



school (with negotiation with their teacher) to fulfil these duties.

### **Councillors:**

The elected Councillors ask their class teachers for lesson time to hold their class meetings. They are allowed a maximum of fifteen minutes per week.

The class representatives:

- report upon the issues being addressed by the school council;
- discuss and record any points arising from these issues;
- ask for any issues to be raised by the class;
- decide which issue (if any) should be put forward to the council (two issues maximum).
- discuss issues arising from suggestion box.

The class teacher monitors the meeting but must try to allow the children to come to their own conclusions. The class teacher should handle sensitive issues.

If the teacher considers a particular issue to be important, the class may be allowed to encroach upon circle time during that week to complete their discussions.

### **What is discussed?**

Issues arising from the class meetings, together with issues added to the suggestion box\* will be noted in the Councillors' notebooks and be tabled at the next School Council Meeting.



The headteacher reserves the right to table issues regarding school organisation at the meetings to seek Council-

lors views.

Health & Safety issues/risk assessments of hazards from a pupils' eye view are discussed at each meeting.

\* The "suggestion box" is a box where children can voice their opinions on paper, anonymously. They are placed in each classroom in order for all children to be able to access it.

### **How can I find out more?**

- A Children's Guide to The School Council—a 'Save the Children' Publication available at a cost of £5 from Save the Children, 17 Grove Lane, London SE5 8RD or calling 01752 202301. Alternatively a copy may be borrowed from the headteacher
- Copies of the minutes from previous meetings are available from the headteacher for the current year or are archived in the Yearbooks
- If you would like to know anything more about our School Council, please contact the



# **Our Guide to the School Council**

## Why have a School Council?



The United Nations Convention on the Rights of the Child is a list of basic rights all children have. There are 41 rights which are called Articles (a full summary of the Convention is available from

Mr Warbrick on request)

There are 3 main areas of the Convention which look at the rights to be;

Looked after & cared for

Have the things you need to survive

### **Participate in anything to do with your life**

The last right, Article 12, clearly justifies the need to have a School Council as it is an ideal opportunity for pupils to get more involved in the way a school is run.

## What is it?

The School Council is the representative body of the children of Beckstone Primary School. It meets monthly to discuss school issues.

The School Council provides an active learning experience not only for the Councillors but for all pupils who take part in discussion, listening and negotiation. The School Council and its role as a representative body will be supported by lessons in Citizenship and Personal Social and Health Education as well as other National Curriculum subjects that explore the idea of what being a good citizen means.

The School Council is an advisory group - making recommendations to the headteacher to initiate, organise and manage the subsequent actions.

The council is required to report to the governing body at least once per year to provide an annual report.

## How is it organised?

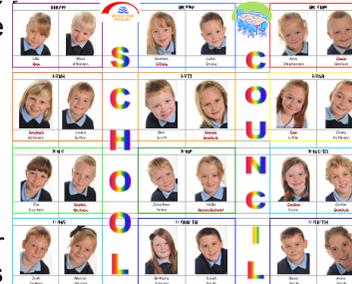
During September each class holds elections:

- Two children from each class are elected to represent their class, a boy and a girl;
- To achieve this, children are asked to volunteer for the positions,
- If more than two children of the same gender volunteer, all candidates are asked to prepare a speech stating why they should be elected.



- A secret vote is then organised (children writing name of their choice on a slip of paper). The boy/girl with the most votes becomes the representative - the number of votes is NOT stated to the class. Should there be a draw, a re-vote will be necessary.

Shortly after the results, an initial meeting with the new elected representatives is organised by the headteacher or teacher in charge to discuss



their roles in more detail.

Meetings are then held on a minimum of a monthly basis, more often if issues dictate.

There is a responsible adult present at all council meetings (usually the headteacher & often the deputy). If no adult is available, the council meeting is cancelled. The adult normally takes as little involvement as possible as their view often has a dominant influence upon decisions made

## Roles & responsibilities

At the first council meeting, the teacher in charge is the chair to allow for the election within the Council of the posts; **chair, treasurer & secretary**. This will also provide the opportunity to consider other roles/responsibilities the council may wish to add.

### **Chair:**

The Chair of the School Council;

- Sets the agenda
- Leads the meeting
- Is the channel for all discussion/points raised
- Is the signatory on all correspondence

### **Treasurer:**

The treasurer of the School Council;

- Manages the annual budget (currently set at £300)
- Reports on the balance of accounts to Council meetings

### **Secretary**

The Secretary of the School Council;



- Takes minutes of the meeting
  - Types and circulates the minutes
  - Writes letters, types notices etc at the behest of the Councillors
- The secretary is allowed time in