

Featherstone High School School Council Hand Book



Created by the Inaugural School Council October 2002

Updated by the 2010 School Council



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Mission Statement

The Featherstone High School, School Council aims to improve the learning environment of the School, by sharing, discussing, agreeing and acting on Student views.

Written by the Inaugural School Council Oct 2002

Aims of the School Council

- Develop the realisation in pupils that they have a positive role to play in creating a caring environment within the school and the local community.
- Increase self-esteem and confidence by debate, action and student voice.
- Encourage a sense of mutual responsibility and social cohesion within the school from an early age.
- Promote positive behaviour, mutual respect and concern for one another.
- Increase pupil initiated extra-curricular activities

Responsibilities of the School Council

- To represent the form at Year Team Meetings.
- To hold a position of responsibility on the Year team.
- To attend termly meetings.
- To inform the members of the form about decisions and discussions made at the meetings.
- To discuss with the form their opinions on relevant subjects and reflect this in discussions at Year Meetings.
- There needs to be both a female and male representative.

Structures of the School Council

As a member of a form every student is a member of the form council.

Each form elects two representatives, one boy and one girl.

These students represent the form on the Year Council.

Every year has a Year Council of two from each form.

At the School Council election, each year group elects two students of their year (one boy and one girl) to stand on the School Council.

Hence the School Council is formed with 14 students, 2 from each year group and two allocated members of staff.

Procedures for election as form reps

This usually takes place in early September.

1. Students are nominated by another person in the form.
2. Candidate's names are written on the board.
3. Candidates give a brief speech about why they wish to be Form Reps.
4. All students including the candidates have one vote for a female candidate and one for a male.
5. These votes are written down on 2 separate pieces of paper, candidates are allowed to vote for themselves. Secret Ballot.
6. Two students who are not standing for election then add up the votes.
7. The results are read out in ascending order.
8. The successful candidates are congratulated.
9. They may give a brief speech of thanks.
10. The names of the successful students are given to the allocated member of staff with responsibility for the school council.

Procedures for Election as Year Reps and School Reps

The Following procedures take place in the Hall, with all the form reps present

Each year group meet up in the hall in a circle.

- Students are nominated by another person in the year, the student is then given the choice of standing or not standing.
- All form reps in that year have two votes one for a girl and one for a boy. Candidates may vote for themselves
- These votes are written down on 2 separate pieces of paper and handed to a member of the Social Inclusion Department.
- Secret ballot- votes are then counted a member of the Social Inclusion Department.
- In the event of a tie there will be a revote between the respective candidates only
- The results are read out in ascending order.
- The results are given to the chairing teacher

Thereby the School Council is formed, and all councillors serve a full term of office from September to September.

All Councillors to receive and wear a badge.



Training for the School Council

The New School Council is trained prior to taking on its new duties. This is led by the members of staff allocated to the School Council and also where possible by the previous years School Council Reps. This is held after School in the third or forth week in September.

The specifics of the training will depend on the team. Also training may be held throughout the year where opportunities arise or where it is needed.

Meetings

- Form, Year and School Council meetings should be held on a half termly basis.
- The School Council will meet with Committee Groups on a termly basis.
- The School Council will meet with the Headteacher at the end of each term
- These meetings need to be well advertised and held in the same location each week.
- Dates, agendas and minutes of year and school council meetings should go on the School Council frontier page. Minutes of form and year councils should also be sent to the School Council, either directly to the allocated staff or through the students.
- The form tutor may chair the form meetings and the TLR Pupil Progress may chair the year meetings, but is preferable for the lead reps in each meeting to chair it. Minutes should be taken for every meeting

Procedures for Voting for Positions

The positions are – chairperson, vice chairperson, secretary, treasurer and external reps on the School Council.

The form and school councils have two chairs in the shape of their year or school councillors.

- These positions are elected at the first meeting of the year.
- The positions are explained to the council. (See notes on the positions)
- The rest of the Council vote. (See the procedures above.)
- Students should accept the responsibility to see the term of office through.

Procedures in Meetings

- Meetings are chaired by the chairperson, vice chairperson or if necessary by the teacher allocated to the group
- Students sit in a circle
- Students should have the agenda announced to them, written on the board and or in written form.
- All students have a equal right to speak.
- The agenda is gone through step by step.
- Students need to raise their hand to speak.
- It is the job of the chair to check that all have a fair turn to speak.
- All opinions must be taken at equal value.
- All action should be voted on either by hands up or secret ballot if needed.

Agenda & Minutes

- All minutes should be typed up at least a week after the meeting on a Year and School basis and put on the form notice boards of all relevant and forms. In the case of the School Council these will be place on the Student Voice fronter page.
- Where possible all minutes need to contain points discussed and action to be taken.

Approaching the School Council

All members of the student body and staff may approach the School Council with an idea or an issue. Students may do this through their form and school reps. Staff may approach the relevant year council or the school council. If deemed relevant this will be on the agenda for the next meeting.

The School Council acts as a consultation and checking body for committee groups. A member of the School Council will sit on each Committee. Committee Chairs are allowed to address the School Council at meetings.

The Role of Staff on the Council

Staff are there to advise and if necessary to moderate in meetings, but not to make decisions. The two staff allocated to the School Council have a vote

The Head Teacher meets with the Chair and Vice chair once a term to discuss items which the School Council has agreed.

Procedures for Students Leaving the Council

Students serve on the Council for one term of office i.e. from September to September. They should serve the full term and need to be aware of this at the point of election.

Students whose actions mean that their position on the School Council is questionable will be asked to justify themselves in front of the Council and it is the Council's decision (on a vote) whether they continue to serve or are asked to leave. This will be discussed in a private meeting by staff and the Council.

In the event of a member being lost from the Council the form council of that student will re- elect a rep of the same gender. Then the year council will re-elect from their new body.

If a student changes form they will stay on the Council until the end of their term of office. This may mean the Council needs to grow by one or two members to accommodate for fair representation.

Ealing Regional School Council Meetings

Two students are the external reps and they attend external meetings at the borough and feed back information as necessary.

The Annual General Meeting

The Annual General meeting takes place the last week of July and all the Council meet to debrief for a long session. Members of Committee Groups and the Sixth Form Committee will be invited to attend the meeting. Members of staff will also be invited to attend meeting

Appendix I: The Year/Form Council Meeting Struction

Each year council needs to follow these meeting guidelines;

- Meetings should be conducted in a circle and meetings need to be taken.
- Information sharing; Each form needs to pass one agenda item to the year council via the form reps and they must be different from the meeting before.

Meeting One Discuss...

- the purpose of the Year/form council and what it can achieve
- the themes
- the roles and responsibilities
- how often the council will meet
- the importance of attending all meetings
- The structure of meetings; this needs to follow the school council format.
- Ground rules

Meeting two

- elections for roles need to take place; chairperson, vice chairperson, secretary
- watch the School Council video (this can take place in 2nd or 3rd meeting)
- ground rules determined
- feedback from the form/year/school councils and a decision made on the items to be forwarded to the year/school council

Meeting 3 (& so on)

- theme issues discussed
- feedback from form/year/school councils

Appendix II: The School Council Structure

School Council

members who will be representatives of the year councils

School Council will be led by the Chair and Vice Chair



Year Councils

Form Representatives from each form will meet as a year group



Tutor group Councils

Meetings will be chaired by form representatives during registration

Appendix III: School Council Roles

Behaviour and Attitude

- Councillors, who represent the pupils of this school must maintain the highest standard of behaviour
- Councillors, who represent the pupils of this school must have high attendance of over 90%
- As long as councillors are part of the school they can stand for election as many times as want to.
- The councillors will treat with politeness and respect any visitors to the meetings.
- The council shall be made up of two representatives of each class, based on who're willing to represent their class.
- A councillor, once elected can stand on the council unless they break this constitution or decide to leave.
- Students whose actions mean that their position on the School Council is questionable will be asked to justify themselves in front of the Council and it is the Council's decision (on a vote) whether they continue to serve or are asked to leave. This will be discussed in a private meeting by staff and the Council.

Voting and Selection Procedures

- The member of staff involved will not have a vote in the council meetings
- A council member can not be voted off the council for minor behaviour problems – however it can be discussed in meetings.
- The chair person or any other committee role can only be decided by the councillors in a vote.
- If the vote is a tie, depending on what is being voted on there should be a speech or a proposal made by all parties involved and then a deciding vote should be a cast.
- Any unfairness in voting procedures will be discussed in meetings and further action taken if needed.

Structures and Procedures at School Council Meetings

- The agenda will be decided by all councillors at the beginning and at the end of the meetings
- Minutes will be taken by the secretary in every meeting and decisions will be carefully noted.
- The council must take into consideration the views and comments of people that would be affected, first, before making a decision.
- The chairperson is in charge of the council meeting and has the right to silence people and bring order to the meeting if need arises.
- School council meetings are to be held once a month and all councillors should attend unless they have a good reason not to.
- The council can invite guest speakers or representatives from different types of organisations as guides to allow councillors to make the best informed decisions.

Promoting the School Council

The council will;

- Give the school community a voice.
- Promote social cohesion amongst the school community
- Give pupils a fair say as well as visitors and the school community
- Act as a checking body for Committee groups#
- Consider all decisions carefully as they may concern the outside community and the school community.
- Provide all pupils access to Student Voice topics and ideas through the Student Voice Fronter Page

Appendix IV: The Constitution

School Council Rights and Responsibilities

- The council will have the responsibility of ensuring that all goods brought from companies other than the school, are checked out and benefit the environment and the human and animal rights.
- All pupils will be informed of any decisions the council makes, after it has been verified by the head teacher or the support member of staff.
- The council has the responsibility to help the school become more environmentally friendly.
- The council will have an account but can only spend money on the agreement of the head teacher.
- The council's use of money must benefit the school and all transactions must be noted with a date, an amount spent, the cause and the company name.
- All committee members must perform their duties in the best possible way
- Constitution rules can be added but the rules are set as decided by the whole school council.

The above points must be adhered to.

