

# Public Document Pack

**Gareth Owens LL.B Barrister/Bargyfreithiwr**

Chief Officer (Governance)

Prif Swyddog (Llywodraethu)



CS/NG

30 May 2024

Jan Kelly / 01352 702301  
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To: Cllr Dave Mackie (Chair)

Councillors: Marion Bateman, Paul Cunningham, Adele Davies-Cooke, Mared Eastwood, Roz Mansell, Debbie Owen and Andrew Parkhurst

**RELIGIOUS DENOMINATIONS:**

Church in Wales Representatives

(St Asaph Diocese)

Jennie Downes (Diocesan Office)

Marina Parsons (Headteacher Trelawnyd)

Roman Catholic Representatives

Wendy White (Diocesan Office)

John Morgan (St Anthony's Catholic

Primary School)

Presbyterian Church of Wales

(Henaduriaeth y Gogledd Ddwyrain)

Rev. Huw Powell Davies

Ann Smith

**TEACHER ASSOCIATIONS:**

Secondary Heads

Catherine McCormack (St Richard Gwyn Catholic High School)

Primary Heads Federation

Anna Stephens (St John the Baptist VA School)

Secondary RE Specialist

Lyn Oakes (Alun High School)

College Representative Deeside VI

Robert Hughes (Coleg Cambria)

Primary Classroom Teachers

Amira Mattar (Westwood CP School)

Special School Representative

Julian Lewis (Ysgol Pen Coch)

Dear Sir / Madam

A remote meeting of the **FLINTSHIRE SACRE / STANDING ADVISORY COUNCIL (SAC) / STANDING ADVISORY COUNCIL (SAC)** will be held on **WEDNESDAY, 5TH JUNE, 2024** at **4.00 PM** to consider the following items.

Yours sincerely

Steven Goodrum  
Democratic Services Manager

The meeting will be live streamed onto the Council's website. A recording of the meeting will also be available, shortly after the meeting at <https://flintshire.publici.tv/core/portal/home>

If you have any queries regarding this, please contact a member of the Democratic Services Team on 01352 702345.

## AGENDA

1 **APOLOGIES FOR ABSENCE**

2 **DECLARATIONS OF INTEREST: CODE OF LOCAL GOVERNMENT CONDUCT**

Members are reminded that they must declare the **existence** and **nature** of their declared personal interests.

3 **MINUTES** (Pages 5 - 8)

To approve and sign as a correct record the minutes of the previous meeting.

4 **ANALYSIS OF INSPECTION REPORTS** (Pages 9 - 12)

To receive a report from Vicky Barlow, Senior Manager for School Improvement, Education and Youth Portfolio.

5 **FEEDBACK FROM WASACRE MEETING 5TH MARCH**

Draft minutes previously circulated

6 **DRAFT TERMS OF REFERENCE FOR STANDING ADVISORY COUNCIL (SAC)** (Pages 13 - 20)

To consider draft document presentation by Kim Brookes, Senior Manager Business Support and School Governance, Education and Youth Portfolio.

**LOCAL GOVERNMENT (ACCESS TO INFORMATION) ACT 1985 - TO CONSIDER THE EXCLUSION OF THE PRESS AND PUBLIC**

The following item is considered to be exempt by virtue of Paragraph(s) 14 of Part 4 of Schedule 12A of the Local Government Act 1972 (as amended).

The public interest in withholding the information outweighs the public interest in disclosing the information.

7 **CO-OPTED MEMBER NOMINATION**

To receive a verbal update.

8 **CORRESPONDENCE**

9 **FUTURE MEETINGS**

Future meetings will be held at 4pm on the following dates:

Thursday 21 November 2024

Wednesday 5 February 2025

Wednesday 4 June 2025

## **Procedural Note on the conduct of meetings**

The Chair will open the meeting and introduce themselves.

The meeting will be attended by a number of Councillors. Officers will also be in attendance to present reports, with Democratic Services officers acting as hosts of the meeting.

All attendees are asked to ensure their mobile phones are switched off and that any background noise is kept to a minimum.

All microphones are to be kept muted during the meeting and should only be unmuted when invited to speak by the Chair. When invitees have finished speaking they should go back on mute.

To indicate to speak, Councillors will use the chat facility or use the electronic raise hand function. The chat function may also be used for questions, relevant comments and officer advice and updates.

The Chair will call the speakers, with elected Members addressed as 'Councillor' and officers addressed by their job title e.g. Chief Executive' or name. From time to time, the officer advising the Chair will explain procedural points or suggest alternative wording for proposals, to assist the Committee.

If and when a vote is taken, the Chair will explain that only those who oppose the proposal(s), or who wish to abstain will need to indicate. The officer advising the Chair will indicate whether the proposals are carried.

If a more formal vote is needed, this will be by roll call – where each Councillor will be asked in turn (alphabetically) how s/he wishes to vote

At County Council and Planning Committee meetings speaker's times are limited. A bell will be sounded to alert that the speaker has one minute remaining

The meeting will be live streamed onto the Council's website. A recording of the meeting will also be available, shortly after the meeting at <https://flintshire.public-i.tv/core/portal/home>

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**FLINTSHIRE COUNTY COUNCIL**  
**SACRE COMMITTEE**  
**7 FEBRUARY 2024**

Minutes of the meeting of the SACRE Committee of Flintshire County Council held virtually on the 7 February 2024

**IN ATTENDANCE:**

**Elected Members:** Cllr A Parkhurst (AP); Cllr Mared Eastwood (ME); Cllr Marion Bateman (MB); Cllr Adele Davies-Cooke (AD); Cllr Debbie Owen

**Presbyterian Church of Wales representatives:** Rev Huw Powell Davies (HD); Ann Smith (AS)

**Primary schools' representative:** Amira Mattar (Westwood CP School)

**Special School representative:** Julian Lewis, Ysgol Pen Coch

**Education Representatives:** Vicky Barlow (VB), Senior Manager School Improvement.

**Also, in attendance,** Kim Brookes (KB), Senior Manager, Education & Youth (Clerk); Nic Gittens, Democratic Services Clerk;  
NG confirmed meeting being recorded.

Clerk welcomed colleagues to the meeting. It was confirmed that the numbers present meant the meeting was quorate, however as apologies received from Chair, Cllr DM and Vice Chair not present, Clerk asked for nomination of acting Chair for the meeting. It was agreed Cllr ME appointed as Chair for the meeting.

**1. APOLOGIES FOR ABSENCE**

Cllr Paul Cunningham; Cllr Roz Mansell; Catherine McCormack; Lyn Oakes;  
Cllr Dave Mackie; Jennie Downes

**2. DECLARATIONS OF INTEREST – CODE OF LOCAL GOVERNMENT CONDUCT**

None declared but noting those Elected members who are school governors.

**3. MINUTES OF MEETINGS HELD 23 NOVEMBER 2023**

**Agreed:** minutes accepted as a true record.

Matters arising: VB confirmed details of WASACRE Conference had been circulated to group and the Annual Report published.

#### 4. **ANALYSIS OF INSPECTION REPORTS**

VB referred to the report circulated with the agenda and the Estyn findings in the reports for 4 schools published this term and pleased to note that no schools had received recommendations around RVE.

VB highlighted particularly the report at 3.4 to illustrate the focus of inspection of RVE appropriately with the Curriculum for Wales (CfW) but a need to strengthen pupils' learning through authentic experiences in their locality.

At 5.5 of the report, VB pleased to note that the school is acknowledged for progressing the Curriculum.

Cllr ME thanked Officers for their work in supporting schools and Committee accepted the report.

#### 5 **CRITERIA FOR CO-OPTION OF MEMBERS**

To receive a verbal report from Kim Brookes, Clerk to the Committee (Senior Manager Business Support and School Governance, Education and Youth Portfolio).

Clerk advised the Committee that although the existing terms of reference, for SACRE, do provide for co-opted membership, this is not currently applied. Therefore, Committee is asked to consider, going forward, criteria for the nomination of Co-opted Membership, that is:

- how many,
- for what 'purpose',
- how long they are co-opted for
- whether they have voting rights

Consideration of any nominations in accordance with agreed criteria would be confidential agenda item (exclusion of public). Criteria for coopted members to also be included in future revisions to terms of reference.

Cllr AP asked Committee to consider what the National Census statistics on religious belief provide and how we might engage with different communities.

HD asked if consideration could be given to review representation from wider church bodies and co-opt more representatives. Clerk advised that whilst they could be considered as a co-opted member, the membership of Committee A under the proposed new terms for the SAC could provide for inclusion of wider religious representation.

Cllr ME proposed that consideration could be given to co-opt to support specific projects/committee interests, and that it could be a two year appointment with no voting rights.

**Agreed:** consideration of co-opted members on these terms.

## **6. TERMS OF REFERENCE FOR STANDING ADVISORY COUNCIL (SAC)**

To receive a verbal update on the proposed timetable from Kim Brookes, Clerk to the Committee (Senior Manager Business Support and School Governance, Education and Youth Portfolio).

Clerk advised that under the regulations, each new Standing Advisory Committee (SAC) will require a Constitution and Terms of Reference to be agreed and in place from September 2026. WASCARE have advised Authorities that a 'shadow' SAC may co-exist with the same constitution and terms of reference of the existing SACRE, and that both bodies need to be in place until the end of the 2025/26 academic year, after which, SACRE will dissolve, and SAC will continue.

Clerk advised that as the existing SACRE is a statutory committee and its terms included in the Council's Constitution, changes to terms of reference require approval through the Council's appropriate Committee cycle. The following draft timetable was proposed.

- 1/ The draft constitution and terms of reference for SAC applicable from September 2026, to be in draft form by summer term meeting 2024, and presented to meeting for consultation
- 2/ Final draft following any changes from consultation to be agreed at Autumn Term 2024 meeting
- 3/ scheduled through committee cycle – COT – constitution Committee – Cabinet during Spring term 2025

**Agreed:** to submit draft for consideration at the June 2024 meeting.

## **7. CORRESPONDENCE**

VB referred to the correspondence, circulated to the Committee, from the Secretary to WASACE inviting SAC / SACREs to make nominations for new members of the WASACRE Executive Committee. It was noted, that in accordance with the terms and conditions of the nomination, as Flintshire SACRE already has a representative on the Executive Committee (VB), then we are not able to make a further nomination at this time, but that we as a Committee are able to nominate a person from another SAC/SACRE.

**Action:** Clerk to seek clarification from the WASACRE Secretary on how this is to be done and given that the Committee is not scheduled to meet before the closing date for nominations.

## **8. WASACRE CONFERENCE JUNE 13, 2024**

Diary marker circulated previously to members.

## **9. FUTURE MEETINGS**

Future meetings will be held at 4pm on the following dates:

Wednesday 5 June 2024

Chair thanked Committee members and Officers for their attendance. Meeting ended 16.37pm



## Analysis of Estyn Inspection Reports

### Flintshire SACRE /SAC

June 2024

Reports published in spring term 2024

<b>School</b>	<b>Inspection by Estyn</b>
Queensferry CP	November 2023
Penarlag CP	December 2023
Ysgol Bryn Gwalia	December 2023
The Hafod Federation – Ysgol Y Waun and Ysgol Gwernymynydd	January 2024 (pilot arrangements)
Ysgol Treffynnon	January 2024 (pilot arrangements)
Ysgol Bryn Deva	January 2024

#### **1. Inspection Area: Learning**

No comments relating specifically to Religion, Values and Ethics

#### **2. Inspection Area: Wellbeing and attitudes to Learning**

2.1 Most pupils develop a broad understanding of cultural diversity and eagerly share what they have learnt about the local environment and its history. Most pupils enjoy celebrating their own culture and language and that of their peers and have an appropriate understanding of what it is like to live in modern day Wales. They demonstrate a broad understanding of cultural diversity through their study of different faiths. This leads to pupils showing respect for the beliefs of others and an understanding that society is multi-cultural. (Queensferry CP)

2.2 Pupils have a growing awareness of their roles as responsible citizens. They actively influence their own lives and the lives of others in their community and beyond, through participating in a range of worthwhile fundraising activities. These help to support pupils to understand the plight of those less fortunate than themselves and develop as informed and ethical citizens. (Penarlag CP)

2.3 They enjoy learning about one another's cultures, languages and beliefs. By the time they reach Year 6, most pupils develop a good knowledge and

understanding of their rights as children. The work of the school pupil rights ambassadors promotes this effectively. (Ysgol Bryn Gwalia)

2.4 Most pupils are becoming ethically informed citizens, and many speak knowledgeably about their rights as children. They enjoy helping others and engage positively in active global citizenship. For example, following their teacher's visit to Lesotho, pupils consider the importance of their contribution to and impact on creating a caring society. (Ysgol Bryn Deva)

2.5 Staff ensure that helping pupils to develop their social and moral understanding is a high priority. Staff show care, respect and kindness to pupils and to each other. (Ysgol Bryn Deva)

### **3. Inspection Area: Teaching and Learning Experiences**

3.1 The school's curriculum is broad and balanced. Staff have worked closely with pupils, parents and governors to create a vision for the school's curriculum. They ensure that the curriculum is relevant and accessible to all pupils. They use creative teaching approaches to engage pupils in a wide range of interesting learning experiences that build on their previous learning and develop their skills suitably. (Queensferry CP)

3.2 Teachers provide worthwhile opportunities for pupils to develop an awareness of their locality, Wales and Welsh culture and 'cynefin'. (Ysgol Bryn Deva)

3.3 The school provides a broad and balanced curriculum. Through this, teachers plan an interesting range of learning experiences. These support pupils to develop their knowledge and skills well. Teachers ensure that pupils contribute their ideas suitably to planning and this motivates pupils to engage well in their learning. The school enriches its curriculum successfully through visits and activities within the school grounds, local area and further afield. (Ysgol Bryn Gwalia)

3.4 The school has based its curriculum around topics that cover the areas of learning and experience in Curriculum for Wales. Area leads provide teachers with useful information to help them with their termly plans. (Ysgol Penarlag)

### **4. Inspection Area: Care, Support and Guidance**

4.1 Whole-school acts of collective worship provide worthwhile contributions to pupils' spiritual and moral development through opportunities for pupils to reflect on important aspects of life (Queensferry CP)

4.2 Provision for pupils' spiritual, moral, social and cultural development is sound. Across the school, pupils have a good range of opportunities to be involved in the arts such as through drama activities in class, Christmas and end of year productions and through good provision for art within the curriculum. A local church group regularly leads assemblies and pupils learn about a suitable range of religious, moral and global issues as they move through the school. (Ysgol Penarlwg)

4.3 A regular programme of assemblies, alongside curriculum work promotes the development of pupils' moral, spiritual and social skills well. For example, older pupils develop an understanding of conflict and peace through their work about the peace activist Malala. A systematic programme of lessons ensures that pupils develop a strong understanding of their own identity and an appreciation of other cultures. Staff encourage pupils to share their home language and beliefs whilst also learning what it is like to be a citizen in modern day Wales. The school's work with the local community helps pupils to develop an appropriate sense of cynefin. For example, pupils gain a strong sense of belonging through their work on 'The Seven Wonders of Mold.' (Ysgol Bryn Gwalia)

4.4 Teachers provide regular opportunities for pupils to reflect on their values and beliefs, and those of others. They plan thoughtful opportunities for pupils to learn about different countries and cultures. (Ysgol Bryn Deva)

4.5 The school provides regular opportunities for pupils to reflect on the values and beliefs of others. Through lessons and assemblies, staff ensure pupils have opportunities to discuss and share their opinions on responsibility and children's rights, helping them to develop their spiritual, moral and social understanding (Ysgol Bryn Deva)

## **5. Inspection Area: Leadership and Management**

5.1 The headteacher is a strong role model who sets the strategic direction for the school accurately. Her sensitive and efficient leadership has a positive impact on all areas of the school. (Queensferry CP)

5.2 Senior leaders and the governing body have worked together well to create a vibrant school environment that promotes inclusion, equality and pupils' well-being successfully. The headteacher leads the school efficiently. (Ysgol Penarlwg)

5.3 The headteacher provides highly effective, compassionate leadership, which promotes the well-being of all successfully. As a result, most pupils have high levels of self-esteem and staff feel appreciated. (Ysgol Bryn Gwalia)

5.4 Governors also use their own expertise to support school progress effectively. For example, governors' work to monitor curriculum developments led to improvements in the school's provision for cynefin. (Ysgol Bryn Gwalia)

5.5 The headteacher provides strong and effective leadership. Since taking up the post, the headteacher has worked in collaboration with pupils, staff, governors and parents to establish a clear vision for the school based on nurturing pupils' well-being, with a focus on happiness, health and safety. (Ysgol Bryn Deva)

## **6. Pilot Inspection Reporting - Main findings**

6.1 School leaders have succeeded in bringing two schools together with a shared sense of purpose. They have achieved this in the face of notable challenges over recent times. (Ysgol y Waun and Ysgol Gwernymynydd)

6.2 Leaders are working to improve pupils' understanding of Welsh heritage, culture and language. They provide opportunities for Criw Cymraeg to lead assemblies that aim to boost pupils' awareness and use of the Welsh language. (Ysgol y Waun and Ysgol Gwernymynydd)

6.3 Leaders have begun to develop pupils' appreciation of Welsh culture through the celebration of Welsh events such as Diwrnod Santes Dwynwen and an annual school Eisteddfod. Pupils learn traditional Welsh songs in expressive arts lessons and the choir are preparing for a Dydd Gwyl Dewi celebration. (Ysgol Treffynnon)

6.4 Pupils develop their spiritual, moral, social and cultural awareness suitably through a range of activities. (Ysgol Treffynnon)

6.5 The headteacher has a clear vision for the school based on caring for and valuing everyone in the school community. He provides passionate and committed leadership and is a strong role model who has high expectations of himself and others. (Ysgol Treffynnon)

**Flintshire County Council**  
**Standing Advisory Council for Religion, Values and Ethics**

**Constitution, Functions, Working Arrangements and Procedures**  
**(adopted from the Handbook, from the Wales Association Standing Advisory Councils on Religious Education)**

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## Introduction

### **Why is there a Standing Advisory Council for Religion, Values, and Ethics?**

The Council has a duty to constitute and apply a **Standing Advisory Council (SAC)** on Religion, Values and Ethics. From September 2026 the SAC will replace the existing **Standing Advisory Council on Religious Education (SACRE)**. Currently both committees co-exist with same membership.

The SAC is set up to represent a balance of all the interests of the local community. Flintshire SAC, following its predecessor SACRE, is a partnership for good religion, values and ethics,(RVE) and is made up of representatives from religious and non-religious belief communities, teachers' associations, and the local authority. It may also have co-opted members. Professional support to the SAC is provided by a specialist RVE Adviser and the Council's Chief Education Officer or their representative.

RE and collective worship are statutory requirements of education in Wales and have been since 1944. At that same time Local Education Authorities (LEAs) were empowered by law to set up a Standing Advisory Council on Religious Education, known in short as a SACRE. In 1988, when RE was confirmed as part of the basic curriculum, LEAs had a legal duty laid upon them to appoint a SACRE. The purpose of a SACRE is to advise the LEA (now local authority/LA) on matters concerned with the provision of RE and collective worship. RE is the only compulsory subject in schools which remains locally determined and must be given in accordance with an Agreed Syllabus. Moving forward, the SAC will continue to work with the LA to determine the Agreed Syllabus and support offered to schools.

With the introduction of the Curriculum for Wales, Religion, Values, and Ethics (RVE) is a statutory requirement of the Curriculum for Wales and is mandatory for all learners from ages 3 to 16. RVE forms part of the Humanities Area. This Area encompasses geography; history; religion, values, and ethics; business studies; social studies. These disciplines share many common themes, concepts, and transferable skills, whilst having their own discrete body of knowledge and skills.

RVE within the Curriculum for Wales can offer a distinctive contribution to the realisation of the four purposes for all learners. As such, this guidance supports schools and settings in developing provision for RVE that prepares learners in Wales for life and work in a fast-changing and diverse world, as responsible and informed citizens.

### **What is the composition of a SAC?**

The structure of a SAC is defined by law (WO Circular 10/94 Para 102) and is made up of three “committees” as follows:

The numbers of members in each of the committees are set out in the SAC’s constitution. (*Membership is decided by the Authority, considering local circumstances and in collaboration with the organisations and communities represented*).

#### **Committee A**

Representatives of Christian denominations and other religions and their denominations reflecting the principle religious traditions of the area. Since 2018, on the Direction of the Welsh Government Cabinet Minister for Education, humanists can be full members of this Committee as well as other belief groups analogous\* to religious beliefs.

*\*'To be “analogous” we consider the non-religious beliefs must in accordance with case law under the European Convention of Human Rights and the Human Rights Act 1998 attain the necessary level of cogency, seriousness, cohesion, and importance to attract protection under the Convention Rights.'*

**Committee B:** Representatives of teachers’ associations

**Committee C:** Representatives of the local authority

**Each of these “committees” has equal voting rights and each “committee” has a single vote.**

### **1.0 Constitution**

#### **1.1 Committee A membership**

**(a)** Representing Religious Denominations and non-religious representatives upon the nomination by the following:-

- Two by the Church in Wales (St Asaph Diocese)
- Two by the Roman Catholic Church (Wrexham Diocese)

- One by the Presbyterian Church of Wales (English – Cheshire Flint & Denbigh Presbytery)
- One by the Presbyterian Church of Wales (Welsh – Cheshire Flint & Denbigh Presbytery)
- One by the Methodist Church (North Wales District)
- One by the Union of Welsh Independents (Dwyrain Dinbych A Fflint Association)
- One by the United Reformed Church (North Wales District)
- Two representative bodies of non-religious philosophical conviction.

## **1.2 Committee B membership**

(b) Representing Teacher Associations by eight nominations by the Flintshire Headteacher Federations to represent the following phases of education: -

- **One** secondary headteacher
- **Two** primary headteachers
- **One** secondary RVE specialist
- **Two** primary classroom teachers
- **One** special school representative
- **One** college representative Deeside VI

## **1.3 Committee C membership**

(c) Representing the Education Authority, the eight representatives of Flintshire County Council, are appointed through the Annual Meeting of the Council.

**(d) Co-opted Members as follows:**

- (i) Co-opted members as the SAC may decide will assist it in the performance of its functions, up to a maximum of five such members.
- (ii) Co-opted members will not have a vote
- (iii) Co-opted members will be elected annually

## **2. Terms of Office and Related Matters**

2.1 Subject to the provisions of 2.2 and 2.3 below, all members appointed to the SAC as in 1.0 above, will hold office until 31<sup>st</sup> August in the year of the election of County Councillors, or until they resign, or until their successors are appointed, whichever is the earlier.

2.2 Any member of the SAC appointed by the LA may be removed from membership of the SAC if in the opinion of the LA he/she ceases to be representative of the religious denomination or teacher association which he/she was appointed to represent, or (as the case may be) of the LA.

- 2.3 A co-opted member of the SAC shall hold office upon such terms as may be determined by the SAC.
- 2.4 Any member may at any time resign his/her office by giving written notice to that effect to the clerk to SAC.

### **3.0 FUNCTIONS**

3.1 The principal responsibilities and functions will be as prescribed under the provisions of the 1988 and 1993 Education Acts, and The Curriculum and Assessment (Wales) Act 2021 (the Act). The Act established the Curriculum for Wales in law and replaced the basic curriculum (which includes, for example, the national and local curricula set out in Part 7 of the Education Act 2002). The Act makes provision about progression and assessment in connection with the curriculum for 3 to 16 year olds.

(a) to advise the LA upon matters connected with religious worship in county schools and the teaching and learning of RVE to be given in accordance with an agreed syllabus (including methods of teaching, the choice of teaching material, and the provision of teacher training) including: the mandatory RVE provision for learners aged 3-6 in all maintained schools and non-maintained nursery settings and the provision of optional RVE for sixth formers which will come into effect in September 2027

(b) to monitor and support the effective provision of RVE in schools and consider whether any changes need to be made to an agreed syllabus or in the support offered to schools. This role includes the review of existing provision. SAC can provide advice on methods of teaching, choice of teaching materials, provision of teaching training and any other matters the LA refers to it or as the SAC sees fit.

(c) to monitor the provision of daily collective worship in schools, and to consider any action which might be taken to improve such provision. SAC can provide advice on collective worship in community schools and foundation schools which do not have a religious character

(d) to determine, on application by the Headteacher of a county school, whether the requirement of Christian collective worship under section 6 of the 1988 Act shall not be applied, in whole or in part, in that school.

Having first consulted the governing body, the headteacher can apply to SAC to have the broadly Christian requirement disapplied, that is, to be released from the requirements for acts of worship to be wholly, mainly of a broadly Christian character, if the school composition might require this.

(e) to consider such matters as may be referred to them by the LA.



(f) to require the LA to convene to a Conference under the provisions of Schedule 5 of the Education Act 1944 for the purpose of reviewing the RVE Agreed Syllabus adopted by the LA

(g) to review information on schools following inspection by the Office of His Majesty's Chief Inspector of Schools in Wales (ESYNN)

(h) to offer advice to the LA on such matters not referred to SAC by the LA, but which are related to the SAC's functions.

(i) to publish an Annual Report on the work of SAC covering the academic year, specifying any matters on which they have advised the LA, broadly describing the nature of that advice, and setting out the reasons for offering any advice on any matters not referred to the SAC by the LA in the first place; The report to be presented to Wales Government annually by 30 December.

(j) in accordance with the provisions of the 1993 Act, a copy of the Annual Report is to be sent to WASACRE (Wales Association Standing Advisory Councils on Religious Education)

#### **4.0 WORKING ARRANGEMENTS**

4.1 Appointment of Chairperson and Vice-Chairperson at the first meeting the SAC shall appoint a Chairperson and a Vice-Chairperson from amongst their members.

4.2 The Chairperson and Vice-Chairperson shall not be appointed from the same representative group of members.

4.3 The electing of such Chairpersons and Vice-Chairpersons from a rotating pattern of the three representative groups should be followed.

4.4 The provision of 4.3 above does not prevent a previous Chairperson or Vice-Chairperson from being eligible for re-election.

#### **5.0 Officers of the Local Authority**

5.1 The LA will appoint a clerk to the SAC.

5.2 The Director of Education and/or his/her representatives shall be entitled to attend all meetings of the SAC.

5.3 The Religion, Values and Ethics Education Adviser for the time being of the LA shall be the Adviser to the SAC.

## **6.0 Specialist Speakers**

- 6.1 The SAC may, if it so wishes, arrange the attendance at a meeting of a specialist speaker who is not a member of the SAC.
- 6.2 Each or any of the representative groups may require the attendance of a specialist speaker who is not a member of the SAC, but only for the period during which any relevant matter is under consideration and provided that at notice of such requirement is given to the Clerk for inclusion in the agenda for the meeting.

## **7.0 Meetings**

- 7.1 The SAC shall meet at least once in each school term, and at other times as may be required.
- 7.2 Each member of SAC shall be given by the Clerk, at least five working days written notice of the date, time, and place of the meeting, with the agenda and any relevant papers being despatched at least three clear working days in advance of the meeting.
- 7.3 In accordance with the statutory regulations, public notice will be given for all meetings of the SAC and Agreed Syllabus Conference, and both meetings will be open to members of the public, unless there are matters under discussion which would be more appropriately discussed in private. All relevant documents for a meeting should also be available for members of the public attending, and for public inspection at other times.

## **8.0 Chairing of Meetings**

- 8.1 If both the Chairperson and the Vice-Chairperson are absent from a meeting, a person to take the Chair for the meeting shall be appointed upon the collective consent of the members present at the meeting. Should the Chairperson or Vice-Chairperson arrive during the rest of the meeting, the appointed substitute will hand over to them as soon as the item under discussion on their arrival is completed.

## **9.0 Quorum**

- 9.1 The quorum for a meeting shall be **one-third** (rounded up to the nearest whole number) of the total membership.

## **10.0 Voting Procedures**

- 10.1 It will be for the SAC to work based on consensus if it feels that this will facilitate effective and smooth working procedures.

10.2 However, if there is not a consensus, or whenever a representative group requests to do so, voting should in accordance with the prescribed procedure of one vote for each representative group.

10.3 In such a case, the representative group will determine how they are to cast their single vote by a majority decision of the members of that group.

10.4 Members of each of the representative groups shall regulate their own proceedings and may meet separately as a group if they so choose.

#### **11.0 Validity of Proceedings**

11.1 The validity of proceedings of the SAC or of any representative group with the SAC shall not be affected: -

(a) by any vacancy in the membership of the SAC or of a representative group.

(b) on the ground that a member of the SAC appointed to represent any denomination or association does not at the time of the proceedings represent the denomination or association in question.

11.2 The constitution is based on the most recent national guidance arising from the Wales Association of Standing Advisory Councils on Religious Education (WASACRE), currently edition March 2021.

Draft May 2024

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