

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

**Present:** Mr Ted Cooke (TC) Member Group B (Chair)  
Mr Mike Stygal (MS) Member Group A  
Mr Colin Whitehead (CW) Member Group C  
Ms Ruth Kaufman (RF) Member Group D  
Mr Adi Co-opted member – Metropolitan Police  
Faith Officer

Clerk to the Governors: Julie Cornelius

Also present: Ms Darra McFadyen (DMc) Observer

**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:**

<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>
3.	To sign a copy of the approved minutes of the meetings held on 28 November, 2019, 2 October, 2019 and 29 January, 2020 and return these to Governor Services for filing.	Chair	As soon as possible.
4.	To arrange a meeting with Donna Miller and Gillian Nash regarding the Safeguarding project.	Darra McFadyen	As soon as possible, given the current Coronavirus pandemic.
5.	To convene a meeting to discuss SACRE membership.	Chair/Darra McFadyen/ Donna Miller	As soon as possible, given the current situation.
5.	To contact Donna Miller, with any recommendations regarding SACRE membership.	Members	Immediate
7.	To meet with Donna Miller and Gerry Kemble to discuss charging non Local Authority	Darra McFadyen	As soon as possible,

	schools to attend the launch of the new syllabus.		given the current situation.
7.	To contact David Kilgallon regarding the introduction to the syllabus and to subsequently liaise with the Chair in respect of this.	Darra McFadyen	Immediate
7.	To meet to review the proposed syllabus.	Darra McFadyen and Cllr Zia-Ur Rehman	Date to be confirmed.
7.	To discuss the scheduling of a virtual meeting regarding the syllabus.	Darra McFadyen	Immediate
8.	To discuss with RE Today, clear outcomes for Key Stage 3.	Darra McFadyen	Immediate
8.	To raise for discussion, the content of the foreword and introduction.	Darra McFadyen	At the meeting on 29 April.
9.	To complete the Annual report introduction.	Chair	Immediate
10.	To contact Donna Miller to establish who would be interested in assisting with compiling the annual plan and to assign tasks to respective individuals.	Darra McFadyen	Prior to the next meeting.
11.1	To further discuss the request from a Primary school to have a designated prayer room.	Chair/Darra McFadyen/Adi	Immediate
12.1	<b>Date of next meeting:</b> Wednesday, 29 April, 2020.	All /GS	Immediate
12.2	<u>Agenda Items:</u> 1. RSE update from David Kilgallon  2. To review a later start time for forthcoming summer meetings and next year, to consider different days on which to meet.		

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

- 1.1 All were welcomed to the meeting.
- 1.2 Apologies were received and accepted from Mr Tarsem Bhogal and Fr. Neil Alan-Walsh, who is on secondment.
- 1.3 With members in attendance from each Member group, the meeting was quorate.

**2. DECLARATIONS OF INTEREST**

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

Chair's Initials:
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**3. MINUTES OF PREVIOUS MEETINGS HELD ON 28 NOVEMBER, 2019, 2 OCTOBER, 2019 AND 29 JANUARY 2020**

3.1 With the exception of an amendment (see below) to the minutes of the meeting held on 2 October, 2019, the minutes of the respective meetings (dates specified above) were **agreed** as a true and accurate record.

**Minute 6.1 of the minutes of 2 October, 2019, should be amended to read:**

The next ASC will take place on 30 October.

**Action: Chair**

3.2 Matters arising

An update of the actions agreed at the last meeting, is provided in the table below; any additional information relating to these actions, is recorded within the minutes.

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Status update
4.2	To review matters arising from the minutes of the meeting held on 2 October, 2019, where the named person was not in attendance at this meeting.	All	<b>Completed</b>
4.3.1	To update the attendance record to show that Cllr Zia-Ur Rehman was present at the meeting held on 28 November, 2019.	Governor Services	<b>Completed</b>
4.3.2	To update the attendance record to show that Colin Whitehead had sent apologies for the meeting held on 28 November, 2019.	Governor Services	<b>Completed</b>
4.3.8	To e-mail the Chair, Darra McFadyen and the Clerk with suggested amendments to minute 4.9 of the minutes of the meeting held on 28 November, 2019.	Ruth Kaufman	<b>Completed</b>
5.2	To request Donna Miller to e-mail the SACRE composition to the Chair.	Clerk	<b>Completed, following the meeting.</b>
5.2	To include membership and the membership protocol within the Annual Plan.	Chair	<b>Completed</b>
6.	To request Donna Miller to confirm with David Kilgallon that he would like the RSE update to be deferred to the next meeting.	Clerk	<b>Completed following the meeting.</b>
7.5	To organise circulation of teachers' feedback to ASC and SACRE.	Darra McFadyen	Immediate
7.6	To speak to RE Today regarding clear outcomes for Key Stage 3.	Darra McFadyen	<b>Carried forward</b>
7.7	In respect of the launch of the new syllabus, to establish when the next Head Teachers' meeting would take place.	Darra McFadyen	Immediate
7.8	To note Ruth Kaufman's apologies that she is unable to attend the agreed syllabus launch	Governor Services	<b>Completed</b>

	on 11/06/2020.		
8.	To arrange a meeting for teachers, prior to the launch of the agreed syllabus.	Darra McFadyen	<b>Completed</b>
8.	To meet to review the proposed syllabus.	Darra McFadyen and Cllr Zia-Ur Rehman	<b>Carried forward</b>
9.2	To ask Ted Cooke to shorten his introduction and to include a photograph within the Annual report.	Darra McFadyen	<b>Completed</b>
9.2	To contact Frederick Bremer in respect of the Annual report (page 5 refers) suggesting they do not study GCSE RE.	Darra McFadyen	<b>Completed</b>
9.3	To remove the column (referring to 28 <sup>th</sup> November, 2018) in Appendix B of the Annual Report 2018/2019.	Colin Whitehead	<b>Completed</b>
9.4	To discuss NOR (numbers on roll); page 4 of the Annual report refers.	Ruth Kaufman/Colin Whitehead/Darra McFadyen	<b>Completed</b>
9.5	To amend the text beneath the KS5 GCE A level results 2017/2018 table within the Annual report, to match the table content.	Colin Whitehead	<b>Completed</b>
9.6	To amend (as recorded in the minutes of this meeting) the penultimate bullet point on page 8 of the Annual report.	Colin Whitehead	<b>Completed</b>
9.7	To make the amendments (as recorded in the minutes of this meeting) relating to collective worship in the Annual report.	Colin Whitehead	<b>Completed</b>
9.8	To agree the SACRE Annual Report 2018-19.	Members	<b>Completed</b>

Members confirmed that the agreed syllabus would be discussed at this meeting.

#### 4. SAFEGUARDING PROJECT

Darra McFadyen said it had not yet been possible to meet with Donna Miller to discuss this. A meeting would also need to be arranged with Gillian Nash, LADO.

**Action: Darra McFadyen**

#### 5. SACRE MEMBERSHIP

##### 5.1 Confirmation of appointments and vacancies

There were no appointments. Current vacancies were discussed in minute 5.2.

##### 5.2 Recruitment into vacancies

The Chair said this was an on-going issue. Colin Whitehead said, a strategy should be formulated, to address this.

Members agreed that a meeting should convene to discuss this further, which the Chair, Darra and Donna Miller should attend. Other members may also wish to attend.

It was agreed also that members should put any recommendations, in writing, to Donna Miller.

**Action: Chair/Darra McFadyen/Donna Miller**

**Action: Members**

Ruth reminded members that it was previously agreed that member recruitment would be included in the Annual Plan.

**6. RSE UPDATE (DK)**

Darra said she was expecting David Kilgallon to attend this meeting but had received no communication from him. Darra was aware that David Kilgallon had given an RSE update to Chairs of Governors but was unaware of the content of that update.

**Agenda item: RSE update from David Kilgallon**

**7. CONSIDERATION OF FINAL DRAFT AGREED SYLLABUS 2020 (DM) • QUOTE APPROVAL**

Darra referred to the quote from RE Today, which appeared on the reverse of the meeting agenda. This had been sent to David Kilgallon who had approved this, with the provision that non Local Authority schools should pay to attend the syllabus launch.

**Action: Darra McFadyen**

Colin discussed how production would continue and that photographs needed to be taken for inclusion within the document. This, currently, is a challenge but members may wish to approach schools to request photographs that have been agreed for publication. Members discussed the document production timetable and that this would need to be done quickly. Darra confirmed she had discussed, with Downsell Primary school (who had agreed) the provision of some photographic artwork; other schools had also agreed to supply artwork. Julie Diamond-Hunter from RE today, had not yet looked at the cover but it was anticipated this would be reviewed soon.

Mike said, once the mock-up was agreed, this should be circulated as a PDF, prior to the next meeting, scheduled for the end of April. In response, Colin asked if the introduction would be completed, prior to 29<sup>th</sup> April.

**Action: Darra McFadyen**

Darra said a meeting was scheduled for tomorrow to discuss the launch of the syllabus, but because of the Coronavirus, this was now cancelled; Schools, alongside Chairs of Governing Bodies, had been invited to attend.

The timetable for school consultation now needed to be reviewed. Ruth, said additionally, it was intended to meet with Cllr Zia-Ur Rehman to discuss this prior to this meeting. Darra said this meeting unfortunately did not take place and was now a deferred action.

**Action: Darra McFadyen/Cllr Zia-Ur Rehman**

Members discussed what resources could be accessed; minute 7.3 of the minutes of the last meeting referred. Darra said agreed schools would attend the launch and

receive the syllabus. If Primary schools wanted a lesson plan, there was a one-off lifetime fee of £120. For Secondary schools, the cost is £89 and again this lasts forever.

Ruth said she understood that RE Today had significant resources. Darra said this was correct but schools would have to join RE Today to access these resources. In response, Ruth said she would like a better understanding of what was included in membership of RE today and she asked if SACRE was recommending that schools join RE today. Ruth said, the assumption is that it is part of our business to know from where schools are expected to acquire this information.

Colin said his understanding was that within the lesson plans there were pointers to various resources. Darra confirmed this was correct; there would be pointers to certain text or children's literature and anything that is applicable to the student is contained within the lesson plan. Ruth said whilst this answers her question, she would like to see something written down to support this, e.g. 'within the lesson plan you will find lots of links'. Ruth said this was preferable to being included within the minutes, as a conversation that took place at a SACRE meeting.

Darra said the agreed syllabus includes what schools have to cover and by when this needs to be covered. To expand on this, schools would use the lesson plans from RE today which would open them to lots of resources and recommended materials, which are both good and robust. This is at the school's expense. There is a whole list of resources available to schools that SACRE would not be able to confirm as either robust or recommended.

Ruth asked for further information, with reference to minute 7.5 of the last meeting where it stated that approximately ten teachers were consulted. Darra said a small group of teachers had attended a meeting, where they were able to see what the document looked like and were able to raise questions. Advice was given regarding what should be taught, when this would be taught and how this would be taught. Members were asked to contact Darra should they require further information.

In response to the Chair stating that a meeting was planned for tomorrow but was subsequently postponed, Darra confirmed that information had been sent to all schools that had expressed an interest in attending the meeting and that upon receipt of this information, questions were raised by Head Teachers.

Colin said, given the current situation, convening a physical meeting was difficult but alternatively, a virtual meeting could be arranged, if this was agreeable to RE Today. Perhaps RE Today could then present the Islington agreed syllabus which is basically the same and would provide teachers with an understanding of what would be included in the syllabus. Darra said the intention of the planned meeting, was to find out how much schools use the syllabus; what they expect from the syllabus, i.e. the kind of things it covers and the shape of it. Colin suggested that if LBWF were in agreement, a virtual meeting could be arranged.

**Action: Darra McFadyen**

**8. ARRANGEMENTS FOR ASC (TC) WGM: 11 JUNE 2020**

Darra said, given that currently, it was unclear when schools would re-open, members should consider whether the planned launch on 11 June, should be postponed. RE today said they would be willing to hold an E-launch to schools; this would be the kind of meeting members had discussed in minute 7. above. A Teachers' day could then take place in the autumn term. Mike said the advantage of this arrangement was that teachers would have more time to review the syllabus in-depth, prior to a physical meeting in the autumn term. Colin said this would also be helpful for Primary schools because most Primary schools were reconfiguring their curriculum from September; to review the content earlier rather than later would assist with this.

Members suggested, therefore, to hold an electronic launch on 11 June and to send schools an electronic copy of the syllabus prior to the launch. RE Today would then attend a physical meeting in the autumn term. Members agreed that an electronic copy of the syllabus was agreeable but that one printed copy in each school would also be useful.

The Chair suggested that he and Darra discuss this further and that whilst he could see the value of circulating one hard copy, the cost implication should be considered. Darra suggested that an electronic copy could be produced and then perhaps at the virtual launch, schools could be asked if they wanted a hard copy. All members **agreed** with the proposed suggestion.

Ruth referred to minute 7.6 of the meeting held on 29 January, 2020 in which it was stated that Darra would speak to RE Today regarding clear outcomes at KS3. In response, Darra said she had agreed to do this because whilst KS1 and KS2 outcomes are clear within the current syllabus, outcomes are not clear for KS3. Darra had not yet received a response but would follow this up.

**Action: Darra McFadyen**

Ruth referred to the foreword and re-emphasising the point about studying either a small number or a large number of faiths. In response, Darra said in the Edmonton model, that doesn't happen as much in the foreword as it does in the introduction. The foreword is a short introduction from the Chair and David Kilgallon and the introduction should be more about the imbalance in the curriculum. Darra said RE Today write the introduction and this is fairly standard. Mike said this was a concern. Darra agreed it needed to be clear that this was a LBWF foreword and that the introduction should be very much about this being an agreed syllabus and whilst this was the basis of the introduction, schools could build on this to identify with their own school, location etc.

In response to Ruth saying she was concerned about schools tailoring this to their demographic, Darra said this has to be balanced and to reflect the local community but this is also about students asking themselves what does religion mean to people different to their own faith; this is very much about the balance.

**Action: Darra McFadyen**

Members **agreed** that the planned physical launch at the William Morris gallery, would be replaced by an electronic launch, e.g. some sort of Webinar, on 11<sup>th</sup> June

and with a follow-up physical event in the autumn term. The event on 11<sup>th</sup> June would explain the syllabus and release the copy.

**[Following the meeting, Darra confirmed, via e-mail (28/03/2020) that RE Today were happy to have an electronic launch on 11th June.]**

**9. ANNUAL REPORT 2018/2019 (DM)**

Darra confirmed, that with the exception of the Chair's introduction, the annual report was complete. Once the introduction is completed, Colin, who has led on this, will arrange for this to be uploaded to the website.

**Action: Chair**

**10. SACRE PLAN FOR 2019/2020 (DM)**

Since the last meeting, Darra had undertaken no further work.

Darra discussed work around the annual plan and suggested convening a smaller meeting with volunteers, to assist in compiling the annual plan. It was agreed that Darra would contact Donna Miller to establish who would be interested in assisting with this and to assign tasks to respective individuals. Darra said what was missing from this year's plan, was a calendar of events.

**Action: Darra McFadyen**

**11. ANY OTHER BUSINESS**

- 11.1 Darra had received a request from one Primary school to say that they have an issue with young children asking for a prayer room in the school and some children trying to find a corner of the playground, in which to pray during playtime. Darra contacted three or four Head Teachers at other Primary schools who said this had not been raised as an issue. These schools did not have a prayer room but would make a room available for prayer during Ramadan. The Chair of Governors at the particular school that had raised this, had asked Darra to ask for guidance for schools. The Chair said, as far as he was aware, there was no guidance on this; Darra concurred. The Chair said this was a difficult route to go down because it would be telling schools what to do.

Darra had responded to the Chair of Governors of this particular school, to say that it was practice to have a prayer room during Ramadan but that for safeguarding reasons, this also relied on supervision by a member of staff. The Chair suggested that he, Darra and Adi look at the context, i.e. from which mosque in particular this was coming from and if from a small mosque, this should be treated at a local level rather than widespread.

In response to Colin saying it may be possible that the individual children concerned were the children of Key Workers or that they were vulnerable children, the Chair said this needed to be reviewed in greater detail.

**Action: Chair, Darra McFadyen and Adi**

- 11.2 Adi said, in view of the current Coronavirus pandemic, all faith groups were unable to meet in person and that as an alternative, some were meeting on-line or via telephone call.



Spring term 2020

11.3 The Chair had spoken today with PC Steven MacDonald and said he was sure that everyone would want to wish Steve a very happy retirement.

11.4 The Chair wished to thank everyone for their participation at today's virtual meeting.

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

12.1 Dates of future meetings

<b>Summer 2020</b>			
Wednesday 29 April	5.30pm	WF Town Hall – Room 3	

12.2 Agenda items

1. RSE update from David Kilgallon.
2. To review a later start time for forthcoming summer meetings and next year, to consider different days on which to meet.

The meeting closed at 7.05 p.m.

Chair: (print) .....

..... (Sign)

Date: .....

Chair's Initials:   
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