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	V
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	N
Arrange IT equipment as required: usually dataprojector, sound facility. WiFi access if possible	RW	The Council Chamber is fully equipped. WiFi access is also available. The WASACRE Conference may be live streamed, if required.	1
Book and fund live translation facility	RW	Alan Burkitt, MCC Welsh Language Officer, has arranged for a live translator to be available for the WASACRE Conference. To be funded via the CYP Directorate's budget.	1
Provide to WASACRE Secretary map of venue / directions / car parking facilities / public transport options.	RW	Details have been provided to the WASACRE Secretary via links to the MCC website.	√
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 and biscuits to be provided for the WASACRE Conference on the 3 rd March catering for 35 people, with a good selection of vegetarian and gluten free options available. The CYP Directorate will pay for the lunch / refreshments etc. via its departmental budget.	1

Optional form of welcome / reflection of RE in the locality – during tea / coffee time or in meeting room at start of meeting e.g. • display of pupils' work	Sharon Randall Smith	discuss with Headteachers to establish which schools would like to 'perform' a musical item on arrival.	\checkmark
 musical item from school pupils pupils meeting and greeting delegates / offering refreshments local SACRE members meeting and greeting 		Contact Gwent Music for lunchtime background entertainment. Contact Flying Start and Schools for displays of work.	\checkmark
	Liz Hacket Pain	Create display board of Monmouthshire SACRE members. Liaise with Dewi for photos.	
 Formal welcome speech to commence meeting from e.g. 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	Invite: Chairman LHP – Chair of SACRE	√ √
Invite guests	GV SRS	Monmouthshire Inclusion Group Diocesan Directors – CinW, RC Syrian Refugee Leader	V
Book meeting room and refreshments for NAPfRE meeting day prior to WASACRE 10a.m. – 5.00p.m. approx 10 delegates.	RW	Council Members' Chaplain The Conference Room has been booked on Thursday 2nd March 2017 from 9am to 5pm. Lunch, tea, coffee and biscuits for 10 people to be provided.	~