



**School Councils need a constitution because:**

- It provides everyone with a clear statement of the purpose of your school council
- It sets out all the rules and procedures to be followed by the school council so that anyone can look them up
- It is a good way of checking that the council is doing everything it is supposed to do

**Name:** Cassiobury Councillors

**Purpose / aims:**

- To make changes to ensure our school becomes an even better place
- To make sure all children are given a voice

**Members:**

- X2 members from each KS1 class (x1 boy and x1 girl)
- 12 members elected in total

**Elections:**

- All children in KS1 have the opportunity to stand for election by putting their name down on their class nomination form
- Children standing for election must present a short manifesto (talk) that tells the class why they are the best person for the job
- Voters understand that their vote is anonymous and that they must vote for the person that they think will do the best job
- All children in KS1 have the opportunity to vote for x2 school council members to represent their class
- Each child votes confidentially - ballot papers are issued to the pupils and then put in ballot boxes (or similar)

**Officers:**

The School Council Committee consists of the following roles [the committee will vote for the people who they feel will best suit each of these positions] :

- A chairperson
- A vice-chair person
- Secretary
- Link teacher

**Responsibilities:**

**School Council representatives:**

- To raise the profile of the School Council
- To listen to any suggestions / issues from classmates and bring these to the attention of the Chairperson to consider in the agenda
- To feedback relevant information to class after school council meetings

**The chairperson / Vice Chairperson**

- Runs the meetings and leads the discussions
- Helps to prepare the agenda
- Talks to teachers and governors about what the School Council thinks and its ideas for new activities or initiatives
- Makes sure all council members are actively involved

**The Secretary**

- Takes notes (minutes) at the meeting
- Helps to prepare the agenda
- Makes sure everyone knows when the meetings are



**Link Teacher**

- Trains pupils to be School Council representatives
- Attends all of the School Council meetings and helps to write the agenda / minutes
- Offers guidance, advice and information
- Ensures that School Council issues are discussed in staff meetings / remind colleagues that class representatives need to report back after meetings
- Helps to raise the profile of the School Council

**Removal / Resignation:**

- School Council members have an important role within school; it is therefore important that they show commitment and follow our Golden Rules as they are a role-model and representative.
- If a School Council member's behaviour is seen to be inappropriate, or if School Councillors are repeatedly late or absent for meetings then:
  - 1<sup>st</sup> occasion: A verbal reminder will be given
  - 2<sup>nd</sup> occasion: A verbal warning will be given
  - 3<sup>rd</sup> occasion: They will no longer be a School Council representative

**Meetings:**

- Will be held at least x2 per half term
- Will be 15 - 20 minutes long
- Any decisions that need to be made will be voted on; there must be at least 8 members present for a vote to take place