

The John Roan School Council Constitution

Aims of the School Council

- The aim of the School Council is to provide a forum for the discussion by students' representatives of issues raised by students or by staff and which affect the life of the student and staff.
- The School Council is not a decision-making body but allows for views to be expressed and heard and creates a further opportunity for effective communication within the school and for appropriate action to be taken, when necessary.

Student Elections and Representation

- Whole School elections are held in PCHE.
- This usually takes place when there are vacancies available
- Year group elections are held in September. Each tutor group will elect two representatives one male and one female. Form tutors will oversee elections and pass on their names of their representatives to the Head of Year.
- Year 7 elections will be held in January so students are accustomed to the school environment
- Consideration should be given, once elections are completed, to the training of student representatives in their role as members of the School Council. This will be undertaken in September. This will be delivered by the School Council

Staff and Governor Representation

- Meetings of the School Council will be attended by: All Student whole school council representatives, A Community Governor, A member of staff from both MH and WP site and Head Teacher or Deputy Head.



- **Communication between Council Representatives and Tutor Groups**
- Before each Whole School Council meeting the 4 School Council representatives from each year group meet with tutor group representatives to discuss the agenda.
- Heads of Year or deputy heads of year (or a form tutor from the year group to act as a teacher representative) should be present at this meeting.
- The minutes should be taken and then published on frontier





Timing and Organisation of School Council Meetings



The School Council calendar is set as the following:

Per half term

- Week 1 and 2: tutor registration- minutes go to the Year meeting
- Week 3 and 4: Year meeting - minutes go to the Whole School Council
- Week 5 and 6: Whole School Council minutes go to Tutor groups

There is an issue calendar that draws on things the pupils can discuss.

However this calendar can be abandoned if there is a pressing issue

Term 1

1a: Training for the school council and any issues

1b: Break and Lunch Time (Invite Canteen staff and Terie Duncan)

Term 2

2a: School Playground (Invite Jean Bloch and Martin Bain Premises)

2b: School Building

Term 3

3a: School Council reaching the Community (Invite Karen Spurgin)

3b: Re-elections and Any other issues



The roles



- The chairperson will be expected to run the meeting to the agreed agenda. Matters which are brought up at the meeting not on the agenda may be scheduled for a future meeting at the discretion of the chair.
- No individuals, staff or students, may be discussed in School Council meetings without their permission in writing in advance.
- On occasions where a member of the School Council is unable to attend a meeting he/she should arrange for another tutor group representative from the same year group to attend the School Council meeting on his/her behalf.

Conduct of a councillor



- Whole School Councillors are representatives of students of the school. They agree to maintain the highest standards of behaviour
- A Whole School councillor, once elected will be on the school council for the time they learn at the John Roan School.
- The councillors will treat with politeness any visitors to the meeting

Voting and selection procedures

- A councillor may be voted off the council if their conduct in school becomes a problem
- The chairperson will be elected by the councillors.
- All decisions taken at school council meetings shall be by a secret ballot

Structures and procedures at school council meetings

- Minutes will be taken at every council meeting and every decision made will be carefully written down.
- School council meetings will be held whenever time permits.
- The council must make sure that all people likely to be affected by a decision are informed first and have a chance to comment via opinion poll on frontier
- The chairperson is in charge of the school council meeting and has the right to silence people or remove them from the meeting if they are behaving badly.
- The agenda will be decided at the meeting by all the councillors.



Promoting the school council: giving the school community a voice

- The school council will have a notice board in a prominent place in the school MH and WP

School council rights and responsibilities

- The council will support to help the school become more environmentally friendly.
 - The council fully supports the UN Convention on the Rights of the Child and will always try to address issues which threaten or violate these rights. (Attached)
 - All members of the school will be informed of the decision the council has taken via frontier
 - The council will have its own account and spend money as it chooses. A treasurer will be elected.
 - The council will have the support to think of ways to help the local community become a safer, healthier and more peaceful place to live in.
 - The council will have the support to make sure that the school buys products from companies that have a good record on human rights, fair trade and the environment. This is in line with the School Fair trade policy. (Within budget)
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