

SACRE Finance Committee Meeting.

May 14th 2014 4pm at the EMAS Centre

Present: Peter Davies (Chair), Marilyn Leggett, Maria Coles, Beverley Millsom, Sarah Long

Apologies: Peter Smith-Parkyn (Clerk)

Invited guest: Linda Jacobs (LA Educational Officer) 4.30 - 5pm

Agenda:

NB: Last meeting of 12 March minutes not available (notes from clerk provided)

Minutes of Feb not yet approved

From last finance meeting minutes - actions:

- discussion on election of Chair
- Question to be asked of Rachel McKeever (LA) - is SACRE charged VAT?
- Pat Hannam to be invited to June SACRE meeting

Additional items:

- Chair, LA rep and clerk need to arrange pre-agenda meeting for SACRE June meeting (Action SL)
- Plan and prepare financial costing for planned expenditure over the next financial year

It was agreed that in the June 2015 meeting, Peter Davies (Chair) would be standing down and so there needed to be election of new chair for September 2015.

SL has asked RMcK about VAT - by email - and awaits response, and Pat H has been asked and is able to attend the next SACRE meeting in June

Action: Clerk to ensure SACRE members aware of change to Chair

There was discussion on the rules relating to length of terms of office in the constitution of SACRE. BM felt that her 'term of office' has possibly expired. She asked that the clerk find out terms of office dates so that this could be clarified. It was noted that several other SACRE members, in particular school representatives, no longer came to SACRE meetings. Action for the clerk: find out when their terms of office finished and write to all school (and any other missing members including council reps.) to check on the attendance/terms of office. It was felt that a drive for new members might be necessary.

Patrick Quirke (Sec Sch rep) is leaving the city and although he offered to continue membership as an associate member, because of the distance involved to travel, it was not felt this was appropriate. PD (chair) will inform him of this, with his thanks. This position will need to be filled

Actions: **Clerk** to write to school and council reps on SACRE re attendance

Clerk to check all SACRE members term of office dates

Clerk to provide copy of SACRE constitution so that the SACRE body can be made aware of the length of office of all SACRE reps.

Chair: to write to PQ to thank him for offer of 'associate membership' but to decline this

Clerk: will write to councillors on SACRE body to remind them of dates and attendance at SACRE meetings

Linda Jacobs came in to talk to the committee:

There was discussion as to the role of SACRE. It is not to monitor but to raise the profile of the agreed syllabus 'Living Difference' and the statutory duties of schools to provide collective worship. It was agreed that Portsmouth SACRE should consider how it provides this support to both secondary and primary schools. It was agreed, that as part of the funding provided to SACRE from the LA there would be plans in the 204/15 academic year to provide:

- a secondary school RE teachers' conference. Consider 2 places per school at £50 per delegate;
- a reminder to HTs of their responsibilities (possibly to be shared with governors);
- promotion of the agreed syllabus to teachers at KS1/2 and KS3/4.

Further discussion continued after LJ had left the meeting and the committee agreed on a course of actions that could support the role of SACRE. Funding that would need to be made available was carefully considered. A draft 2014/15 spend was considered (copy attached). This will go to the next SACRE meeting in June.

Actions: Promotion of agreed syllabus to be undertaken with the **finance committee** to delegate funds to this as necessary:

1. HT representatives to talk at HT conference and remind HT of responsibilities re the agreed RE syllabus and collective worship (**SS and SG**) No cost

2. Training for school governors is to be provided. Governors Forum considered the best platform. **SL** (on behalf of SACRE) to ask Pat Hannam if she could provide this training. **SL** to arrange for PH to attend Governors' Forum. Costs to be incurred

3. Both secondary and primary teachers to be provided with refresher courses on 'Living Difference'

- Network meetings planned for primary teachers (and with new sec SACRE rep if possible) to include * sharing of good practice relating to Living Difference, * find ways to promote the RE curriculum in the New Curriculum (RE stays the same) (**BM** plus others) Costs to be incurred
- Secondary School Conference planned for secondary school RE teachers. Pat Hannam to be asked to support this initiative (**PH** plus others). Costs to be incurred
- Uploading of Living Difference lesson planning on the SACRE website. Possible costs to be incurred here. **SL** to speak to OH (IT tech), **BM** to ask colleague. **SACRE members** to be asked for ideas

The finance committee then made recommendations for the use of 2014/15 funding to be used to support these projects.

There is a carry forward of £1712, £315 (already paid to SG for 2014 Student Conference from 2013/14 budget) and LA funds of £2000,. Total funds £4027.

The £2500 from Culham will fund in its entirety the student conference with a balance of £2185 still to be paid (agreed costs for 2014 Student conference)

Planned budget spend:

PLANNED SACRE SPEND for 2014-15				
	2014-2015			
Date	Description	Income £	Outgoings £	Balance £
01/04/2013	Starting Balance			2,000.00
01/04/2014	Money carried forward from 2013/14 income	1,712.00		3,712.00
23/04/2014	Patricia Hannan HCC monitoring visit Priory School 09/05/14 PO NO: 2786718 (Raised by R Giles)		350.00	3,362.00
06/05/2014	NASACRE grant for 2014 conference	2,500.00		5,862.00
06/05/2014	Patricia Hannan HCC attendance at Summer Term SACRE meeting PO NO: 2787796 (Raised by R Giles)		300.00	5,562.00
01/07/2014	Sue Ganter. Student conference costs (£315 paid)		2,185.00	3,377.00
April	3 days supply for B Millsom Networking preparation		480.00	2,897.00
June	Pat Hannam visits to City Boys		350.00	2,547.00
July	Pat Hannam visits to Miltoncross		350.00	2,197.00
2014/15	Pat Hannam to possibly run a Sec School Conference		350.00	1,847.00
Spring 2015	Pat Hannam to be asked to support Governors' training		250.00	1,597.00
Aut 2014	BM to run Primary Curriculum Development (inc 2 days supply costs)		400.00	1,197.00
	Annual subscription to NASACRE		95.00	1,102.00
	Possible costs for IT work (unknown)		??	1,102.00
				1,102.00
	Total additional income	4,212.00		
	Total outgoing			
	Balance			1,102.00

In addition, other agenda items discussed were:

SACRE directory. It had also been raised at the last SACRE meeting that the SACRE members were not aware of the link to the SACRE directory. This will be sent, again, as this has been made available to schools about two years ago. It is on the EMAS website and SACRE were made aware of this.

(SINCE the meeting please note:) The link to the RE boxes will also be sent so that SACRE members can view the contents. SL will ask again that SACRE faith members provide further information on each artefact that teachers who borrow from the boxes can have more relevant information

Action:

SL to provide link to SACRE directory

SL to send link to SACRE boxes and again ask that faith members please provide a written (by email if easier) explanation of the use of these contents relating to their own faith

The meeting closed at 6.45pm.

Next meeting at **4.00pm** at the Civic offices on Wednesday June 25th (prior to the SACRE meeting at 4.30pm) **PLEASE NOTE CHANGE OF TIME**