

**CAERPHILLY STANDING ADVISORY COUNCIL
FOR RELIGIOUS EDUCATION
CONSTITUTION 2012**

TERMS OF REFERENCE

1. To advise the authority on matters connected with religious worship in county schools.
2. To advise the authority on matters connected with the religious education, which is given in accordance with an agreed syllabus.
3. To decide when, within the five-year statutory time scale, the LA should review its agreed syllabus.
4. To consider with the LA and the Agreed Syllabus Conference* any changes required to the agreed syllabus
5. To consider with the LA the support offered for RE teaching in the authority's schools, especially in respect of methods of teaching, the choice of teaching materials and the provision of teacher training.
6. To offer advice on any other matters related to its function as it sees fit.
7. To publish an annual report on its work, which should:
 - (a) specify any matters on which it had advised the LA;
 - (b) broadly describe the nature of that advice; and
 - (c) set out its reasons for offering advice on any matters which were not referred to in the first place by the LA.
8. To participate in the LA's statutory complaints machinery in those instances where the complaints relate to the SACRE's area of expertise.
9. To receive and make determinations in respect of the applications from head teachers of county schools for the lifting or modifying of the requirements that collective worship in such schools must be wholly or mainly of a broadly Christian character.

* An agreed syllabus conference is an occasional body convened to produce and recommend an agreed syllabus for RE. A conference is a separate legal entity from a SACRE and, although common membership is permissible, it must be separately convened. There is no provision for a standing conference to include co-opted members.

COMPOSITION

10. The SACRE shall comprise three groups representing:
 - (a) Such Christian and other religious denominations as, in the opinion of the authority, will appropriately reflect the principal religious traditions in the area.
 - (b) Such associations representing teachers as in the opinion of the authority, ought to be represented having regard to the circumstances of the area.
 - (c) The LA.
11. The SACRE may also co-opt members
12. Membership of the SACRE shall be for a period of four years. Any outgoing members may be re-appointed.
13. Members representing associations of teachers must include teachers of religious education.
14. Membership of the SACRE is subject to the condition that the LA has taken all reasonable steps to assure itself that the persons appointed are representative, as the case may be, of the denominations or associations in question.
15. Individuals may be removed from membership if, in the opinion of the LA, they cease to be representative of the denominations or association they were appointed to represent (or as the case may be) of the authority.
16. Any member of the SACRE may at any time resign his or her office.

PROCEEDINGS

17. The SACRE shall meet no less than once in each school term.
18. The SACRE shall elect from its membership a chairperson and vice chairperson for a term of four years. An outgoing chairperson may be re-appointed.
19. On any question to be decided by the SACRE only the representative groups on the SACRE shall be entitled to vote and each group shall have a single vote. Before a formal vote is taken opportunity shall be given to each representative group to determine how its vote is to be cast. Co-opted members have no voting rights.

Each representative group will elect from its number a spokesperson.

20. The representative groups on the SACRE, other than that consisting of persons appointed to represent the authority, may call, at any time, for a review of the agreed syllabus adopted by the authority.
21. The term of service for representatives, spokesperson, the chairperson and vice chairperson shall be reckoned from the date of the County Borough Elections.
22. The agenda for each meeting of the SACRE shall be determined by the Chairperson and Vice Chairperson in consultation with the clerk to SACRE, Director of Education and Professional Officer. Any voting member shall be entitled to propose items for an agenda.
23. In the case of any member not being able to attend a SACRE meeting, a substitute may be nominated by the body, which that person represents, provided that the Chief Executive of the local authority is notified in advance of that meeting.
24. A meeting of the SACRE will be deemed to be quorate if at least one member of each of the three representative groups is present.
25. The validity of proceedings of the SACRE, or of the members of the SACRE of any particular category, shall not be affected
 - (a) by a vacancy in the office of any member of the SACRE, or
 - (b) on the grounds that a member of the SACRE appointed to represent any denominations or association does not, at the time of the proceedings, represent the denomination or association in question.
26. The SACRE shall consider its annual report during the first meeting to be held during the Autumn school term. The report shall cover the activities of the previous academic year. Immediately upon the SACRE's ratifications of the report, it shall proceed to publication.
27. The SACRE shall arrange for copies of the annual report to be sent to all County schools within the authority to DfES, the National Library and to such other individuals and institutions as the LA sees fit.