

City of York Standing Advisory Council for Religious Education (SACRE) code of conduct and roles and responsibilities

All representatives should:

- attend the meetings of SACRE and take part in the deliberations and work of SACRE
- send apologies to the clerk when they are unable to attend
- participate in and review the work of SACRE for the benefit of all schools and the whole community
- actively challenge and resist stereotyping
- assume at all times that all members of SACRE are honourable and concerned with the best interests of SACRE
- work constructively with SACRE to ensure it can meet its statutory obligations

Faith and belief group representatives should:

- ensure that they are adequately qualified to represent their faith or belief community
- be able to explain how they intend to inform and consult with their faith or belief community
- feel a sense of responsibility not only to the children coming from their own faith or belief, but also to all the children of City of York
- provide expertise, or assist in providing access to such expertise, in matters of fact, tradition, theology and practice relating to their own faith or belief for the benefit of the whole school population
- represent to SACRE the interests and concerns of their own faith/belief community
- endeavour to represent fairly the views and interests of the widest possible range of faith/belief positions within their community (this is particularly relevant if they are the sole representative on SACRE for their faith.)
- follow the guidelines for visits to schools (see below)
- inform members of their faith community of the work of SACRE

For school visits SACRE representatives should:

- only visit a school as a SACRE faith/belief group representative when invited
- inform the Clerk of SACRE of any invitation received and visits made
- make absolutely clear that you are speaking from the perspective of the particular religion or belief system that you are representing
- ensure that you do not say or do anything, which could be viewed as denigrating any other religion or ethical belief system
- at all times behave honourably in relation to your fellow SACRE members

Teacher and teacher association representatives should:

- provide information and expertise in relation to teaching and the school environment
- if appropriate provide information and expertise in relation to the teaching of religious education and the carrying out of collective worship in schools
- represent the interests and concerns of teachers, pupils and schools
- consult with teaching colleagues and students
- keep colleagues informed about the work of SACRE
- ensure that the welfare and education of all the children in the City of York is the primary focus of SACRE

Council representatives should:

- represent the wider public interest
- provide information and expertise to SACRE in their capacity as an elected member of City of York Council
- inform SACRE of concerns or issues known to City of York Council relating to education and in particular the provision for SMSC (spiritual, moral, social and cultural development), teaching of religious education and the carrying out of collective worship in schools
- support the work of SACRE by representing its interests in City of York Council
- endeavour to ensure that SACRE is adequately funded and supported
- ensure that legal requirements for the conduct of SACRE are observed in particular in relation to the suitability and qualifications required to be a member of SACRE

Roles and responsibilities:

The Chair of SACRE should:

- Attend all SACRE meetings, helping to prepare Agendas and key papers;
- Welcome new SACRE members and ensure they are fully briefed;
- Chair SACRE meetings;
- Ensure SACRE meetings are inclusive and the code of conduct is followed by all members;
- Represent City of York SACRE on national bodies and report back to SACRE on the outcomes of any meetings;
- Provide an introduction to the SACRE annual report;

- Send letters of thanks to schools who host meetings and to individuals who give presentations at SACRE meetings;
- Send congratulation letters to schools where good practice has been identified, such as through the RE Quality Mark, through Ofsted Inspections or through visits by SACRE members;
- Ensure the Agreed Syllabus and Collective Worship Guidance are up-to-date;
- Working with the LA Adviser, the clerk and other SACRE Officers, produce reports for the Council e.g. when changes to the SACRE constitution or membership are required.

Local Authority Adviser to SACRE (who is not a member of SACRE) should:

- Attend all SACRE meetings, helping to prepare Agendas and key papers;
- Advise SACRE on issues relating to its work;
- Ensure SACRE is up to date with local, regional and national initiatives and issues related to RE and collective worship, e.g. Ofsted subject reports, DfE funded initiatives;
- Relate SACRE's work to wider community issues, including partnerships with faith and belief communities;
- Lead on areas related to the Agreed Syllabus, RE and collective worship;
- Manage and deliver the training of SACRE members and, where appropriate, teachers and other groups interested in RE;
- Produce reports to meet the deadlines agreed for distribution of papers for the meetings;
- With relevant administrative support and the SACRE clerk, manage and advise meetings of sub groups e.g. working parties for particular initiatives;
- With the SACRE clerk ensure that all SACRE publications are circulated to the relevant bodies;
- Working with the Chair, the clerk and other SACRE Officers, produce reports for the Council e.g. when changes to the SACRE constitution or membership are required;
- Draft and edit the SACRE Annual Report and all SACRE materials and publications;
- With administrative support, update any relevant RE / ASC / SACRE website and SACRE's presence on the LA website;
- Take the lead on the monitoring aspects of SACRE, especially agreed school visits and analysis of examination results in RE/RS

The Clerk to SACRE (who is not a member of SACRE) should:

- Arrange, attend and clerk meetings of the SACRE;
- Produce and circulate minutes and agenda in a timely manner in accordance with the Council's standard format;
- Arrange, attend and clerk meetings of the ASC during the review period;
- Ensure that all papers from working parties or consultants are circulated to the ASC members in advance of meetings;
- Advise on dates of meetings; particularly in relation to religious holidays or other council meetings which may clash and affect quoracy;
- Arrange venues for meetings of both the SACRE and ASC;
- Organise and if necessary transport equipment (e.g. ICT, digital projector) to meetings;
- Organise catering for the meeting with due sensitivity towards the religious sensibilities of the particular faith communities;
- Remind and if necessary chase members/other attendees about reports for meetings and circulation deadlines;
- Circulate additional papers or conference invitations from relevant bodies;
- Alert the Chair and RE Professional Adviser/Consultant to any communications from relevant bodies;
- Working with the Chair, the local RE Professional Adviser/Consultant and other SACRE Officers, produce reports to the Council e.g. when changes to the SACRE constitution or membership are required;
- Work closely as a team member with the Chair, the local RE Professional Adviser and other SACRE Officers (this includes regular phone contact, e-mail, and agenda planning meetings);
- Be the first point of contact for SACRE members, faith community members, members of the public and officers of NASACRE and other relevant bodies;
- Respond to enquiries alerting the Chair and RE Professional Adviser when necessary;
- Maintain the SACRE (and ASC) membership list, keeping it up to date, chasing members whose attendance is poor and identifying any membership issues for the attention of the Chair;
- Contact the nominating bodies for each interest group represented on the SACRE when membership lapses and arrange for replacements;
- Contribute information for the Annual Report of SACRE (e.g. membership and attendance details);
- Assist in the production, publication and distribution of the Annual Report;
- Issue Welcome/Induction Packs for new members and ensure that new members have sufficient information to prepare them for their first meeting;

- Maintaining a filing system (electronic and paper) of relevant and up to date information;
- Liaise with other LA departments and keep the Chair, the local RE Professional Adviser and other SACRE Officers informed of any LA initiatives which may be relevant to the work of the SACRE;
- Ensure that all SACRE publications are circulated to the relevant bodies;
- Liaise with the LA's Legal/committee section regarding governance issues;
- Undertake administrative work relating to the meetings of sub groups of the SACRE e.g. working parties for particular initiatives;
- Help organise events such as the launch of the new agreed syllabus, SACRE open evenings;
- Be responsible for the payment of invoices relating to SACRE work e.g. payment for attendance at national conferences, catering for meetings or training;
- Maintain oversight of the SACRE budget, advising the Chair of issues relating to this budget.

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