

**MINUTES OF THE ANNUAL GENERAL MEETING OF THE
LONDON BOROUGH OF WALTHAM FOREST STANDING ADVISORY COUNCIL ON
RELIGIOUS EDUCATION (SACRE)
HELD ON WEDNESDAY, 27 MARCH, 2019 @ 5.30 P.M.
AT WALTHAM FOREST TOWN HALL**

Present: Mr Ted Cooke Member Group B (Chair)
 Ms Katherine O'Brien Member Group C
 Mr Mike Stygal Member Group A
 Ms Heather Soar Member Group C
 Mr Colin Whitehead Member Group C
 Mr Tarsem Bhogal Member Group A
 Rev Paul Braham Member Group A – Rev. Braham arrived at 6.10 p.m.
 Cllr Richard Sweden Member Group D
 Ms Fatima Khasimi Member Group ?
 Ms Ruth Kaufman Member Group D
 Mr Keith Pilling Member Group A
 Ms Darra McFadyen Member Group D
 PC Steven MacDonald Co-opted member

Clerk: Julie Cornelius

Also present: Ms Elaine Morgan, Out of School Settings.
 Ms Claire Clinton, Adviser for Newham

To note: All action points recorded in the minutes will 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
5.2.1	Members' attendance at meetings to be reviewed with a view to improving attendance	DM/TC/DF	Prior to the next meeting.
5.2.2	SHAP calendar link to be added to SACRE page on The Hub.	DM	Immediate
5.2.3	To upload to the Hub, SACRE guidance regarding faith holidays and absenteeism.	DM	ASAP
5.2.4	To discuss with David Kilgallon, the potential for governor training around school funding changes.	Chair	Prior to the next meeting.
5.2.6	To liaise with colleagues regarding additional memorial days for inclusion in SACRE schedule.	DM/DMF/TC	Prior to the next meeting.
7.9	To send the SRE briefing to Darra McFadyen for review by Darra and the Chair.	Claire Clinton/Chair/DM	ASAP

8.2	To liaise with Darra McFadyen to organise a syllabus conference and to inform Governor Services and members of the proposed date.	Chair	Immediate
12.1	To review the websites of the schools to which members are assigned and for members to feedback with responses to the questions asked within the document presented.	All members	Prior to the next meeting.
12.2	To write to the Ahmadiyya community to invite them to a future meeting.	Chair	Prior to the next meeting.
12.4	To speak with Donna Miller at Governor Services, regarding access to the Hub.	DM	Immediate
12.5	To liaise with Governor Services regarding the attendance list.	Clerk	Completed as part of the covering e-mail sent with the draft minutes.
13.	Date of next meeting: Wednesday 24 April 2019 at 5.30pm at the Town Hall.	All /GS	Immediate
	<u>Agenda Items:</u> 1. Work Plan		

1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE

- 1.1 The Chair, Mr Ted Cooke, welcomed all those present. General introductions were made.
- 1.2 The Chair wished to extend his gratitude for the continued kindness and consideration received, during his on-going medical treatment.
- 1.2 Apologies for absence were received from Cllr Zia-Ur Rehman, Ms Selina Seesunkur, Mrs Rukhsana Yaqoob and Father Neil Walsh.
- 1.3 The Chair advised that Wendy Smith would no longer be attending meetings. Additionally, that Fr. Alex Summers is currently an acting Vicar at a Church in West Ham and would be unable to attend meetings. Jeannette Waller is currently unable to attend, due to illness.
- 1.4 The meeting was quorate. A member in attendance from each of the SACRE Groups is required to constitute a quorum.

2. DECLARATIONS OF INTEREST

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

3. OUT OF SCHOOL SETTINGS AND SAFEGUARDING (LADO)

Elaine Morgan presented.

3.1 Elaine is contracted by the London Borough of Waltham Forest, to undertake a pilot scheme (overseen by the Department for Education (DfE)), regarding out of school settings. The London Borough of Waltham Forest is the host Borough for a cluster of Local Authorities within East London.

3.2 The pilot scheme, which will commence in September, 2019, has the following core aims:

1. For Local Authorities to map and to identify all out of school settings; an out of school setting is any institution that is not a school, College, 16-19 Academy or child provision. This would include faith settings and young peoples' groups.
2. To determine if legislation is required for safeguarding. This is legislation that is currently applied to schools but not to out of school settings.
3. To find these settings and to broker contacts within and outside of the Local Authority.

3.3 Elaine will be working with Gillian Nash, who is the Local Authority's Safeguarding LADO (Local Authority Designated Officer) for schools, looking at what these establishments are doing. This is not intrusive and is intended to provide support and to establish links with parents and the community.

3.4 Elaine explained the purpose of attending the meeting today, was to make contact to provide information about the pilot scheme and to explain how collaborative working could take place. The end date for the pilot scheme has been deferred to March, 2020; Elaine emphasised that this was not an easy piece of work.

3.5 With the consent of the SACRE Group, Elaine requested contact details for members, to explore links within the community regarding out of school settings. Elaine said she was keen to build up links regarding safeguarding, with all faith settings within the Borough.

3.6 **Q. A member asked if all volunteers had to be DBS checked?**

A. Elaine said, ideally, yes. Some of the early work undertaken with the DfE and Home Office raised the belief that all out of school settings had been endorsed and that the Local Authority had involvement with these settings. However, this was not the case. Sports Clubs are included within out of school settings.

3.7 **Q. A member asked how much was included within Elaine's brief, regarding communication with parents, in relation to safeguarding?**

A. Elaine said that one of the decisions made, was to look at how information was disseminated to parents. Work would take place with Adult Services, in relation to this. This work forms part of the broader pilot scheme; a consultation with parents was considered a priority.

3.8 The Chair said he was involved in the 'safeguarding in settings for schools' group and suggested that SACRE members re-formed the group to look at the SRE (Special Religious Education) document and that it would be useful to review the guidance for

out of school settings. Fatima referred to Brent Local Authority who were compiling a list of out of school settings providers.

- 3.9 A member requested that any information be provided in other languages.
- 3.10 The role of a school Governor was discussed and that Governors had responsibility for ensuring that safeguarding practices were in place for out of school settings being held at the school at which they reside as a Governor.

The Chair thanked Elaine for her presentation.
[Elaine Morgan left the meeting at 6.10 p.m.]

4. MET PRESENTATION

PC Steven McDonald spoke about 'ACT NOW', which is an interactive counter terrorism exercise, developed by the Association of Chief Police Officers (ACPO) Prevent Delivery Unit. PC McDonald suggested that his colleague, Dan, attended a SACRE meeting to discuss this further; this is about looking at the current risk and the threat.

PC McDonald is moving to work in the Prevent Unit and at the next SACRE meeting, he will attend, alongside his successor, who will be taking up the role of the MET Police faith and communities Officer in Waltham Forest.

[Cllr Richard Sweden left the meeting at 6.16 p.m.]

5. MINUTES OF PREVIOUS MEETINGS

5.1 Minutes of the Annual General Meeting held on 23 January, 2019

Members received the minutes of the meeting held on 23 January, 2019 and agreed these to be an accurate record of the meeting, subject to the following amendments.

Fatima Khasimi should appear on the attendance register.

All reference to 'NATRA' should be replaced with 'NATRE'.

All reference to 'CHAP' should be replaced with 'SHAP'.

Within the penultimate paragraph on page 3, 'Mr Hamza' should be replaced with 'Mr Hanza'.

The Chair signed a copy of these minutes, retained by the clerk to return to Governor Services for filing.

5.2 Matters arising

Unless noted below, all actions from the previous meeting were completed.

5.2.1 **Minute 1.3 – Members' attendance at meetings to be reviewed, with a view to improving attendance:** Action carried forward.

5.2.2 **Minute 3.1 – SHAP calendar link to be added to SACRE page on the Hub:** Action carried forward

5.2.3 **Minute 3.1 – To revisit previously approved SACRE guidance regarding faith holidays and absenteeism:** The Chair said he believed the current guidance remained relevant and that this had been circulated to schools. **Action: Darra McFadyen**

5.2.4 **Minute 4.3.2 – To discuss potential for governor training around school funding changes:**
Action: Chair

5.2.5 **Minute 5.2 – To contact Cllr Rehman to discuss potential SACRE members:**
The Chair had discussed this with Donna Miller at Governor Services, to suggest that she contacted the Labour and Conservative Party Whips to ask which of their respective members were elected to SACRE.

5.2.6 **Minute 11.1 – To liaise with colleagues regarding additional memorial days for inclusion in the SACRE schedule:** Action carried forward.

6. SACRE MEMBERSHIP

6.1 Confirmation of appointments and vacancies

There is a Free Church representative vacancy. Rev. Femi Cole-Njie's successor had been invited to join SACRE and the Chair had requested, that should that person be unable to fulfil the role, that assistance was provided in finding another replacement.

6.2 Confirmation of the re-appointment of the following members

Ms Khan - Group A, Ms Uddin - Group C, Mr Bhogal - Group A, Mr Pilling - Group A, Mr Stygal - Group A and Ms Kaufman - Group D.

Members **agreed** the re-appointment of the members named above.

6.3 The Chair advised that he had contacted ELOP (East London Out Project) regarding the revision to the SRE document. The Chair referred also to the 'Safe in settings' documentation and how he sees these documents as very much linked together.

7. FEEDBACK FROM STUDENT SACRE AND KS2 CONFERENCES

Claire Clinton presented.

7.1 A joint bid (between Newham and Waltham Forest) had been submitted, to secure funding to enable the sharing of good practice.

7.2 Student SACRE had been running in Newham for many years; students in Years 9, 10 and 11 participate.

7.3 Darra McFadyen requested a further joint SACRE meeting between Waltham Forest and Newham. At the previous meeting, Christian, Humanist and Muslim representatives were in attendance. The next meeting is scheduled for Monday, 1 April, at Eden Girls school in Walthamstow, with a further meeting planned to take place at Norlington school.

[Fatima Khasimi left the meeting at 6.34 p.m.].

7.4 Two junior RE conferences were held, with five children appointed as Ambassadors. The focus was on peace-making and conflict resolution, with discussion taking place on how we should treat others. To date, nine primary schools have been involved and with a further 5/6 schools participating after the Easter break. It is anticipated that four secondary schools would also be joining. Darra will be presenting on this at the next SACRE conference, adding that she wanted to extend the focus on peace-making to children in Key Stage 1. Katharine O'Brien said pupils were asking when they would be able to do this again; this had been a positive, rewarding experience.

- 7.5 Claire suggested that students (possibly the Chair and Vice-Chair) who have participated in the student SACRE group, should be invited to a SACRE meeting.
- 7.6 Colin Whitehead said he was very impressed with the KS2 project and asked about the possibility of this being rolled out to all schools in the Borough; currently nine schools participate. In response, Darra said she would like to roll this out to all schools and as mentioned earlier, to extend this to Key Stage 1. Funding was received for the current project and Claire emphasised there is a cost to this work. Currently, schools in Newham self finance this, contributing £100 for the day. Colin Whitehead said schools do collaborate on funded projects and this was about looking at how to approach this.
- 7.7 Claire said the feedback, from both pupils and staff who had participated in this project, had been great.
- 7.8 Ruth Kaufman spoke about sustainability and that this was work in progress. It was noted that SACRE funding was for this academic year only. The Chair said this should be given further consideration and that discussion should be held with David Kilgallon. Additionally, that other funding sources should be explored.
- 7.9 The Chair said this was the first time a cross Borough collaboration had taken place and with such a successful outcome.

The Chair extended his thanks to both Darra and Claire for this work and suggested that a joint meeting of senior SACREs should take place.

Reference was made to the SRE which had been reviewed by the Newham SACRE, Primary and Secondary Head Teachers, the Local Authority and Solicitors, who had all approved this documentation.

Action: Claire Clinton

The Chair invited Claire to attend a future meeting of the London Borough of Waltham Forest SACRE.

[Claire Clinton left the meeting at 6.56 p.m.]

8. KEY STAGE 3 & KEY STAGE 4 AGREED SYLLABUS

The agreed syllabus for Religious Education in Secondary Schools, Academies, Colleges and Settings, was circulated, together with documentation entitled 'How should SACREs, ASCs and the LA proceed?' The following was noted.

- 8.1 Darra McFadyen had reviewed the syllabus to ensure it was accurate; this relates to statutory guidance.
- 8.2 Members need to agree that the syllabus does everything expected. This will be presented at the SACRE conference. Darra was proposing that a syllabus conference should convene either before or after the next scheduled meeting.
Action: Chair
- 8.3 Assessment has changed dramatically.
- 8.4 The current introduction on the Hub, should be replaced with the information presented in the document ('How should SACREs, ASCs and the LA proceed?') presented to members.

8.5 It was discussed that what was missing within the syllabus, was sufficient world views. The Chair said the pure aspect of religion and from where different religions evolve, had never been covered and that this would provide the children with a much better understanding of the communication between faiths. Ruth Kaufman said it would be advantageous to obtain a consistent view and to be clear on what is conveyed to schools regarding supporting documentation. Darra said SACRE would produce the non-statutory guidance and this would form the basis on which we would like schools to think about how they teach this; this is about diversity. Referring to the guidance, Ruth said that currently, this documentation had not been approved. Darra said schools are still using the guidance from 2012 which appears on the Hub. A member suggested that teaching staff could be asked if they had any supporting resources that could assist in teaching the syllabus.

8.6 The Chair referred to disparities between units and that in 2012, due to time constraints, some of these units were outsourced. The Chair suggested that additions should be made to the advice from 2012; there is lots of valuable information on this but the latest information is contained within the current advice. Historic information could be included in non-statutory guidance, alongside more information on world views. For non-statutory guidance, time constraints do not apply. This would be an on-going process.

A member suggested collaboration with other Local Authorities regarding non-statutory guidance and to review their resources. Darra said there was significant work to be undertaken on this but initially, one of the units could be reviewed.

8.7 The Chair said in Waltham Forest, the syllabus reflects the needs of its religious and non-religious groups and the last thing that we are wanting is a national curriculum syllabus. In response, Ruth said but children currently residing in Waltham Forest may move out of the Borough. PC MacDonald referred to the history within Waltham Forest, e.g. where former sites had changed from synagogues to Churches and vice-versa and he asked if this was documented anywhere.

9. **AGREEMENT OF ASC**

10. **WORK PLAN**

Darra had sent the work plan to Donna Miller at Governor Services. It was agreed that members should review the plan and present any proposals at the next meeting.

Agenda item: Work Plan

11. **HUB PRESENTATION**

This agenda item was covered earlier.

12. **ANY OTHER BUSINESS**

12.1 Darra McFadyen presented a document relating to school websites, religious education and collective Act of Worship. Within the document were included two questions that should be asked of schools, i.e. Is there a definitive Religious Education statement? and secondly, is there a statement relating to collective Act of Worship?

Darra requested members to review the websites of the schools to which they were assigned and to answer the questions noted above.

Action: All members

[Heather Soar left the meeting at 7.44 p.m.]

- 12.2 The Chair was approached several weeks ago by the Ahmadiyya community in Waltham Forest, asking if they would be able to attend a SACRE meeting. The Chair had responded, saying they would be very welcome to attend. To date, a representative had not attended, but with the Group's permission, the Chair would like to write to them to express regret they had been unable to attend, but to invite them to a future meeting. Members **agreed**.

Action: Chair

[Tarsem Bhogal left the meeting at 7.48 p.m.]

- 12.3 The Chair asked members to give consideration to how member groups were listed.
- 12.4 Access to the Hub was discussed and it was agreed that Darra would follow this up with Donna Miller at Governor Services.

Action: Darra McFadyen

In response to a member asking if guidance documentation would be uploaded to the Hub, Darra said this is what she would like. The member said this guidance should appear on the public website. The Chair concluded that there is documentation that should appear on the Hub but that currently doesn't; Darra said this was being progressed.

- 12.5 The Clerk had reviewed the attendance register, alongside the Chair. There were some members who were not listed and some members to be removed. The Clerk will discuss this with Governor Services.

Action: Clerk

13. DATE AND AGENDA ITEMS FOR THE NEXT MEETING

13.1 Dates of next meetings

Summer 2019			
Wednesday 24 April	5.30pm	WF Town Hall – Room 3	Membership updates Draft Annual Report Priorities for 2019/2020
Wednesday 10 July	5.30pm	WF Town Hall – Room 3	Draft SACRE Plan for next year Annual report Work plan to include HMD events etc.
Autumn 2019			
Wednesday 2 October	5.30pm	WF Town Hall – Room 3	
Wednesday 27 November	5.30pm	WF Town Hall – Room 3	
Spring 2020			
Wednesday 29 January	5.30pm	WF Town Hall – Room 3	
Wednesday 25 March	5.30pm	WF Town Hall – Room 3	
Summer 2020			
Wednesday 29 April	5.30pm	WF Town Hall – Room 3	

12.2 Agenda items:
1. Work Plan

The meeting closed at 7.55 p.m.

Chair: (print)

..... (Sign)

Date:

Chair's Initials:
