

**MINUTES OF THE MEETING OF THE  
LONDON BOROUGH OF WALTHAM FOREST STANDING ADVISORY COUNCIL ON  
RELIGIOUS EDUCATION (SACRE)  
HELD ON WEDNESDAY 29 JANUARY, 2020 @ 5.40 P.M.  
AT WALTHAM FOREST TOWN HALL**

**Present:**

Mr Mike Stygal	(MS)	Member Group A	(Chair)
Mr Keith Pilling	(KP)	Member Group A	
Ms Tara Khare	(TK)	Member Group A	
Mr Paul Braham	(PB)	Member Group A	
Ms Heather Soar	(HS)	Member Group C	
Mr Colin Whitehead	(CW)	Member Group C	
Ms Ruth Kaufman	(RF)	Member Group D	
Cllr Zia-Ur Rehman	(ZR)	Member Group D	
PC Steven MacDonald	(AA)	Co-opted member	
Ms Darra McFadyen	(DMc)	Observer	

Clerk to the Governors: Julie Cornelius

**Summary of agreements and actions:**

Minute reference	Formal agreements and/or actions identified	Named person(s) for action(s) identified	Completion date
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	At the next meeting.
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	Immediate
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	Immediate
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	Immediate
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	Immediate
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	Immediate
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 on 11/06/2020.	Governor Services	Immediate
8.	To arrange a meeting for teachers, prior to the launch of the agreed syllabus.	Darra McFadyen	Immediate
8.	To meet to review the proposed syllabus.	Darra McFadyen and Cllr Zia-Ur Rehman	At 5 p.m., prior to the next meeting on 25/03/2020.
9.2	To ask Ted Cooke to shorten his introduction and to include a photograph within the Annual report.	Darra McFadyen	Immediate
9.2	To contact Frederick Bremer in respect of the Annual report (page 5 refers) suggesting they do not study GCSE RE.	Darra McFadyen	Immediate
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	Immediate
9.4	To discuss NOR (numbers on roll); page 4 of the Annual report refers.	Ruth Kaufman/Colin Whitehead/ Darra McFadyen	Immediate
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	Immediate
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	Immediate
9.7	To make the amendments (as recorded in the minutes of this meeting) relating to collective worship in the Annual report.	Colin Whitehead	Immediate
9.8	To agree the SACRE Annual Report 2018-19.	Members	At the next meeting on 25/03/2020.
12.1	<b>Date of next meeting:</b> Wednesday, 25 March, 2020.	All /GS	Immediate
12.1.1	To note Ruth Kaufman's apologies for the meeting on 25 March, 2020.	Governor Services	Immediate
12.2	<u>Agenda Items:</u> 1. To approve the minutes of the meeting held on 2 October 2019 and to review any		

	<p>matters arising.</p> <p>2. To approve the minutes of the meeting held on 28 November, 2019.</p> <p>3. RSE update to be confirmed (by Donna Miller (following discussion with David Kilgallon)) as an agenda item for the next meeting.</p> <p>4. To review a later start time for forthcoming summer meetings and next year, to consider different days on which to meet.</p>		
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**1. WELCOME, INTRODUCTIONS AND APOLOGIES FOR ABSENCE**

- 1.1 All present were welcomed to the meeting.
- 1.2 Apologies were received and accepted from Mr Ted Cooke, Mr David Kilgallon and Mr Tarsem Bhogal.
- 1.3 In the absence of Mr Ted Cooke, Mr Mike Stygal (previously elected as Vice-Chair) chaired the meeting.
- 1.4 With no representation from SACRE Group B, the meeting was not quorate.

**2. WRAP (Workshop to raise awareness of Prevent) SESSION**

- 2.1 PC Steven MacDonald, seconded to the Local Authority for 18 months, as part of the Prevent team, delivered a PowerPoint presentation; a copy of the presentation is attached to the minutes.
- 2.2 Members were asked to complete a questionnaire, both prior to and following the presentation, to compare their understanding pre and post presentation; completed questionnaires were returned to PC MacDonald.
- 2.3 The PowerPoint presentation included the following:  
Objectives; Prevent Panel; Violent Extremism; Definition of Prevent; Video showing an introduction to Prevent; Contest (the Government Strategy); Safeguarding; vulnerabilities; a scenario whereby someone is being radicalised; factors that could make someone vulnerable; summary.
- 2.4 Members discussed a scenario whereby someone may display a legitimate political challenge and the opposing scenario where this may be radicalisation.  
**Q. In such a scenario, how do you ensure the right discrimination?**  
**A.** PC MacDonald referred to a school setting where distinguishing between a view and an extreme view would need to be established and where it may be expected that someone displaying an extreme view may take violent action.
- 2.5 Factors were discussed that could make someone vulnerable. These include behavioural, emotional, verbal and physical changes.
- 2.6 In response to a question from a member, PC MacDonald explained the process that takes place in Waltham Forest.

Chair's Initials:   
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### 3. DECLARATIONS OF INTEREST

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

### 4. MINUTES OF PREVIOUS MEETINGS

#### 4.1 Minutes of 2 October, 2019

Members reviewed the minutes but could not approve these as this meeting was not quorate. The following amendments were recommended, prior to approval at the next meeting.

##### 4.1.1 **Minute 5.1: To amend the penultimate action point to read:**

To contact Peter Dawe regarding a potential SACRE member.

##### 4.1.2 **Minute 6.1: The first sentence should be amended to read:**

DMc updated members that the ASC had been organised for 30<sup>th</sup> October, 2019 at 5.30 p.m. at Waltham Forest Town Hall, room 2.

##### 4.1.3 **Minute 10. SACRE PLAN 2019/20: To be amended (this includes amendment of the action) to read:**

Following discussion it was agreed that it would be beneficial for a focussed meeting to be organised to review the draft SACRE Plan and it was agreed that self-evaluation of the SACRE should be included in the SACRE Plan.

Action: To organise a focussed self-evaluation of the SACRE

**Agenda item: To approve the minutes of the meeting held on 2 October 2019.**

#### 4.2 Matters arising

**Action: 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.**

#### 4.3 Minutes of 28 November, 2019

Members reviewed the minutes but could not approve these as this meeting was not quorate. The following amendments were recommended, prior to approval at the next meeting.

##### 4.3.1 To amend those present to include Cllr Zia-Ur Rehman.

**Action: Governor Services to update their attendance record to include Cllr Zia-Ur Rehman.**

##### 4.3.2 **Minute 1.2 should be amended to read:**

Apologies were also received from Colin Whitehead.

**Action: Governor Services to update their attendance record.**

##### 4.3.3 **Minute 2.1 should be amended to read:**

Members noted receipt of the minutes of the last meeting via electronic copy only. It was agreed that the minutes of the meeting held on 2 October, 2019, should be deferred to the next meeting.

##### 4.3.4 **Minute 4.1 should be amended to read:**

Members discussed their considerations and deliberations regarding the two syllabuses presented to SACRE and the ASC. Ms McFadyen noted that after much

discussion and a detailed review of both syllabuses, there was a decision that RE Today was more useful to teachers in Waltham Forest.

**4.3.5 Minute 4.3 should be amended to read:**

Members held a vote and unanimously agreed to accept the ASC's recommendations. Members discussed the launch of the new syllabus and it was agreed that Mrs Miller be asked to secure the William Morris Gallery for this event.

**4.3.6 Minute 4.5: The action should be amended to read:**

Mrs McFadyen to produce a written plan that SACRE could review.

**4.3.7 Minute 4.8: The final sentence should be amended to read:**

It was agreed that there was currently a good relationship with the Islamic community.

**4.3.8 Minute 4.9:**

**Action: Ruth Kaufman to e-mail the Chair, Mrs McFadyen and the Clerk with suggested amendments.**

**4.3.9 Minute 4.10: The first sentence should be amended to read:**

Having reached a decision, it was agreed that Mrs McFadyen take away the points raised and bring the revisions to the January SACRE meeting.

**4.3.10 Minute 9: To amend the first sentence to read:**

David Kilgallon advised the Board that SACRE needs to complete a safeguarding audit.

**Agenda item: To approve the minutes of the meeting held on 28 November, 2019.**

**5. SACRE MEMBERSHIP**

**5.1 Confirmation of appointments and vacancies**

**5.1.1** Referring to the Composition provided by Governor Services, the Clerk advised there were currently 2 Co-Opted member vacancies, 6 SACRE Group A vacancies, 1 SACRE Group B vacancy and 5 SACRE Group C vacancies.

**5.1.2** There were no members whose term of office was due to end prior to the end of the current academic year.

**5.2 Recruitment into vacancies**

Members discussed a review of membership and in particular to look at the categories of members who have never attended a meeting.

Members discussed representation at meetings and it was suggested at the recent AGM that a member was appointed to review membership and that a protocol was agreed prior to the next AGM.

A member referred to it being written in the Annual Report 2018/2019 that there was a need for more Muslim representation.

Members agreed that there were significant concerns around membership and that there needed to be a protocol to address this. Members agreed that this required more detailed input rather than being discussed as one of many agenda items at a

meeting. The Chair suggested that a Plan needed to be formulated and that this could be included in the Annual Plan.

**Action: To request Donna Miller to e-mail the current SACRE composition to the Chair.**

**Action: To include membership as part of the Annual Plan.**

## 6. RSE UPDATE

In the absence of David Kilgallon, this agenda item was deferred.

**Deferred agenda item: RSE update**

**Action: To request Donna Miller to check with David Kilgallon if he would like this to be deferred to the next scheduled meeting.**

## 7. CONSIDERATION OF THE FINAL DRAFT AGREED SYLLABUS 2020

Members had received a copy of the Plan to launch the agreed syllabus.

7.1 Darra McFadyen had raised questions regarding the syllabus when she had met, on 29 November, 2019, with Julia Diamond-Conway, a consultant from RE Today. Additionally, there was subsequent e-mail communication. The following was discussed.

- Coverage of faiths was discussed and Julia had reviewed, with Darra, the document as it is currently. There is good coverage at each Key Stage and Islam is studied in some form or other.
- SACRE or Ted Cooke and David Kilgallon would have to write the foreword that says that the agreed syllabus covers and includes a balance of the four faiths, other faiths and world views. Julia from RE Today had said this was the minimum that should be considered.

7.2 Ruth Kaufman asked that if the foreword states a broad variety of faiths and then one of the things seen in RE Today is not to cover too many faiths because depth is better than breadth, how does this work. In response, Darra said you should think about studying in depth.

7.3 A member asked about resources for teachers and Darra said this was raised prior to the agreed syllabus conference. Ruth Kaufman and Colin Whitehead said they had seen a lesson plan but this did not tell them how this was accessed.

7.4 Darra had raised with RE Today that non-abrahamic faiths should be covered across the three key stages.

7.5 **Q. How many teachers were consulted?**

**A.** Approximately, ten.

Ruth suggested it would be beneficial for ASC and SACRE to see teachers' feedback.

**Action: Darra to organise circulation of teachers' feedback to ASC and SACRE.**

7.6 **Action: Darra to speak to RE Today regarding clear outcomes for Key Stage 3.**

7.7 **Action: In respect of the launch, Darra will establish when the next Head Teachers' meeting will take place.**

- 7.8 Ruth Kaufman said she would be unable to attend the agreed syllabus launch on 11 June. Ruth suggested that perhaps the Faith and Belief Forum could be invited to the launch.

**Action: Governor Services to note Ruth's apologies.**

## 8. AGREEMENT OF DATE FOR ASC

This was discussed under agenda item 7.

Darra and Colin were asked to invite teachers to attend a meeting prior to the launch to hear about the agreed syllabus and to provide feedback. In this respect, Heather Soar from Downsell Primary school offered the school as a venue to facilitate this.

**Action: Darra to organise this meeting.**

[Heather Soar left the meeting at 7.25 p.m.]

Ruth asked how it was being ensured that representatives from the Muslim community were able to view the agreed syllabus.

**Action: Darra to meet with Cllr Zia-Ur Rehman prior to the syllabus launch.**

## 9. ANNUAL REPORT 2018/2019

A copy of the report was circulated to members.

- 9.1 Darra gave a huge thank you to Colin Whitehead for compiling the annual report.

- 9.2 There are a few amendments that are still required; this includes the following:

**Action: Darra to ask Ted Cooke to shorten his introduction and to include a photograph.**

**Action: Darra to contact Frederick Bremer in respect of the annual report (page 5 refers) suggesting they do not study GCSE RE.**

- 9.3 A member said the attendance sheet is helpful; Appendix B refers.

**Action: Colin to remove the column referring to 28<sup>th</sup> November, 2018.**

- 9.4 Ruth referred to NOR (numbers on roll) on page 4 of the report.

**Action: Ruth to discuss this with Colin and Darra.**

- 9.5 Ruth referred to the KS5 GCE A level results 2017/2018 table and that the text beneath the table did not match the table content, i.e. the text refers to six schools but only five schools are listed in the table.

**Action: Colin to amend.**

- 9.6 The penultimate bullet point on page 8 should be amended to read:

*To improve the quality of teaching and learning of Religious Education in both LAs, through providing opportunities for teachers, pupils and students to connect, collaborate and learn from each other.*

**Action: Colin to amend.**

- 9.7 Ruth referred to section 3. on page 8 of the report and said the title 'Collective Worship' needed to be placed somewhere else in the report. Ruth also suggested that reference is made to the 'Hub', a link to the Hub should be included.

**Action: Colin to amend**

9.8 Darra said once the amendments are finalised, the annual report would be presented, to be agreed at the next meeting.

**Agenda item: To agree the SACRE Annual Report 2018-19.**

**10. SACRE PLAN FOR 2019/2020**

It was agreed that a meeting should be organised to review the SACRE plan.

**Action: Darra to e-mail members with suggested dates to meet, prior to the next SACRE meeting on 25 March.**

**11. ANY OTHER BUSINESS**

There was nothing to report.

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

**12.1 Dates of future meetings**

Spring 2020			
Wednesday 25 March	5.30pm	WF Town Hall – Room 3	
Summer 2020			
Wednesday 29 April	5.30pm	WF Town Hall – Room 3	

12.1.1 To note Ruth Kaufman’s apologies for the meeting on 25 March.

**Action: Governor Services to note Ruth’s apologies.**

**12.2 Agenda items for meeting on 25 March, 2020**

1. To approve the minutes of the meeting held on 2 October 2019 and to review any matters arising.
2. To approve the minutes of the meeting held on 28 November, 2019.
3. RSE update to be confirmed (by Donna Miller (following discussion with David Kilgallon)) as an agenda item for the next meeting.
4. To review a later start time for forthcoming summer meetings and next year, to consider different days on which to meet.

12.3 Paul Braham cannot always attend meetings on Wednesdays and Paul is the only Jewish representative. It was suggested that meeting dates were reviewed to accommodate this and additionally, to look at a later (perhaps 6 p.m.) meeting start time in the summer.

**Agenda item: 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 7.55 p.m.

Chair: (print) .....

..... (Sign)

Date: .....

Chair’s Initials:
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