



Keevil C of E Academy

The School Council Constitution

School Councils need a constitution because:

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

1) Name

The name of our School Council will be '**Keevil School Council**'.

2) Purpose / Aims

- To change the school for the better.
- To value what **all** people say.
- To try to do our best.

3) Members

- All children (from Reception upwards) have the opportunity to stand for election.
- Two class members are elected from each class from Year R to Year 6 to become school council representatives (reps). YR have the opportunity from the Spring Term.

4) Elections

- All children, from Year R upwards, have the opportunity to stand for election.
- Children standing for election must present a short manifesto (talk) that tells their 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**.
- **Secret Ballot papers** will be issued to the pupils and put in ballot boxes (or similar); this should be carried out in a similar way to local and national elections.

5) **Officers**

- The School Council Executive Committee will initially consist of a Chairperson, Vice-chairperson, Secretary and Treasurer.
- The Executive Committee will be supervised by the **Representative Teacher**.

6) **Responsibilities**

Council Representative:

- To raise the profile of Keevil Pupil Voice.
- To remind class members to tell them issues (big or small) and bring these to the attention of the Chairperson to consider in the Agenda.
- To feedback relevant information to class after school council meetings.

Executive Committee:

The Chairperson:

- Runs meetings and leads discussions.
- Helps to prepare the agenda.
- Talks to teachers and governors about what the School Council thinks and its ideas for new activities.
- 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.
- Keeps all notes safely in the Minutes folder.

The Treasurer:

- Looks after the School Council's money.
- Writes reports on how much money has been spent, what it has been spent on and how much is left.

The Rep Teacher:

- Trains pupils as representatives.
- Attends all the School Council meetings and (if asked) help pupils to write agendas and minutes.
- Offers guidance, advice and information (if asked).
- Ensures that School Council issues are discussed in staff meetings and remind colleagues that class representatives need to report back after meetings.

- Makes sure that non-teaching staff, governors and parents are kept informed about the School Council.
- Helps to raise the profile of the School Council.
- Helps to reflect on how the School Council is progressing and evaluate its development.

7) **Removal/Resignation**

School Council members have an important role within school; it is therefore important that they show commitment and behave appropriately as they are a representative - the 'pupil voice'.

If school councillors' behaviour, within school or school council meetings, is seen to be inappropriate or if school councillors are repeatedly late or absent from meetings then:

- 1st occasion - A verbal warning will be given
- 2nd occasion - A written warning will be issued
- 3rd occasion - They will no longer be a school council representative

8) **Meetings**

To meet minimum 'best practice', meetings will be:

- At LEAST once a term in the meeting room.
- 30 minutes long.

After discussions and feedback from pupils (where appropriate) decisions made by Keevil School Council will be made by school council representatives taking a vote.

9) **Boundaries**

School council members agree that items discussed in meetings are **confidential**, pupils names will not be used when they are discussing issues.

10) **Finances**

At present, the school council budget is applied for by the Rep Teacher, based on the School Council Action Plan.

Some of this money is allocated to stationery such as school councillor badges. The remainder of the money can be spent how school council sees fit, depending on the issues raised during meetings throughout the course of the year.