



# School Council Constitution 2019-2020

## St. Joseph's Primary, Wetherby



<b>Aims</b>	<ul style="list-style-type: none"><li>• <b>To listen to ideas from all pupils and to give them a voice</b></li><li>• <b>To help to make the school a fun and happy place to be for all pupils by introducing new ideas.</b></li></ul>
<b>Key objectives for this year;</b>	<ol style="list-style-type: none"><li>1. <b>To improve the outside environment through new equipment.</b></li><li>2. <b>To raise money through different fundraising ideas.</b></li><li>3. <b>To improve all areas of our learning environment.</b></li></ol>
<b>Ground rules</b>	<ul style="list-style-type: none"><li>• <b>Listen to each other by looking at the person who is talking and not interrupting.</b></li><li>• <b>Respect each other's opinions.</b></li><li>• <b>Be kind to each other.</b></li><li>• <b>See something through if you agree to do it.</b></li></ul>
<b>Communication links</b>	<ul style="list-style-type: none"><li>• Class reps are responsible for feeding back information to their classes after every meeting.</li><li>• Class reps are responsible for gathering ideas / feedback from their class members prior to every meeting.</li><li>• School Council will lead a whole school assembly every half-term.</li><li>• School Council members will hold a School Council listening stall every half term.</li><li>• School Council members will produce a termly newsletter to send home to parents.</li><li>• School Council will have an up-to date page on the school website.</li></ul>
<b>Elections</b>	Members are elected by a secret ballot in the autumn term of each school year. Pupils have to nominate themselves, give a speech, saying why they would like to be a School Councillor and suggesting some ideas that they have.
<b>Members</b>	Each class (Years FS2-5) have 2 representatives; a boy and a girl. FS2 representatives join after the October half term. Year 6 have 5 representatives, 2 boys and 3 girls.

## **Roles and responsibilities**

### **ROLES:**

There are 5 key officers in addition to the important role of being a Class Representative:

- Chair
- Vice Chair
- Secretary / Vice Secretary
- Treasurer & Treasury Team
- School Council Teacher Representative

These are elected by the School Council members at the start of the year.

### **RESPONSIBILITIES:**

#### **Chair:**

- Runs the meetings and leads the discussions, making sure everyone gets a chance to contribute their ideas.
- Is the School Council's main spokesperson.
- Makes sure that everyone who agrees to do something actually does it.

#### **Vice-Chair:**

- Leads the meeting if the Chairperson is away.
- Supports the Chair in carrying out their responsibilities.

#### **Secretary:**

- Helps to prepare the agenda for the meetings.
- Takes notes at meetings and uses them to prepare the minutes.
- Makes sure everyone knows when the meetings are.

#### **Vice-Secretary:**

- Steps in for the Secretary if they are away.
- Supports the Secretary in carrying out their responsibilities.

#### **Treasurer:**

- Keeps a record of the School Council accounts / budget so that the Council knows how much money they have to spend on projects.
- Helps to research the costs of different projects.
- Works with the School Business Manager to sort money for School Council projects.
- Leads the Treasury Team with fund-raising events.

#### **Treasury Team:**

- Supports the Treasurer in carrying out their responsibilities.

#### **Class Representatives:**

- Share School Council news with their class.
- Share class ideas at School Council meetings.
- Volunteer to get involved in School Council projects.
- Be enthusiastic and committed.

	<p><b>School Council Staff Representative:</b></p> <ul style="list-style-type: none"> <li>• Be a ‘supervising’ adult.</li> <li>• Provide training and support for all School Council members.</li> <li>• Be the ‘voice’ to other staff to support the School Council and its work.</li> </ul> <p>All School Council members sign a contract at the start of the year to show that they are prepared to take on the role and the responsibilities that go with it.</p> <p>All School Council members will attend a training day at the start of the school year and then have half-termly training sessions on key areas.</p>
<p><b>Meetings</b></p>	<p>Meetings will take place in the upstairs meeting room. They will usually take place fortnightly, although extra meetings can be arranged if needed. They will usually take place on Wednesday afternoons between 12.30-1.15pm although this might sometimes change. For a meeting to be considered quorate there needs to be a minimum of 9 School Council members. Decisions will be made through open, majority votes. Minutes will be taken at each meeting and these will be shared with each class by the Class Representatives.</p>
<p><b>Finance</b></p>	<p>School Council will have their own budget. The Treasury and Treasury Team are responsible for working with the School Business Manager to control the money. The School Council decide together what the money should be spent on through discussion and votes at School Council meetings. We will then share our Fundraising ideas and decisions with the rest of the school.</p>