c/forward
7.	To display membership details on the front of the agenda, as is the practice for Governing Body meetings.	Governor Services	Not completed – c/forward
7.1.2	To discuss, with Is'Haaq, the recruitment of Muslim members.	Chair	C/forward
7.1.5	To feedback, via Governor Hub, on the Faith and Belief Forum taking place on 21/10/2020.	Is'Haaq Jasat	Completed
8.1.1	To review the syllabus on Governor Hub and provide any feedback.	Members	Completed
8.1.4	To discuss with Colin the sharing of artwork with members.	Darra McFadyen	Completed
8.1.6	To inform Darra which London SACRE group members would like to attend. To circulate to members, a schedule of visits to other London SACRE groups.	Members Darra McFadyen	C/forward - see update below. C/forward – all dates not yet circulated.
9.1	To inform Adewale if wishing to either attend a community PREVENT meeting or if wishing to invite someone from PREVENT to attend a SACRE meeting.	Members	On-going
9.2	To liaise to set up a meeting for the core support group.	Chair/Darra McFadyen	C/forward

Minute 2.1: As some members continue to have difficulty in accessing this via Governor Hub, this action has been carried forward.

Cllr Sweden also mentioned difficulties he was having in accessing minutes of meetings.

Action: Clerk

Minute 8.1.6: Darra McFadyen was still awaiting confirmation of meeting dates from the London Boroughs of Islington, Hackney and Tower Hamlets. Confirmed dates were received from the London Boroughs of Newham (03/02/2021: 7-8.30 p.m.) and Barking and Dagenham (09/05/2021: 10-12 noon).

[Paul Braham left the meeting at 6 p.m.] The meeting remained quorate.

5. SACRE Membership

5.1 Membership and constitution breakdown

5.1.1 Referring to information uploaded to Governor Hub, it was confirmed, there are 38 positions within the constitution, of which 22 are currently filled.

Colin Whitehead, said, of the 22 filled positions, there are nine members who have not attended a meeting for a year or in some instances, more than a year.

5.2 Recruitment into vacancies

5.2.2 Reference was made to there being a number of Teachers who have expressed an interest in joining SACRE.

5.2.3 Is'Haaq suggested convening a meeting with a small group of interested Teachers from different faiths, to work with the syllabus.

Colin said there needs to be a straightforward procedure to fill the vacancies within each member group. Additionally and when members do not attend and do not give apologies, that those members are contacted immediately. In response, the Chair said there is an additional issue in relation to this, in that a number of positions are nominated by specific organisations or groups, e.g. Group B members are nominated through the committee of the London Borough of Waltham Forest Deanery Synod, in the absence of nominations by the Education Committee of the Diocese of Chelmsford.

5.2.5 The Chair suggested that a recruitment committee should be set up to agree recommendations on the best way to progress this, including establishing who nominates potential members.

Group D is mandatory – the Local Authority, on an annual basis, will consult, to recruit members.

The Chair said he had found it difficult to recruit from the Roman Catholic Church.

The Chair said SACRE need to review the sponsoring organisations and to contact the respective organisation, should a member they have proposed, not be attending meetings. Also to request, where relevant, that the organisation proposes another individual to join SACRE.

5.2.6 Ruth said membership has been discussed at every meeting for the past eighteen months and members have repeatedly spoken about organising a small group to review this. Ruth suggested this could form part of the Action Plan.

5.2.7 Members agreed that Colin Whitehead would organise a meeting of members who had expressed an interest in assisting with the nomination process and the filling of vacant posts on SACRE.

Action: Members

Action: Colin Whitehead

6. **FEEDBACK FROM AGREED SYLLABUS EVENT**

Darra McFadyen provided the following feedback.

6.1 The launch took place on 11 November, 2020, via Zoom.

6.2 42 people attended the launch, with 34 remaining for the duration of the day. There were only one or two schools where representatives did not attend the event and this was because they said they were unsure of the date; despite invitations being sent to all schools.

6.3 Small group activities took place and the feedback was very positive. On-line exercises included using the syllabus and how to introduce it to schools.

- 6.4 Participants liked the syllabus, reporting that it was relevant and up-to-date. Secondary colleagues were very positive.

[Cllr Richard Sweden left the meeting at 6.20 p.m.]. The meeting remained quorate.

- 6.5 Feedback from Cllr Williams, who attended the event, was very positive.

- 6.6 Darra said, the questionnaire which was not handed out on the day, should now be circulated to schools. In response, David Kilgallon said he would be cautious about circulating this now. Whilst appreciating the urgency in collating responses, David said the run up to Christmas is a challenging time and given that across schools, there are many staff who are self-isolating, responses consequently, may be weak. It was agreed to delay the despatch of the questionnaire until next term.

Action: Darra McFadyen

Agenda item: Syllabus questionnaire

- 6.7 This was a great event and with the unanimous feeling that this was a London Borough of Waltham Forest syllabus.

- 6.8 Darra said she would like to follow up the initial syllabus launch with an in-person event, perhaps in June next year. This would involve meeting with Teachers to talk about what they have implemented since the initial launch.

- 6.9 Ruth said there was an excellent turnout and she wished to extend her congratulations to everyone involved in organising the event.

- 6.10 Colin said generally, for schools, there is a long lead time for curriculum change. Colin added that he was unsure if it was the same for Secondary schools, but certainly for Primary schools, every Teacher is involved in delivering the syllabus. Colin said he was very impressed with the syllabus and believes this is a positive step forward.

- 6.11 Is'Haaq reported that Teachers from Eden Girls' school, where he himself is a Teacher, had attended the syllabus launch. Is'Haaq said the launch was very well planned and organised and Secondary school Teachers, some of whom have expressed in interest in joining SACRE, were very engaged. The presentations and activities were executed well and the syllabus was fully explained.

Action: Is'Haaq Jasat

- 6.12 Lots of schools have signed up for resources from RE Today.

- 6.13 The Chair concluded, saying he believed the syllabus launch had gone well and that it was good that so many (approximately half of all schools within the Local Authority) schools were involved.

Darra said the launch event was accessible via the Internet and she would ask RE Today to confirm how many schools had uploaded this.

Action: Darra McFadyen

[Is'Haaq Jasat left the meeting at 6.30 p.m.]. The meeting remained quorate.

7. SACRE plan for 2020/2021

- 7.1 To review progress against the annual plan for 2020/2021
Darra referred to objectives within the annual plan.

Objective 1

Colin would form a small group to look at recruiting members and a process and system for attendance.

Objective 2 – to produce an annual report

A draft report was produced. A meeting will take place next week to review the annual report and to present further to members in January 2021.

Objective 3

This involves the monitoring and review of the quality of teaching and learning and assessments. This will form part of the questionnaire (to be sent out in January 2021) following the recent syllabus launch.

Objective 4

This was to agree the syllabus launch which had already taken place.

Objective 5

This was to enhance the quality of support available to Teachers to facilitate and to deliver high quality learning and teaching of RE.

Q. Colin asked about the contract with RE Today and if this included follow up meetings for Teachers?

A. Darra said, no, this did not form part of the contract. She said RE Today would be happy to attend meetings with Teachers but that this would be a chargeable service.

Darra referred to the syllabus having just been launched and in terms of meetings, she referred back to David Kilgallon's comments regarding the pressure schools are currently under and how this would impact on trying to facilitate follow up meetings. Darra referred to the Faith and Belief Forum which convenes but adding again, that meetings currently, are much more difficult to organise. Darra said the Faith and Belief Forum are conducting on-line training and she would contact them to explore further.

Action: Darra McFadyen

7.2 Schools Survey

This was discussed earlier in the meeting.

7.3 Draft Annual Report – Progress update

A small group of members need to meet to discuss the draft annual report. A questionnaire should be sent to schools regarding exam results and information should be concluded in the autumn term. In response, Colin Whitehead said the annual report to be produced now, refers to last year. Therefore information about exam results is not required until the spring term. It was agreed that a group of members, including Darra McFadyen, Colin Whitehead, Ruth Kaufman, Is'Haaq Jasat and Zia Uddin would meet next week to discuss the annual report and to enable further reporting to members in January, 2021.

Mr Adewale Akano would also join the meeting if the suggested date did not clash with his duty rota.

Action: Darra McFadyen

7.4 Relationships with other SACRE

This was discussed earlier in the meeting and members will be looking at attending meetings of other SACRE groups.

8. Holocaust Memorial Day (HMD) OBSERVATIONS 2021

8.1 Darra spoke about the themes which are all encompassing. The resources, which are accessible on-line, are wonderful. The current theme is 'Be the light in the darkness'. Darra will speak with Donna Miller at Governor Services, regarding sending out the link to schools.

Action: Darra McFadyen

8.2 The Chair said it had been impossible, due to COVID-19 restrictions, to organise the usual commemorations at the Town Hall and the Anne Frank Tree. An additional factor was the work being undertaken at the Town Hall site which had prohibited access.

8.3 In response to Ruth suggesting that an on-line event could perhaps be organised, the Chair said he would discuss this with Paul Braham and would update members. Darra added that Donna Miller, Governor Services, has in the past, tried to organise on-line events but without much success. Ruth said it may actually be easier for schools to allocate 30 minutes at assembly time to do this. David Kilgallon suggested this could be delivered in Year group bubbles or during Form time.

Ruth said it is easier to engage on-line and suggested that perhaps a Local Authority event could be organised.

As recorded in minute 8.1, Darra will request Donna Miller to contact schools with the link to access these great resources.

9. POLICIES / GUIDANCE FOR SCHOOLS

9.1 Relationship and Sex Education – update & model policy

- Darra has uploaded to the Hub, information relating to what Secondary and Primary schools are expected to do.
- Schools must implement a new policy. A group of Head Teachers had met to confirm the policy, which Darra emphasised; although endorsed by the Local Authority, this was not a Local Authority model policy.
- Primary schools have to implement relationships as part of this policy.
- Sex education is part of the Science curriculum in Primary schools.
- David Kilgallon said the Local Authority has purchased resources from an organisation called 1Decision. These resources are available to all schools and if requested, can be presented to members.
- All schools have to evidence that they are preparing for the new RSHE curriculum from September 2020 and they must start teaching this after the Easter break, 2021.
- **Q. Is there any movement within the London Borough of Waltham Forest, as there is in other local authorities, to fight the introduction of RSHE?**
 - A.** David Kilgallon said, generally, no. There was a tiny bit of resistance, with a letter being sent, just over a year ago, to the Local Authority. A public meeting had taken place at which a Local Authority Officer and Head Teacher were in attendance. In addition, there had been a couple

of small incidences in schools where parents had complained about there being single sex parents in the audience.

- In response to Ruth asking if there was communication between RE and RSHE, David Kilgallon said there are no RSHE Teachers. Some schools have suggested/asked/encouraged Teachers who teach RE to step in and lead on this. There is a resources pack available to facilitate the delivery of lessons.

10. ANY OTHER BUSINESS

10.1 Ruth asked if the minutes of meetings could be circulated to members earlier. In response, the Clerk said she produces the draft minutes, which she then e-mails to the Chair and Darra, within five working days of the meeting. The Chair and Darra agreed that upon receipt of the draft minutes, they would review these in a much timelier manner. The Chair said he would ask Donna Miller if these could then be uploaded to Governor Hub, within 15 working days of the meeting date.

Action: Chair

10.2 **Q. Tara Khare asked if there was more than one vacancy for a Hindu member?**
A. Darra said she believed there was only one but that she would review this.

Action: Darra McFadyen

10.3 Members extended Christmas greetings to one another and wished each other a happy new year. The Chair said he wished everyone a happy and healthy new year and one that is free of COVID and that will allow everyone to meet once again in person.

11. DATE OF THE NEXT MEETING AND AGENDA ITEMS

11.1 The next meeting is scheduled to take place on Wednesday, 27 January at 5.30 p.m. This will be a virtual meeting.

11.2 Agenda items

1. Syllabus questionnaire
2. HMD Observation.
3. Schools Survey
4. Collective Worship guidance.
5. Safeguarding in Settings

Carried forward agenda items

1. To review a later start time for forthcoming meetings and next year, to consider different days on which to meet.
2. Safeguarding responsibilities – Working Party

The meeting closed at 6.55 p.m.

Chair: (print)

..... (Sign)

Date: