



## SURREY SACRE MINUTES Meeting of the Surrey SACRE

**Date:** Wednesday 16th November, Autumn 2

Time: 3-5pm

**Venue** – By Virtual Meeting by Zoom - this meeting was recorded as part of minute taking.

Quorum required – 9

Members Present - 12

The Meeting is convened in two parts – SACRE Business and Agreed Syllabus Conference (ASC)

Members can view Adviser to SACRE summary presentation circulated with these minutes.

**Present:** Liz Bowes, Chairman

Group A:

Rosslyn Doney

Sarah Harris– Vice Chairman

Jennie Johnson – Chair Group A

Simon Mortimore

Rev Allan Taylor

Group B:

Shaun Burns

Rev Sarah Hutton – joined from

Jane Whittington (JW) – Chair Group B

Group C:

Saadia Nawaz

Saima Saleh – joined 3.30pm onwards

*Visiting: Alex Page, Head of RE, The Priory Dorking -  
proposed replacement for Mariam L’Grindi*

Group D:

Robert Hughes

**In Attendance:**

Rachel Boxer, Primary RE Consultant & Adviser to the SACRE

Carrie Traill, Services Manager for Educational Effectiveness, Surrey County Council

Jane Whittingdale (JW’dale), GDBE School Services Manager & Incoming Clerk to SACRE

<b>All papers for the meeting are sent as attachments, named by item number for ease of reference</b>			
<i>Member support, questions, and challenge</i>		<i>Responses<sup>i</sup></i>	
Item	PART 1 – SACRE	Actions arising	
No.	Time convened: 3pm	By Whom	By When
1.	<b>Welcome and Introductions</b> LB chaired the meeting and welcomed all. LB introduced the incoming Clerk to Members and invited members to introduce themselves for the benefit of incoming clerk and attendees.		
2.	<b>Apologies for Absence</b> Kay Hammond; Kawther Hashmi Akhtar; Rashida Nasir (after meeting started) Raju Pandyr (after meeting started); Gemma Papworth; Peter Ward.		

	<p><i>Not in attendance (noted in minutes only)</i>  Inderjeet Rehncy; Emma Sharp; Jordan Beech - Chair Group B; Andy Lynch; Buddi Weerasinghe;</p>		
3.	<p><b>Chair's Actions</b>  Cabinet meeting dates for 2023 as follows, meetings start 2.00pm  31 Jan, 28 Feb, 28 Mar, 25 Apr, 30 May, 27 Jun, 25 Jul, 26 Sep, 31 Oct, 28 Nov, 19 Dec 2023.</p>		
4.	<p><b>Minutes of the Previous Meeting</b>  Members confirmed the minutes of the previous meeting 15<sup>th</sup> June 2022, as an accurate record with addendum, <b>Shaun Burns (SB) apologies to be added.</b>  Members confirmed the minutes of the last meeting, 21st September 2022, as an accurate record.</p>		
5.	<p><b>Matters Arising Part 1, 16<sup>th</sup> November 2022</b>  <i>Matters arising 15/06/22</i>  Rachel Boxer (RB) reported back to committee by means of a summary presentation providing an update detailing time allocation 2021-22 for statutory functions in accordance with 21/22 contract and moved on to include the contract variation proportional allocation of RE Adviser days to date for Autumn 2022 for this academic year. Highlighting that a large proportion of the time Autumn 22 is school facing. KS3 progress update - See ASC item 3.</p>		
6.	<p><b>Membership – Groups quorate.</b></p> <ol style="list-style-type: none"> <li>At the request of the incoming clerk RB gave an overview on the process of nominating new members to SACRE according to the current constitution. All new members require a nominating body.</li> <li>RB noted that the remaining Group C Teacher vacancy will also require the teacher to be a member of the National Education Union to ensure appropriate union representation within Group C. Group C has a member representative who is a member of the NASUWT</li> </ol> <p>LB kindly proposed Alex Page, Teacher – Secondary Phase, Head of RE, The Priory, Dorking as the new teacher member replacing Mariam L’Grindi in Group C. The Committee voted to adopt new member. LB kindly asked AP to introduce herself to the committee. AP has been a teacher for six years, based at The Priory for third year. AP is a subject specialist with a background in RE and Social Anthropology. AP is part of New RE Curriculum teacher writer group working on Secondary Syllabus.</p> <p><b>Membership – Constitution Review and Working Party</b>  <b>RB explained</b> <i>the constitution is now up for review, a requirement every two years. This was due to take place in the Summer but delayed until confirmation of SACRE contract handover to ensure work carried forward. RB reminded members that The Ahmadiyya Community, Islamabad, Tilford, Surrey had approached SACRE for representation, and that discussion with the community is still ongoing. Considering this, noting the constitution is a legal document, it was therefore deemed appropriate to seek advice from the Legal Advice at Surrey County Council (SCCLA) in consideration as to whether the current groups within the committee are adequate representation for SACRE’s purpose</i>  <i>The recommendation is to appoint a working party to review the constitution alongside Surrey County Council Legal Department who then can report back to the main committee at the next convened meeting.</i>  <b>RB asked</b> <i>the committee for working party volunteers.</i></p>	<p>CT Action contact  SCC Legal Advice.    RB/CT/LB  To meet with SCCLA</p>	<p>15/03/23</p>

	<p><b>SH</b> - contributed that the review should include all groups A-D to ensure a broad representation, as the review will have implications for all the groups.</p> <p><b>RB</b> queried is it being asked that we are requesting a representative from Group A-D to be part of the constitution working party. <b>SH</b> clarified it would be the ideal to have a representative from each group to achieve a balanced representation of views for the review of the constitution.</p> <p><b>RB question to CT</b> Has the LA got any advice as to how the committee should begin this process?</p> <p><b>CT – Legal advice about the constitution review is important. CT recommended RB/CT/LB to have a meeting with Legal advice first to put forward the idea and principle of the working party and move forward accordingly pending guidance and advice. A working party, yes and potentially legal for how that should work.</b></p> <p><b>SH</b> - contributed that Adviser to SACRE; Richmond is a potential line of further advice to explore.</p> <p><b>JJ</b> - said Legal advice is crucial and kindly requested that SCC legal be at the first meeting so working party could hear first-hand, their recommendations.</p> <p><b>SM agreed with JJ</b> asking also whether the constitution is subject to the Equalities Act or just under Education Act 1996 (Section 390(4)).</p> <p><b>SM</b> - sought clarification for quorate for working parties with a recommendation for 5 members per working party to ensure a majority consensus or vote on items arising. The committee concurred.</p> <p><b>SB</b> - contributed that Education Act sets out the starting point and basis for SACRE membership to be then locally determined. In addition, the most recent Census data could be taken into consideration for numbers of faiths and beliefs represented in the local area. Once the constitution has been reviewed, it is then usual for it to be taken to the LA for ratification.</p> <p><b>LB confirmed CT to take the action forward to initially contact SCCLA.</b></p> <p><b>Working Party Volunteers – Simon Mortimore; Jennie Johnson; Sarah Harris; Rev Allan Taylor; Rashida Nasir (volunteered by email after meeting.) Jordan Beech (not present) expressed interest at previous meeting - LA member to be advised.</b></p>		
7.	<p><b>SACRE Development Plan (SDP) – Circulated meeting paper 7</b></p> <p>The Surrey Development Plan and Planning cycle detail as part of item 7 in accordance with the agenda.</p> <p><b>RB</b> explained SACRE is in its third and final year of the current SDP. This is the first SDP in place for SACRE and covers statutory tasks and enhancements. The SDP tasks are RAG rated to identify task status. The 21/23 format has changed to incorporate the syllabus revision period, as have some actions within year 3. <b>RB</b> identified that an SDP working group/party will need to be formed to contribute and, in a position, to set targets over the next 3 years to cover the current 2-year contract period with an overlap for the first year of the new contract period. There are no regional national meetings this term. <b>RB</b> requested for any comments or questions about this year’s SDP.</p> <p><b>SB</b> - Are the Surrey RE Networks for Subject Leaders part of the SDP? It can be seen on the new syllabus implementation.</p> <p><b>RB</b> - identified and confirmed part of additional priorities, target 9 and 10. NSL Course Part 1 completed 15/11/22 and the next 24/11/22. <b>RB</b> updated on progress (SDP action 10 and 11), noting that delivery for NSL has been shaped toward preparation for the agreed syllabus, covered in specific sessions inclusive of the new Ofsted framework, to support schools to get ready for the new syllabus.</p>		

	<p><b>SB</b> – expressed thanks for the confirmation as it is such a key piece of work.</p> <p><b>Working Group Volunteers</b> – Jane Whittington; Sarah Harris. <b>RB</b> will be leading this working group</p> <p><b>LB</b> recommended if other members would like to volunteer to contact <b>RB</b> after the meeting.</p>		
8.	<p><b>Workforce data analysis update– apologies PW</b></p> <ul style="list-style-type: none"> <li>This item will be carried forward to 15/03/23.</li> </ul>	PW	15/03/23
9.	<p><b>Local Updates.</b></p> <p><b>Speakers’ Forum</b> (school facing support to provide interfaith conversational opportunities for Secondary Schools and representatives from faith and belief groups to visit primary schools) - event at Park Mead Primary School – June.</p> <p><b>Primary Cranleigh – RD.</b></p> <p><b>SH</b> recorded a video for this occasion and <b>RD</b> took artefacts to demonstrate. Both teachers were happy. It was so good for <b>Y6</b> to consolidate all their learning through primary school with real ‘live’ people from faith groups. <b>RD</b> added the knowledge the pupils had accrued informed how they asked their questions which provided a good assessment opportunity for the teacher to see how the pupils used and remembered their learning. The teacher commented in her feedback that it was good for the pupils to see different faith representatives talking and communicating as ‘friends’, a very ‘big thing to demonstrate’. Comment from the children to make it even better was could they have more faith communities present and too please visit again.</p> <p><b>LB</b> - commented lovely to hear about how the children were able to consolidate their learning.</p> <p><b>GA Interfaith week – JJ</b> - provided one video for <b>DM</b> school – enquiry for feedback? <b>JJ</b> explained <b>Y9</b> and <b>Y10</b> interaction by video. <b>JJ</b> has delivered two sessions with introduction about their beliefs and the importance of interfaith week with a request for questions from the pupils. Some questions received were ‘amazing’. <b>SH</b> put forward the potential in being flexible to come back with more sessions. However, the videos missed the opportunity to see speakers together. Noting that this cohort was <b>Y7</b> and younger year group than in previous years. As a result, the questions from pupils were much more subject based, with specifics about the mechanics and branches of the religions.</p> <p><b>SM</b> - contributed that he delivered prior to <b>CV19</b> recalling it being enjoyable. Children were divided into groups of 9-10 going around talking to the different religions with questions relating to each religion. This followed with a plenary session with pupils being asked ‘what are their views on this?’ and seeing across the gamut of faiths seeing how responses agreed and differed. Concluding educationally very important for children to see different faith groups communicating as ‘friends’.</p> <p><b>RB</b> - contributed that the challenging part of the new syllabus development is that children, including younger children, need to ‘hear authentic’ voices.</p> <p><b>RB</b> - kindly advised that faith and belief members will be approached to produce short 1-minute videos for schools, being cited within the new <b>SDP</b> as a forward-facing task.</p> <p><b>LB</b> summed up including that it (<b>Speaker’s Forum</b>) reflects an important part of the work by <b>SACRE</b> and how it is appreciated by schools.</p>		
10.	<p><b>Contract and SCC Updates.</b></p> <p><b>CT</b> thanked everyone for everyone’s time, <b>RB</b>’s time and the team at the Diocese of Guildford as key partners. New contract negotiations, although involved and difficult, resulted in an extension of two years with a contract</p>		

	<p>variation to the existing contract with the Diocese of Guildford.  The Local Authority have secured good value for money, the focus in maintaining standards and providing SACRE with high quality support and guidance from adviser to SACRE, RB and the team at the Diocese of Guildford.  <b>LB - kindly asked CT to expand on the contract length and overall outcomes.</b>  <b>CT - explained further in terms of specifics; A key priority within the negotiation was to reduce the contract hours allocation back to a 'normal' SACRE cycle. The contract was awarded to the Diocese of Guildford with variation period of 2 years. The reason, to achieve continuity of adviser provision, maintain standards for SACRE, secure value for money. The contract focus is to ensure the early agreed syllabus is in place with support and guidance for staff; in addition, support with the development plan to deliver key priorities across variation period. To include support for Primary and Secondary teaching groups to ensure good practice means of network delivery. Within the variation is allocation for the writing and preparation of SACRE annual report, a statutory requirement by the adviser. Contract time allocated 26 days RE Adviser and 5 days Clerk activity.</b>  <b>CT - on behalf of the LA, will support with the constitutional and membership matters during the variation period as agreed with RB and the Diocese moving forward.</b>  <b>LB - gave thanks and confirmed good to know the contract continues with the Diocese for two years.</b>  <b>RB - interjected that the Secondary Hubs are run by Schools Alliance for Excellence (SAfE) and not by SACRE which poses challenges. A member of group C ideally needs to attend the hubs to able to contribute back to SACRE.</b>  <b>SB - in reply to CT on behalf of members, are delighted that the Diocese of Guildford has retained the contract, especially retaining the adviser, RB for her high quality RE advice toward meeting the objectives of Surrey SACRE and LA moving forward.</b>  <b>CT- thanked SB for feedback and agreed with SB comments; adding the focus for tender was to retain continuity for provision, noting to committee the LA is required to be open and transparent as part of the tender process, however the LA considered as part of the process to retain the Diocese as provider to secure and maintain high quality delivery as well as value for money.</b>  <b>LB - endorsed SB views about quality of the RE adviser, with thanks. LB also added, on a personal note, to committee, an apology for the length of time it took for the contract to be agreed and the confusion arising as a result.</b>  <b>CT - acknowledged the Chairman's comments regarding length of time to finalise and the lack of communication and will recount this to commissioners to seek an improved process for the future.</b></p>		
11.	<p><b>Date of Next Meetings:</b>  <b>NOTE CHANGE OF MARCH DATE</b>  SACRE 3 - <b>Wednesday 15th March:</b> 3-5pm: Spring Term meeting &amp; ASC  IN PERSON with hybrid facilities - Venue: Church House, Guildford GU2 7YF  SACRE 4 - <b>Wednesday 21st June</b> 3-5pm: Summer term meeting &amp; ASC  Venue: to be advised</p>		
<b>Part 1 concluded by Chairman at 4pm</b>			
Item	<b>PART 2 – Agreed Syllabus Conference (ASC)</b>	<b>Actions</b>	
	<b>Time convened by chairman: 4.01pm</b>	<b>By Whom</b>	<b>By When</b>
1	<b>Matters Arising – 15/06/22 update and report on progress by RB</b>	SM/RB	15/03/23

	<p>Concept Map - Development and origination of Bah'ai Map. SM and RB will meet as required for SM guidance on origination of map.</p> <p><i>KS3 – Following on from the ASC in September the need for differing models of curriculum for KS3. First available opportunity to progress with secondary specialists will be at the SAfE RE Hub meeting 17/11/22 which RB will be attending and will be able to report and share back thereafter on progress. Secondary Curriculum for Surrey.</i></p>	RB	15/03/23
2	<p><b>Syllabus Review timeline- a reminder–</b></p> <p>The groups provided comments to RB within this meeting contribute as part of the syllabus review toward presentation for ratification and approval at cabinet meeting scheduled 30<sup>th</sup> May 2023, or cabinet meeting 27<sup>th</sup> June 2023. RB explained the aim is to propose in May but is dependent on completion of new syllabus content. There is a requirement for the SACRE committee to have an editorial role in regard of the new syllabus. Editorial role is carried out by SACRE Officers and Groups A-D, in conjunction with adviser, to ensure appropriate language, grammar and context for delivery to schools. Editorial comments relating to papers circulated in advance &amp; noted for the purpose of minutes</p>	SACRE Com. Groups	15/03/23 15/03/23
3	<p><b>KS3 Content – Progress Update</b></p> <p><b>RB</b> - explained in detail using the presentation as a guide throughout the meeting. In brief to summarise for the purpose ASC item 3 minutes thematic options would be a sensible option for Secondary Schools as the model for curriculum differs in KS3. Secondaries are mostly academies, and the curriculum must be robust enough to have the statutory content used in multiple different ways reflective. A menu design has been chosen to be responsive enough to be adaptive to enable schools/academies to look at content to construct their curriculum, – six themes across three terms revisited three times as part of a spiral curriculum accommodating GCSE starting points either in YR9 or YR 10 – key questions for each of the examples, enabling referral back and selection from statutory/syllabus content for curriculum delivery. Aim is for schools to use to enable to both meet statutory and curriculum needs. RB advised that the writing and authoring of content continues.</p>		
4	<p><b>Primary – Content Review - Meeting paper ASC 4.5, 4.6 &amp; 4.7</b></p> <p><b>RB</b> spotlights using her presentation to committee ASC 4.1-4.4 and confirms this content has already been reviewed. ASC papers 4.5, 4.6 &amp; 4.7 have been circulated and members were invited to comment in this meeting. <b>ASC 4.5, 4.6 &amp; 4.7</b> cover Primary content KS1 and End of phase expectations. To note Primary support materials contain statutory content and non-statutory. All plans have common features.</p> <p><b>LB</b> invited for groups to comment on <b>4.5, 4.6 &amp; 4.7</b> with in the meeting. Comments received by RB in advance of meeting from JJ.</p> <p><b>JJ</b> use of terms <b>4.5</b> 'world view' – <b>in this context may infer just non-religious 'world view' only. A world view can be both religious and non-religious. RB acknowledged, and adjustments to be made to reflect the accuracy of the terminology at the outset to encompass both religious and non-religious views.</b></p> <p><b>LB Groups given 5 minutes to reflect and then comment back to committee per paper.</b></p> <p><b>4.5 Early Years Foundation Stage RE - 16.25pm</b></p> <p><b>LB</b> - RE seven areas of learning, communication and language, to perhaps include a religion to refer to other religions?</p> <p><b>SH</b> - EYFS - 2<sup>nd</sup> page 4<sup>th</sup> line – addition of comma.</p>		

**SB** - Pg 5 'How does RE in EYFS contribute...' fourth box down, key question includes 'Easter' as an example as a key festival for Christians.

**RB** – asked the committee to reflect on the word 'grateful' in terms of a semantic point of view.

**JJ** - being 'grateful' may infer a being or to whom one would be grateful suggesting a greater power or being. For non-religious belief systems, the word 'grateful' may have views which reflect differently on 'natural resources provide'.

**RD** - expands 'Grateful' in the context of 'appreciating' the resources the natural world provides. "...appreciate it, look after it, use it and respect it..."

**LB** - concluded a consensus and common ground has been found for 'grateful', **RB** - will make appropriate adjustments, noting to committee to bring their awareness back to that the 'language' is primarily aimed for children aged five-seven years old.

**4.6 What should I teach in KS1 - 16.45pm**

**AP** – position of icons

**LB** – bottom of the page, "building your long-term plans..." suggests that this is positioned right at the beginning for the benefit of teachers.

**SH** – Compulsory units: 3 'incarnation' Is there any element of miracles or actions of Jesus? Actions of Jesus...his treatment of people.

**RB** - responded it will be in the unit, and will specify to become clearer, with page numbers added across the document.

**SS** - put forward and contributed for the word 'God' **KS1** Muslim and 'Allah' – the phrasing may give the impression that 'God' in a Muslim context is in some way different to a 'God' in a Christian context. **SS** explained further that when she teaches (children), she explains that, from her perspective as a Muslim, there is a different word used for 'God' in Arabic 'Allah' but it essentially, although a different word is being used she believes it is the same 'God' as 'God' for Christians. **Could the phrasing be reflective of this? 'God' being as one, mindful of the differing religions contexts/words/views of 'God' rather than just from a 'Christian' thought process/context? Following subsequent emails received by RB, this should perhaps be considered by SACRE members at the next meeting, as part of ongoing discussions and reflected in age-appropriate ways within the support materials.**

**LB** replied to **SS** confirming this was useful.

**SB** – pg. 5 compulsory units, bottom box – changes 'our' to 'the' may be more inclusive for all views. **JJ** replied to **SB**.

**LB** kindly requested **SB** and **JJ** to pursue any continuing conversations offline.

**SH** – **please check as Jewish festivals; some are referenced as being in the Torah and they are not.**

**LB** summed up what delights is the clear link with the concepts and concept development that reflects and takes on board the RE Review. Concluding to committee it is valid to raise comments about structure within the meeting but for further individual member conversations around content to continue offline due to time constraints. Please contact **RB** following the meeting if members would like to add further comments about Meeting paper ASC 4.5, 4.6 & 4.7

**4.7 – Syllabus Content - 17.00pm**

**RD** – **is there something within the design for teachers to interpret between statutory and non-statutory content, as per the previous document?**

**RB** - replied with reference to previous meeting and that SACRE and Diocesan Board of Education (DBE) whilst agreeing the CofE Church School Version said 'that they felt the purpose of the unit; the 'sticky knowledge'; the expected

	<p><i>outcomes and key questions were absolutely crucial to the functioning of the document of the agreed syllabus making all of statutory” apart from the ‘links across learning’ which they thought was helpful as an addition. Statutory content could be ‘greyed out’.</i></p> <p><b>SH</b> – <i>if the words ‘hyperstatic union’ may ‘scare teachers. “What is God like for Christians?” SH thoughts on another word than ‘Shepherd’ which could be used to broaden relatability; for example, will a child in an urban context relate to an image of a shepherd?</i></p> <p><b>RB</b> - <i>replied from the context of the imagery used in the bible, felt important to introduce the word ‘shepherd’ in KS1 due to the spiral nature of the curriculum will revisit the word ‘Shepherd’ later with more understanding.</i></p> <p><b>There were thanks from the LB chairman and from the committee to RB on her excellent work, what an excellent piece of work and highlighting the quality of the content produced.</b></p>		
5	<p><b>What’s Next</b> RB will follow up and will send out a revised version of the content.</p> <p><b>All members comments in the previous section will be considered and captured in the revised versions of the EYFS &amp; KS1 content and circulated for further member scrutiny with the minutes. Please make any additional comments to RB by 16.12.22</b></p> <p>Members of groups A&amp;B will be sent support materials to comment. Please send your comments to RB in advance of the extra ASC meetings.</p> <p><i>Note to members that although SACRE is responsible for review of the statutory content, we also advise that faith/belief members would be helpful in reviewing support material content for accuracy and ensure that content has been checked by more than the ‘Writing Group’.</i></p>	<p>RB</p> <p>SACRE Com.</p> <p>Groups A &amp; B</p>	<p><b>16.12.22</b></p>
	<p><b>Date of Next Meetings:</b> <b>Extra and additional requested ASC meetings for Syllabus Review</b> <b>Friday 20<sup>th</sup> January 2023 AM and Tuesday 31<sup>st</sup> January 2023 11am onwards</b> <b>LB to advise February dates.</b></p> <p>SACRE 3 - Wednesday 15th March: 3-5pm: Spring Term meeting &amp; ASC IN PERSON with hybrid facilities - Venue: Church House, Guildford GU2 7YF</p> <p>SACRE 4 - Wednesday 21st June 3-5pm: Summer term meeting &amp; ASC Venue: to be advised</p>	<p>Clerk</p>	

The meeting closed at 17:18pm

Signature:<sup>ii</sup> \_\_\_\_\_

Date: \_\_\_\_\_

Minutes to be circulated to:<sup>iii</sup>SACRE Committee, , Local Authority SACRE Officers, Diocese and being also published in the public domain via cofeguildford.org.uk



**Summary of actions<sup>iv</sup>**

Item	Action	Who	By when
	<b>SACRE - Part 1</b>		
6.	CT to liaise with Surrey County Council Legal Advice RB/CT/LB to meet and liaise with Surrey County Council Legal Team (SCCLA) for advice regarding a constitution review.	CT CT/RB/LB	15/03/23
	SM request to please check if the SACRE constitution is subject to the Equalities Act.	CT/RB/LB	15/03/23
	Contact Adviser to SACRE, Richmond – potential line of further advice to explore for constitution review.	RB/SH	15/03/23
	The working party may only convene based on recommendations from SCCLA. LA Officers and working party would need to report to the full committee in time for Spring Meeting 15 <sup>th</sup> March 2023 to advise on progress. To ensure valid proceedings, the quorum for each working party requires an odd number (minimum of five) ideally with a member from each group represented with preference for SCC Legal Advice and LA officer present to advise as appropriate. <b>Constitution working party members, volunteered:</b> <ol style="list-style-type: none"> <li>1. Carrie Traill, LA Officer – Constitution support and SCCLA liaison</li> <li>2. Surrey County Council Legal Advice Officer</li> <li>3. Simon Mortimore;</li> <li>4. Jennie Johnson (Group A);</li> <li>5. Sarah Harris (Group A &amp; Vice-Chair);</li> <li>6. Rev Allan Taylor (Group A);</li> <li>7. Rashida Nasir requested to be part of the group by email 16/11/22 after meeting (Group C)</li> <li>8. LA member to be advised - Jordan Beech expressed an interest prior to this meeting.</li> </ol>	CT	15/03/23
7.	Committee members to contact and email RB if they wish to join SDP working party. <b>SDP working party members:</b> <ol style="list-style-type: none"> <li>1. Rachel Boxer, SACRE Adviser</li> <li>2. Sarah Harris;</li> <li>3. Jane Whittington.</li> </ol>	RB	15/03/23
	The SDP working party to report back to full committee in time for Spring 15 <sup>th</sup> March 2023 to advise on progress	SDP WP	15/03/23
8.	Report to committee from PW about Workforce Data Analysis – c/f item 15/06/22	PW	15/03/23
9.	Faith and belief members will be approached to produce short 1-minute videos for schools, being cited within the new SDP as a forward-facing task.	RB	TBA
	<b>Agreed Syllabus Conference (ASC) - Part 2</b>		
1.	Concept Map - Development and origination of Baha'i Map SM/RB to meet to discuss and originate content.	SM/RB	15/03/23
2.	Syllabus review – meeting papers <b>Meeting paper ASC 4.5, 4.6 &amp; 4.7</b> . Request to SACRE committee to contribute comments back to RB, in an editorial capacity for the syllabus. Please prepare and read all papers ahead of meetings.	All SACRE Com.	15/03/23
5.	RB will follow up and will send out a revised version.  All committee members to respond to RB with comments and editorial checks in advance of 16/12/22.	RB  SACRE Com.	  <b>16/12/22</b>

	Members of groups A&B will be sent support materials for comment. Please send your comments to RB in advance of the extra ASC meetings.  <i>Note to members that although SACRE is responsible for review of the statutory content, there is a requirement to check support material content for accuracy and ensure that content has been check by more than the 'Writing Group'.</i>	Groups A & B	
5.	Extra ASC January dates to be circulated to committee Friday 20 <sup>th</sup> January 2023 AM or Tuesday 31 <sup>st</sup> January 2023 11am onwards Virtual/venue to be advised.	RB/Clerk	ASAP
5.	Proposed SDP WP dates January – circulate via Outlook to confirm attendance. LB to confirm availability for additional February dates for ASC	Clerk Chair	ASAP

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<sup>i</sup> Highlighting the questions that members are asking and the responses they are receiving will make it easier to identify member challenge, questions; *italics*.

<sup>ii</sup> Minutes can be signed physically on paper copies or via email or using any available method of obtaining digital signatures (whereby the minutes cannot be altered at a later date, after they have been signed); the approved method(s) for signing the minutes must have minuted agreement by the full committee

<sup>iii</sup> E.g. Diocese, Local Authority, Trust board, etc

<sup>iv</sup> The summary of actions table can be circulated as a separate document as soon as possible after the meeting before also being included in the minutes