

Otterham Primary School

School Council Policy



Version 2

## School Council Policy

### **1. Mission statement**

The purpose of having a school council is to encourage:

- Citizenship, democracy, fairness, rights and responsibilities of all children in the school.
- The opportunity to work considerately, fairly and cooperatively using democratic procedures to make and implement decisions in areas which affect their lives in and outside of school.
- Children have a means to express their ideas and opinions on issues in school which affect them and those around them.
- Children to have an opportunity to have an input on school policy.
- Children to work and learn together, and to play a positive role in their local and wider community.

### **2. Members of the school council**

**2.1** There will be 1 child selected from each year group (R- 4) and 2 children from Y5 and Y6. Mrs Ward will act as the school council link teacher.

**2.2** To become a school council member, children need to explain why they wish to be on the school council in front of their class. The class will then anonymously vote for who they believe will best represent them. Elections will be held at the end of each academic year, as this allows the future school council members to shadow current members.

### **3. Positions within the school council**

**3.1 Chairperson:** The chairperson will lead and run all discussions, and ensure that all members of the council who wish to speak have the opportunity to do so. The chairperson will also discuss matters with the head teacher and bring along any additional notes to discuss for future meetings.

**3.2 Secretary:** The secretary will minute the meetings, noting down any decisions or actions that need to be carried out.

**3.3a Class representatives:** The school council members in each year group have a direct responsibility to:

- Attend all meetings where possible.
- Bring the opinions and ideas of their class to the meeting.
- Share their peers' opinions and ideas to the school council, even if these ideas differ from their own.
- Report the minutes from the meeting to their class, on (at least) a fortnightly basis.
- Help out when necessary e.g. running events, fundraising.
- Be available and welcoming to all children and to encourage new ideas.

- Organise and run events e.g. charity

### **3.3b Class representatives tour guides:**

Some children on the school council will be offered training to be a tour guide. These children will have a training session with the head teacher to ensure that they know what they need to do and say when showing people around the school. These children may be taken out of lessons to show prospective children/staff members and visitors around the school.

### **3.4 The link teacher:**

The link teacher's role is to facilitate the smooth running of the meetings. The link teacher will take care not to dominate the meeting, and will only intervene when appropriate. The link teacher will:

- Discuss with the school (during assembly) when children can elect to become school council members.
- Train school council members to run meetings independently.
- Act as a link between the school council, the SLT and the school governors.
- Provide support on writing with the agendas and minutes.
- Be at meetings to give advice and feedback when necessary.
- Oversee events and ensure they run smoothly.

### **3.5 All children in the school:**

All children in the school will:

- Elect children in their class who they feel will make the best class representatives.
- Express their opinions and ideas about school council decisions and issues they would like them to discuss.
- Listen to feedback from school council meetings given by their class representatives.
- Participate in events which the school council may organise.

### **3.6 Class teachers:**

Class teachers will support the school council by:

- Organising the election of the class representatives for their class at the end of the academic year.
- Allowing the class representatives to attend school council meetings.
- Allowing time for class representatives to feedback about the meetings.
- Encouraging children in their class to understand the key concepts of citizenship, fairness, democracy, co-operation, rights and responsibilities so that they feel involved with the school council and recognise the benefits of the school council.

## **4. School council meetings**

The school council will aim to meet every fortnight.

## **5. School council agenda**

At each meeting the School council will set an agenda for the next meeting. This agenda will reflect issues raised in class meetings and may include:

- Feedback from class meetings about the previous school council meetings.
- Feedback from any events in operation and from meetings with relevant staff or pupils.
- Setting the next meeting's agenda.
- Any other business.

## **6. Communication**

The school council will communicate with other members in their school community and the wider community in a variety of ways.

- School council members will feedback from the school council meetings to their class.
- The minutes of the meetings will be displayed on the school council display.
- Announcements in assemblies will be made whenever necessary.
- Announcements will also be made in the school's newsletter and will be posted on the school's website.
- Class thought boxes are available in every classroom.
- The school council display board will be kept up to date.
- The Link Teacher will communicate to other members of staff.

AGREED BY THE GOVERNORS OF OTTERHAM PRIMARY SCHOOL

Adopted by the Governing Body:  
Review date:

15 February 2022  
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