



School Council Constitution 2017/18

Councillors and their behaviour and attitude

- The council shall be made up of two representatives from each class, one boy and one girl from Year 1 to Year 6.
- A councillor, once elected, will be on the School Council for one school year.
- A councillor is expected to behave in a supportive way and with a positive attitude towards the other councillors and all other people.
- A councillor works hard to make the School Council and the decisions it makes as successful as possible for the school.

Voting and selection procedures

- All decisions taken at School Council meetings shall be by a show of hands or secret ballot, with votes for and against recorded.
- If a vote is a tie, the chairperson will have the deciding vote.
- The link teacher and/or head teacher can vote in School Council meetings.
- The chairperson will be elected by the councillors.
- The secretary will be decided by a vote by all the councillors.
- School Councillors are 5 Star Pupils. If a pupil has more than one incident recorded in a school year, they will no longer be able to represent their class as a School Councillor for the remaining academic year.
- School Councillors have excellent attendance levels of 95% or above. If attendance falls below 95%, they will no longer be able to represent their class as a School Councillor for the remaining academic year.
- A letter will be sent to all School Councillors giving their individual attendance for that Term.

Structures and procedures at School Council meetings

- School council meetings will be held at least once every half term.
- Meetings will only take place when the link teacher and/or head teacher is present.
- The agenda will be decided in advance by the link teacher, chairperson, and the secretary.
- The council must make sure that all people likely to be affected by a decision are informed first and have a chance to comment.
- Minutes will be taken at every council meeting and any actions to be taken and every decision made will be carefully written down.
- The council will invite a wide range of people to meetings to help the councillors make the best decisions.
- The chairperson is in charge of the School Council meeting and has the right to silence people or remove them from the meeting if they are behaving badly.
- The link teacher and/or head teacher will have the right to prevent the School Council discussing any issues that s/he believes the council do not have the right to discuss or the power to do anything about.

- The link teacher and/or head teacher will have the right to prevent the School Council making a decision that s/he considers is not the responsibility of the council or within its powers to decide.

Promoting the School Council: giving the school community a voice

- Photographs of all School Council Representatives will be displayed outside each classroom.
- The work of the School Council will be advertised on the School Website.
- There will be a School Council suggestion box in each classroom for children to make comments to their council.
- There will be a School Council suggestion box near the front entrance of the school for anyone, including parents and visitors to the school, to make comments to the School Councillors.

School council rights and responsibilities

- The council will have an account but can only spend money with the agreement of the head teacher.
- All members of the school will be informed of any decisions the council has taken.
- The council will have a responsibility to help the school become more environmentally friendly.
- The council will have the responsibility to think of ways to help the local community become a safer, healthier and more peaceful place to live in.