

Hosting WASACRE Preparation Check List for Local Authorities

Action Required	By Whom	Action / Progress	Complete
Decide upon and advise WASACRE Secretary of date of meeting (NB NAPfRE meets the day before so therefore do not book WASACRE for a Monday)	GV	Friday 3 rd March 2017 County Hall, Usk	√
Book venue for meeting Average of approximately 40 delegates attend 10a.m. for 10.30a.m. – 3p.m.	RW	Booked Council Chamber from 9am to 5pm	√
Arrange IT equipment as required: usually data projector, sound facility. WiFi access if possible		The Council Chamber has built in IT facilities catering for presentations etc. WiFi access for laptops via secured guest - password C0untyHall . For phones and tablets – MCC public website. The WASACRE Meeting could be livestreamed, if required.	
Book and fund live translation facility	RW	RW has liaised with Alan Burkitt, MCC Welsh Language Officer. He will arrange the live translation facility. To be funded via Sarah McGuinness' Departmental Budget.	
Provide to WASACRE Secretary map of venue / directions / car parking facilities / public transport options.	RW	Details are available on the MCC Website. RW to send a link to the WASACRE Secretary.	
Arrange and fund refreshments and lunch: Tea / coffee / biscuits or pastries on arrival at 10am Buffet lunch with drinks approx 12.30p.m. (NB provide vegetarian options clearly labelled and some Gluten Free choices) Water in meeting room	RW	lunch, tea / coffee to be provided for the WASACRE Conference on the 3 rd March and we should cater for 35 people with a good selection of vegetarian options. Councillor Hackett Pain informed me that Sarah McGuinness will pay for the	

		lunch etc. via her departmental budget. The Cost Code is E110.	
<p>Optional form of welcome / reflection of RE in the locality – during tea / coffee time or in meeting room at start of meeting</p> <p>e.g.</p> <ul style="list-style-type: none"> display of pupils' work musical item from school pupils pupils meeting and greeting delegates / offering refreshments local SACRE members meeting and greeting 	<p>Sharon Randall Smith</p> <p>Liz Hacket Pain</p>	<p>discuss with Headteachers to establish which schools would like to 'perform' a musical item on arrival.</p> <p>Contact Gwent Music for lunchtime background entertainment.</p> <p>Contact Flying Start and Schools for displays of work.</p> <p>Create display board of Monmouthshire SACRE members.</p> <p>Liaise with Dewi for photos.</p>	
<p>Formal welcome speech to commence meeting from e.g.</p> <ul style="list-style-type: none"> Mayor Chair of SACRE Director of Education Head of School Improvement Local SACRE Members (what does it mean to them to be part of SACRE?) 	LHP	<p>Invite:</p> <p>Chairman</p> <p>LHP – Chair of SACRE</p>	
Invite guests	<p>GV</p> <p>SRS</p> <p>LHP</p>	<p>Monmouthshire Inclusion Group</p> <p>Diocesan Directors – CinW, RC Syrian Refugee Leader</p> <p>Council Members' Chaplain</p>	√
Book meeting room and refreshments for NAPFRE meeting day prior to WASACRE 10a.m. – 5.00p.m. approx 10 delegates.	RW	<p>Booked Conference Room on Thursday 2nd March 2017 from 9am to 5pm.</p> <p>Gill also asked if tea / coffee for 10 people could also be provided for the NAPFRE meeting on the 2nd March. I understand that the college canteen is able to provide lunches which are usually placed on the landing.</p>	√

