

School Council Constitution

The school council at Sacred Heart

We meet to discuss ideas, decide on the most effective ways to change and improve our school then talk to those who can help make it happen. We will share news and information about fundraising, new initiatives and important events and achievements. This will be done through, but not limited to; class presentations, assemblies, the school website and occasionally the weekly newsletter.

Together we can help the Sacred Heart community to grow and succeed.

Our Purpose

As representatives of the students:

- We aim to get things done to make our school better.
- We find ways to improve our school.
- We give every pupil a voice.

Membership and Elections

Any pupils of Sacred Heart in years 2-6 can put themselves forward to be elected democratically. This includes pupils of all minority groups and those with additional needs.

Teachers share information with their class, describing the role and responsibilities of a Class Representative.

Every student, has the opportunity to stand for election stating their reasons before the class.

Then the classes vote for the person who they feel would get the job done the best by writing down that person's name in a secret ballot. The two pupils with the highest number of votes are then elected to office.

Elected members will be announced in assembly and displayed in the hall and in classes. Photos will be shared on the school website for recognition.

Roles of the 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 or by collecting ideas from their class in an 'ideas' box.

Officers will be elected within the school council group by democratic process.

Chairperson: The Chairperson runs the meetings.

First, they read through the last meeting's minutes to check they are a true reflection of what happened; if all members agree, the minutes are signed. The chair then 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/hands to the link teacher to be filed.

Secretary: The secretary takes notes (minutes) in all meetings.

After the link teacher has typed up the minutes, they ensure there are enough copies to be looked at for the next meeting. They also distribute the agenda to all members prior to each meeting.

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

They have overall responsibility for managing floats and collecting money after events have been completed, however all members are expected to help where large quantities of coins need counting.

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. They will take it in turns to take the register.

Meetings

School council meetings are held half termly for 30 mins over lunchtime in the library and at least 8 members need to be attendance for it to go ahead.

Extraordinary meetings will take place if deemed necessary.

Decisions will be made using a hand-up or blind voting system. If a decision can't be reached, it will be the link teacher who will cast the deciding vote. Ideas and questions are put to classes/the whole school before they are voted on in school council.

School Council Code of Conduct

As has agreed by the School Council members:

1. Take care of each other e.g. older members will support younger members
2. Participate in discussions with all members and leave nobody out.
3. Always put your hand up.
4. Support the majority decision.
5. Don't shout out; use kind hands and voices at all times.
6. Always listen to the person speaking.
7. Always give your class an update.
8. Try our best to make the school better
9. Attend school council meetings unless we are not at school
10. Gather and submit the views of our classes (not just our own)