

The Grove Primary School

School Council Constitution.

Purpose

The School council exists so that we can:

- Give all pupils in our school a chance to voice their opinions, concerns and suggestions.
- Raise money for causes that the children in our class want to support.
- Raise environmental issues within the school.

Members

The School Council will be made up from 2 pupils from each year group – one boy and one girl. We do this to make sure that both boys and girls will be properly represented.

Elections

Elections for School Council Committee positions will be held every summer. All children in Year 5 will be given the opportunity to run for a committee position and will write a speech. Elections will be held by an anonymous ballot for all children from Year 1-6.

Year Group Committee positions will be elected at teacher's discretion. All year groups should aim to elect their representatives by the end of the first week back in September. Children should be elected from Years 3-6.

Roles and Responsibilities

Position	Role	Responsibilities
Chairperson	To hold and supervise School Council meetings.	To liaise (talk) with all members of the committee to ensure all
Vice Chairperson	To support the Chair in their role.	By providing help, advice and support in meetings, and run meetings in the chair's absence.
Secretary	To provide everybody with an understanding of what went on in the meeting and remind everybody on what was decided.	To make notes and record minutes during meetings.
Treasurer	To provide support and advice on money issues as well.	Keeping a log of the money we have in school council.
Publicist	To raise awareness of public events.	By designing posters and writing about events for the newsletter.

Year Group Representatives	To talk to and listen to other children from the entire year group.	Make sure all children from the year group have the opportunity to discuss the school council with the Representative
School Staff	To be present at all meetings to support the committee and answer school-related questions.	Come to every meeting and provide ideas when needed.

Removal/Resignation

If a child no longer wants to be on the committee, their replacement should be chosen by a teacher without an election being held.

In the event of a School Council member misbehaving consistently in meetings, and/or not participating in the meeting, the Chairperson should consult with their committee to decide whether they think this member should remain a part of the School Council. The Chairperson should then consult with a member of staff who will have the final decision. If the issue is regarding the Chairperson, the Vice Chairperson should take charge of the decision making.

Meetings

Unless specified otherwise, all meetings will be held on a Monday during assembly time. At all meetings, at least one member of staff will be present to mediate discussions and provide support to the committee. Meetings will be held by the Chairperson or Vice Chairperson. Any decisions made at meetings will be taken to a vote with all members having an equal say. Council members have a chance to vote yes, no or to abstain from voting. In the event of an equal number of yes and no votes, the decision will go to the supervising member of staff present.

Finances

Any funds that the school council collects will be held in a blue lockable box in the school reception. All transactions need to be agreed with members of the committee and taken to a vote before being agreed by a teacher.

Agreed By:

Chairperson:

Secretary:

Vice Chairperson:

Treasurer:

Publicist:

School Representative:

