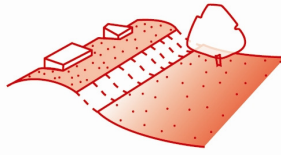


Riverhead Infants' School



School Council Constitution

Aims

- To change things in our school to make them better for the children, for all the people who work in our school and for visitors.
- To give the children a chance to:
 - say things (and people will listen)
 - help make decisions.
- To help people outside our school.

Membership

- There are two elected representatives - one boy and one girl - from each of the year 1 and year 2 classes.
- There is a link officer from the school council for each reception class.
- There is a link teacher from the Senior Leadership Team.

School council elections

- Elections are held twice a year.
- Each class holds an election for its own representatives.
- Any child who wants to stand for election must produce a mandate, in school, to share with their class. (This can be in any form that can be shared.)
- Every child in the class has two votes - one for a girl and one for a boy.
- Voting is organised by the class teacher and will be by secret ballot.
- The votes are counted by an adult, with the class, as soon as possible after the voting is complete.

Meetings

- The school council meets at least twice a term but may meet more often if appropriate.
- The meetings take place at a time agreed by the school council members and the link teacher.
- Meetings are attended by the school council members and the link teacher. Other people may attend by invitation or by request.

Leadership of the council

- The chairperson and secretary of the school council are chosen by the school council from the year 2 class representatives. They usually remain in post for the term of the school council.
- The responsibilities of the **chairperson** are to:
 - prepare the agenda for the next meeting with help from the link teacher
 - lead the school council meetings, making sure that everyone has a turn to speak if they want to
 - organise voting if it's needed and say what the meeting has agreed
 - decide who has got to do something, when it's got to be done by and how everyone will know that it has been done
 - go to meetings to talk about the work of the school council

- The responsibilities of the **secretary** are to:
 - help prepare agendas with the chairperson and link teacher
 - take minutes of school council meetings including the decisions that are made and the important issues that are discussed
 - make sure that copies of the minutes are sent to each class and to the head teacher and the office (to put on the website)
 - keep all the minutes safe in a book or file for future reference
 - attend adult meetings with the chairperson and make notes if necessary

Responsibilities of school council members

- Every member of the school council is expected to:
 - attend school council meetings and represent the ideas and views of their class fairly
 - report back to their class after school council meetings
 - take part in the work of the school council enthusiastically
 - elect a chairperson and secretary
- In addition, some members of the school council are chosen as link officers for year R. They are chosen from year 2 class representatives by the school council. They usually remain in post for the term of the school council.
- The responsibilities of the link officers are to:
 - talk to children in their reception class about what they like or don't like
 - ask reception class teachers to include a particular topic in circle time to find out what the children think
 - report the views of their link class to the school council
- The responsibilities of the link teacher are to:
 - help the chairperson and secretary to produce an agenda for each meeting
 - attend all meetings and helping the chairperson to lead the meeting and run discussions and to give the school council guidance and support
 - help the class representatives to share information
 - help the secretary to keep an accurate record of school council meetings
 - liaise with school staff

The school council constitution will usually be reviewed at the end of the term of each school council.