



THE RALEIGH SCHOOL

School Council Policy

Reviewed: Nov 2015

Next Review: Nov 2018

Introduction

This document is intended as an outline to the guiding principles by which we organise our School Council.

Specific Aims

We aim to:

- enable all pupils to have a voice and be able to contribute towards the continuous improvement of The Raleigh School community
- undertake projects that will improve the quality of the school.

ROLES AND RESPONSIBILITIES OF SUBJECT LEADER

- To lead the organisation of the School Council including elections.
- To support pupils and colleagues with their involvement in School Council projects.
- To be familiar with current ideas in how to organise and implement School Councils
- To promote best practice.

ROLES AND RESPONSIBILITIES OF LINK GOVERNOR

- To meet the School Council Leader at least annually to discuss the implementation, monitoring and evaluation of the action plan.

EXTRA CURRICULAR ACTIVITIES / TRIPS

- To ensure that representatives of the School Council have the opportunity to meet with representatives from other schools.

PARENTAL AND COMMUNITY LINKS

- There are many opportunities where parents and the community can participate and support the children.
- In school examples include: Fundraising for charities
- Out of school examples include: Effingham Learning Partnership School Council Confederation Meetings

School Council Organisation

- The Council is made up of 2 reps from each class; 1 boy and 1 girl. These are to be elected democratically by the class. Reception do not have reps, however the Year 6 class reps are responsible for liaising with the Reception teachers who will gather their thoughts.

- In addition to the reps there are 6 'executive members' of the School Council. These consist of a Chair, Secretary and Treasurer as well as a Vice for each of these roles. These are filled by Year 6 pupils.
- Once the elections have taken place the School Council is set for the year.
- The Council works in either half termly or termly cycles depending on the nature of the projects being undertaken. See Appendix i for example of cycle plan.
- Children's ideas are fed into school council via class Circle Times.
- Every cycle, the School Council will have a Key Stage Meeting to allow the Key Stage One children further opportunities to voice their ideas.
- Before a full meeting of the School Council, the officers will create an agenda which will be available to all classes. Pupils will be invited to comment and their ideas will be considered in the meeting.
- There is a School Council display in the main corridor, which is to be created and maintained by the School Council.

Project Groups

- The work of project groups will be linked to the healthy schools agenda, PSHCE events (special weeks, days or assemblies), charity and school fund raising or initiatives suggested by the children through the canvassing of all classes. There should be approximately 5 sub-committees running each cycle to allow children to be more involved as they are working in smaller groups. Project groups may need to continue for 2 cycles. After consulting all classes, the School Council will decide on the project groups.
- One adult is attached to each project group. This could be any adult stakeholder; a teacher, teaching assistant, lunchtime supervisor, governor or parent. See Appendix ii for example of project group structure.
- In all contexts the executives are responsible for running events. The Chair or Vice will chair all meetings and each of the officers will organise their project groups. The Secretary and Vice will take all minutes and organise all communications. The Treasurer and Vice will liaise directly with the admin officer in all financial matters. It is the children's school council and any adults involved are there to support and facilitate only.
- Most meetings will take place during an assembly time, however, to allow enough time for true discussion and feedback. The final meeting of the full Council should run for about 40 minutes. Some meetings may need to take place during break times/lunchtimes.

Community Links

- We will endeavor to make useful links with the East and West Horsley Parish Councils, to learn from their expertise and to pass on the children's ideas for the improvement of the wider community
- The School Council will decide on various projects impacting on the wider community ie local, county, UK and world
- Three executives each cycle will take part in the ELP council meetings and initiatives.

Appendix i Example of Cycle Plan

Week 1 w/b 5/1	Short meeting with the Exec to confirm the project groups for this cycle based on the final school council meeting last cycle and on the ideas from all classes. Led by School Councillor Co-ordinator.	Fri assembly
Week 2 w/b 12/1	Short meeting of the full School Council to agree upon the work to be done by the project groups this cycle and to organise Reps into the project groups. Led by School Councillor Co-ordinator.	Thurs 12:10pm Green Room
Week 3 w/b 19/1	Short meeting of the full School Council to discuss the meeting timetable for the cycle, confirm project groups and to give out suggestion sheets to all Reps. Led by School Councillor Co-ordinator.	Thurs 12:10pm 5M
Week 4 w/b 26/1	<p style="text-align: center;">Class Thinking Time</p> <p>All Reps discuss the new project groups with their classes and collect ideas for each of the projects on the suggestion sheets. Completed sheets need to be given to Y6 school councillor by 29/1/15.</p> <p>The exec remind classes and organise the completed suggestion sheets into piles, so that each project group will have a collection of ideas from all classes.</p>	Fri Assembly 5M
Week 5 w/b 2/2	<p style="text-align: center;">Project groups meet 1</p> <p>Exec take along their pack of suggestion sheets collected from all the classes. Project group to decide on a plan of action. Outdoor and Eco: Teacher A in 3R Fri 9am Food and Gardening: Teacher B in 6H Thurs 9am Learning and Charities: Teacher C in 6T Friday 9am E-safety: Teacher D in 6H Tuesday 12:10pm</p>	
Week 6 w/b 9/2	<p style="text-align: center;">Key Stage Meetings</p> <p>Share matters arising from class suggestion boxes/sheets and gather ideas for solutions. KS2 – 5M Thurs 12:10pm with Teacher B KS1 – RM Thurs afternoon playtime with Teacher D</p> <p style="text-align: center;">Half Term</p>	
Week 7 w/b 23/2	<p style="text-align: center;">Project groups meet 2</p> <p>Outdoor and Eco: Teacher A in 3R Fri 9am Food and Gardening: Teacher B in 6H Thurs 9am Learning and Charities: Teacher C in 6T Friday 9am E-safety: Teacher D in 6H Tuesday 12:10pm</p>	
Week 8 w/b 2/3	Ongoing project group work.	

Week 9 w/b 9/3	Project groups meet 3 (final meeting)	
	Possibly arrange feedback to school in an assembly and feedback for full school council meeting. Outdoor and Eco: Teacher A in 3R Fri 9am Food and Gardening: Teacher B in 6H Thurs 9am Learning and Charities: Teacher C in 6T Friday 9am E-safety: Teacher D in 6H Tuesday 12:10pm	
Week 10 w/b 16/3	Exec Meeting	Fri Assembly 5M
	School Councillor Co-ordinator to meet the exec to look at the minutes from the key stage meetings and agree the agenda items for the next full meeting of the school council.	
Week 11 w/b 23/3	Class Thinking Time	
	Agenda for next week's meeting to be distributed to all classes and discussed with classes for their suggestions in Thinking Time.	
Week 12 w/b 30/3	Full School Council Meeting - Led by School Councillor Co-ordinator.	Day, time and place TBA
	Feedback from all project groups – reflect on successes and generate ideas for next term's projects. Feedback from all classes regarding agenda items and matters arising from suggestion boxes.	

Appendix ii

Sample of Project Group Structure:

Learning and Charities	Outdoor and Eco	Food and Gardening	E-safety
Teacher A	Teacher B	Teacher C	Teacher D
Y6 leader	Y6 leader	Y6 leader	Y6 leader
Y5 school councillor	Y5 school councillor	Y5 school councillor	Y5 school councillor
Y4 school councillor	Y4 school councillor	Y4 school councillor	Y4 school councillor
Y3 school councillor	Y3 school councillor	Y3 school councillor	Y3 school councillor
Y2 school councillor	Y2 school councillor	Y2 school councillor	Y2 school councillor
Y1 school councillor	Y1 school councillor	Y1 school councillor	Y1 school councillor

It is not essential that each Project Group includes one child from each year group.