

HEM School Council Constitution

Our Purpose

We are the voice of the pupils

- We aim to get things done to make our school better.
- To find ways to improve our school.
- To give every pupil a voice and to make all decision making fair.

Membership and Elections

Any KS 2 pupil of Haydock English Martyrs' Catholic Primary School can put themselves forward to be elected democratically. Representatives from the previous year's election stand before the class describing the role and responsibilities of a Class Representative. Every student, once fully informed of the role and responsibilities, can stand for election stating their reasons before the class. Each candidate will be given time to think of a speech to present their class which will explain why they think they would be the best person to represent the views of their class. Then the classes vote for the person who they feel would get the job done the best by writing down the name of the person they decide on. A vice school council rep will also be elected in case the other representative is absent. Elected members will be announced by their teachers within each class and names will be confirmed in the first available school assembly for whole school recognition.

Current School Council Members

All members of the school council have a duty to report back any information they discuss to their classes. They must also make sure they represent the views of every child in their own classes by sharing them at school council. They can record this information in their school council book.

Roles are selected in a democratic election process where members vote with a show of hands.

Chairperson:

Vice Chair Person:

Public Liaison Officer:

Secretary:

Vice secretary:

Treasurer:

Photographer:

Alerting Team: Committee members:

Link teacher:

Link Teaching Assistant:

Roles of the School Council Members

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Chairperson: The Chairperson runs the meetings. First, they read through the last week's minutes to check they are a true reflection of what happened; if all members agree, the minutes are signed. The chair then forms and shares the meeting's agenda with the school council and works through this.

Vice Chair Person: The Vice Chairperson needs to be prepared to lead the meeting if the Chair is absent. They also support the Chairperson in their role, when required. When the minutes have been signed, the Vice Chair takes them to the office to be filed.

Public Liaison Officer: The Public Liaison Officer lets the whole school know what is going on in school council. They update the blog, provide write-ups for the newsletter and write up any news for the School Council display board.

Secretary: The secretary takes notes (minutes) in all meetings and ensures there are enough copies to be looked at for the next meeting. It is also their job to do the register.

Treasurer: The treasurer records any money raised, donated or spent for the school council.

Alerting Team: The alerting team ensures that all children are aware when school council will take place.

Committee members: These members listen to the Chairperson and contribute their own and the ideas of their class and vote for any ideas put forward.

Meetings

School council meetings are held every 2 weeks in the KS 2 Meeting Room. For the meeting to go ahead there must be at least 7 council members present. Decisions will be made using a hands up or blind voting system. If a decision can't be reached, it will be put to the whole school. Ideas and questions are put to classes/the whole school before they are voted on in school council.

School Council Code of Conduct

As agreed by the School Council

- 1. Take care of each other e.g. older members can support the younger members
- 2. We don't leave anybody out.
- 3. Always put your hand up.
- 4. We always support the majority decision.
- 5. Don't shout out.
- 6. Always listen to the person speaking.
- 7. Always give your class an update.
- 8. Try our best to make the school better
- 9. Always attend school council meetings unless we are not at school
- 10. We must always report back to our classes and share their views (not just our own)