

# Purleigh Community Primary School School Council Handbook



Our School. Our Voice

PURLEIGH



# Contents



## Why do we need School Councils?

For many years, all the decisions about children were made by adults.



This was thought to be best because adults are older and have experience, training and qualifications.



But adults didn't always make the right decisions, sometimes because they hadn't talked with the children about the issue.

All the countries of the world got together and agreed that children must be given rights. Plus, sometimes their ideas are actually better than adults!

So the government decided that adults must listen to children before making a decision about them.



# UN Convention on the Rights of the Child...

## Article 12

Children have the right to say what they think should happen, when adults are making decisions that affect them, and to have their opinions taken into account.

## Article 13

Children have the right to get and to share information as long as the information is not damaging to them or to others.

## Article 15

Children have the right to meet together and to join groups and organisations, as long as this does not stop other people from enjoying their rights.



United Nations



UNICEF

For every child

Health, Education, Equality, Protection

ADVANCE HUMANITY



## WHAT DOES A SCHOOL COUNCILLOR DO?

School Councillors are elected by the pupils in their class to:

- Go to School Council meetings and take part in discussions.
- Let the class know what was discussed at meetings.
- Take the views of classmates to the School Council.
- Be involved in projects that the School Council runs.

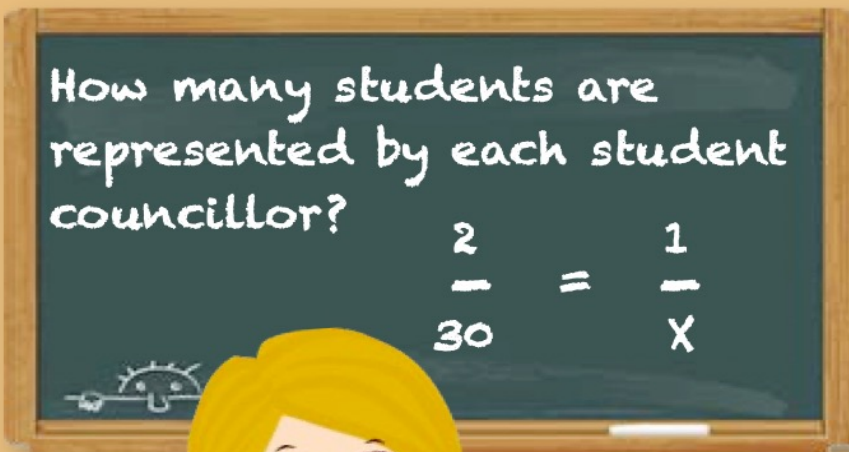




# What is a Student Councillor?

## A Representative

Each student councillor represents (speaks for) the children in their class. There are two student councillors for every class in the school (and around 30 students in each class)



## A Spokesperson

With more than 200 children in the school it is difficult for the teachers to find out what they all think and what their ideas are for making school better for everyone. A student councillor explains their classmates ideas to the teachers.

## A Leader and an Activist

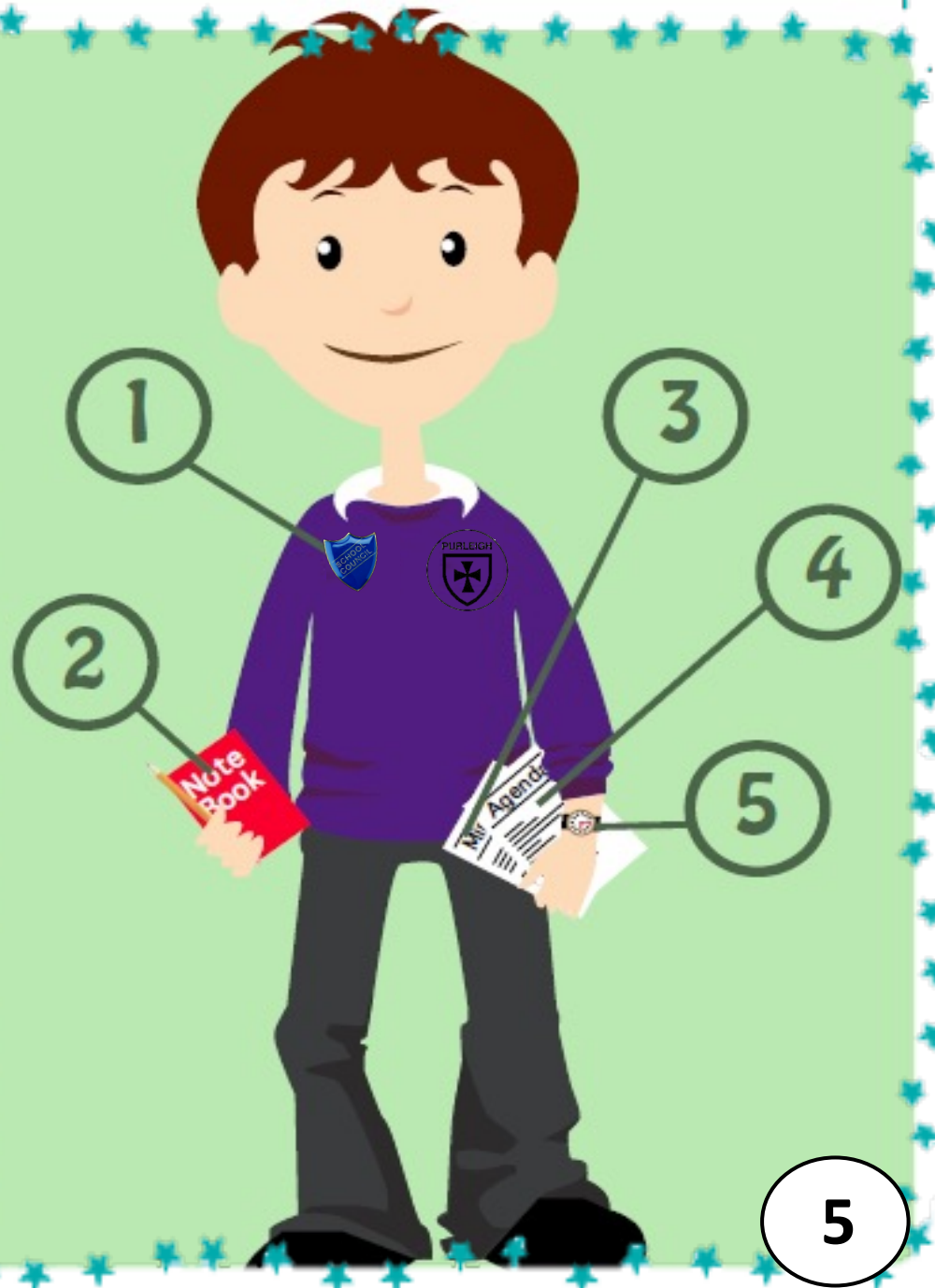
Your classmates will also look to you to help them make their idea (if it is accepted by the school council) a reality.



# What does a Student Councillor look like?

Just like you! But there are a few extra things a student councillor has...

1. A Student Councillor **badge** (that they wear with pride at all times)
2. A **notebook** and **pencil** (to take notes at meetings and to write down any ideas they or their classmates have)
3. The **minutes** of the last meeting (which they read for action points)
4. The **agenda** for the next meeting (so they can think about what they want to say)
5. A **watch** (so they can make sure they get to the meetings on time)





# What is inside a Student Councillor?

## Commitment

Committed to working hard for their classmates and **representing their class** and their school to the best of their ability

## Creativity

**Having great ideas** about *how* improvements might be made

## Curiosity

**Wanting to find out** what goes on in their school and **looking** for ways to improve things

## Consideration

**Caring and respectful** towards their classmates and fellow councillors (even when they don't agree with them...)

## Confidence

Willing to **speak up** about their ideas and the ideas of their classmates

## Communication

**Listening** to the ideas and concerns of others and **understanding** and then **talking** to students and staff about them.





TASK	No thanks	I'll give it a go	Easy!
01 Put chairs out for a meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Talk in front of my class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Talk in front of a staff meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Chair a meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Prepare an agenda.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Take minutes and write them up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Write a letter from the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 Find a phone number or address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09 Use a photocopier.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Look after School Council money.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Organise a fundraising event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Write a questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Explain to the youngest pupils about the Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Create a School Council website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Write an article for a newsletter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Run an assembly about the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Look after the School Council noticeboard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Design a poster about the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Co-ordinate School Council elections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Train other members of the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



PURLEIGH



# About Student Council Elections...

1  
2  
3  
✓



# 1. Nominations...



## Student Council Notice Board

**NOMINATIONS for Student Council are OPEN**

Y6 Nominations


Y5 Nominations


Y4 Nominations


Y3 Nominations


Y2 Nominations


Y1 Nominations


F2 Nominations


**INSTRUCTIONS**  
Each candidate must be nominated by another classmate. The candidate must put their name down and the candidate's classmate must put his/her name in the next column.  
**Nominations close on Friday September 9th**

When nominations open students who would like to stand for election write their name on the nomination sheet for their year.

Each candidate needs to be endorsed by a classmate ('endorsed' means that the classmate thinks that the candidate would make a good student councillor).

The student who endorses the candidate will also indicate if they will be the candidate's Campaign Manager (More about that on the next page)

The nominations will be open for five days (Monday to Friday). When the nominations close no-one else can add their name to the nomination sheet.



## 2 ...Campaigning & Hustings...

The official list of candidates for each year group is posted on the Student Council Notice Board.

When this happens the candidates begin their campaign with the help of their Campaign Manager.

Campaign means talking to classmates about why the candidate would be a good Student Councillor and they might also do things like produce posters and flyers. Campaigning will last for five days (Monday to Friday)

After campaigning is over there are the Student Council Hustings. At the Hustings the candidates give a short speech to their classmates about why they would be a good Student Councillor.

After the Hustings comes the voting...

**Vote**

**ALEX**

for

**Year 6**

**Student Councillor**



**I believe in a strong student voice!**

If you vote for me I will represent Year 6 to the best of my ability. I will work hard to bring your concerns and ideas to the attention of the Student Council. Here are some of the things I would like to do: -

- Campaign for a 'Friends' bench in the playground
- Find out if we can have hall monitors during break time
- Start our own student newspaper

**Your school. Your voice. Vote ALEX**



# 3 ... Vote!



STUDENT COUNCIL ELECTIONS

Y6 Ballot Paper

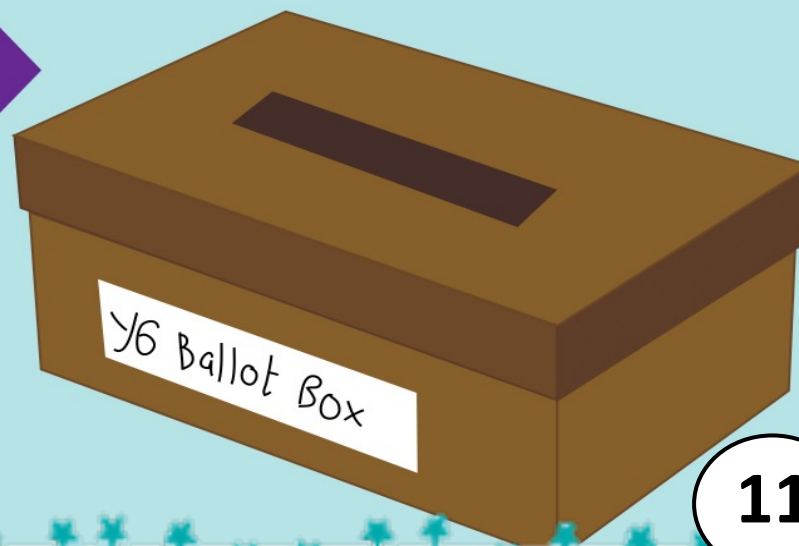
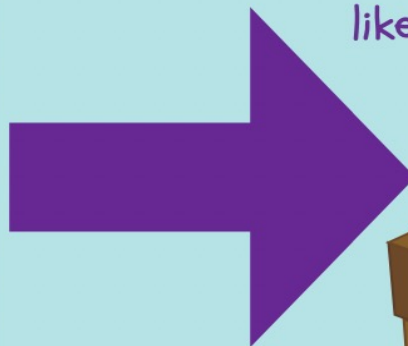
Select two (2) candidates you would like to vote for by marking an X in the box beside their name

	<b>ALEX</b>	<input checked="" type="checkbox"/>
	<b>GEMMA</b>	<input type="checkbox"/>
	<b>MARK</b>	<input type="checkbox"/>
	<b>SADIE</b>	<input checked="" type="checkbox"/>

When you have selected your candidates by marking a cross in the box beside their name, **fold your ballot paper** and put it in the ballot box

## VOTING IS BY SECRET BALLOT

On polling day students are go to the school hall to vote. Each student collects a ballot paper from the registration desk and takes it to a voting booth to record their vote and then they fold their ballot paper and put it in a ballot box. Students can vote for up to TWO people they would like to be their Student Councillors.



PURLEIGH



# About Student Council Meetings...

1

2

3





# Student Council Officers

Once the new student council has been elected the student councillors then elect the **Student Council Officers**. Student Council officers are drawn from the KS2 councillors (in years 3, 4, 5 & 6). There are four main officer roles; **Chairperson**, **Vice-Chairperson**, **Secretary** and **Treasurer**. Being a Student Councillor Officer means you have a few extra responsibilities.



I'm the Chairperson. I lead the Student Council and our meetings and I make sure everyone is involved. I oversee all of our projects and help the other Councillors wherever I can.

I'm the Vice-Chairperson. I help the Chairperson and assist the other Councillors. I also take over when the Chairperson is away.



I'm the Secretary. I take notes (called minutes), at our meetings and then type them up. I let people know when the meetings are and I maintain the Student Council Notice Board.



I'm the Treasurer. I look after School Council's money and give reports on our financial situation.




# Student Council meetings...

## Meetings & Communication

To be successful meetings need...

1. Rules
2. An agenda
3. Minutes taken
4. A Chairperson
5. A report back process
6. Action planning



When a group of people need to make decisions, they will meet to discuss it and decide what to do. Student Council meetings take place every week and last for 30 minutes. Members might have different ideas and opinions, so meetings have rules.



# Chairperson

The Chairperson is the leader of the Student Council. It is their job to run the meetings and to make sure...

- everyone follows the meeting rules
- everyone sticks to the agenda
- the meetings start and finish on time
- everyone gets to have their say
- everyone does the actions they have agreed to do

...and generally make sure that the Student Council runs smoothly

The Chairperson will have their own opinions but it is important that they remember that everyone's views must be taken into account



## What Happens...

## What the Chairperson says...

Open the meeting

*Can we make a start?*

Remind the Councillors of the meeting rules

*Remember the meeting rules - keep it positive*

Follow the agenda and move it on

*The first item on the agenda is...*

Moderate the discussion

*Jessica first, then Jenson and Alba.*

Lead the voting

*Shall we vote on this?*

Recap the action points

*So, what we're agreed to do is...*

Close the meeting

*Thanks everyone, that's it for now, the next meeting is...*



# Meeting rules

## Our Meeting Rules:

- Student Councillors will arrive prepared and on time.
- Student Councillors will be attentive and participate.
- Student Councillors will listen to their fellow councillors without talking
- Student Councillors will not interrupt when someone else is speaking. They understand that in a meeting only one person speaks at a time.
- Student Councillors are respectful of their fellow councillors, even if they don't agree with them.

A Student Council is a team and at Student Council meetings the councillors work together.

Student Councillors must focus on the issue, be respectful of one another and encourage each other to speak.

It is useful to have rules at meetings and to make sure everyone knows what they are.





# Agendas

An agenda is a list of what is being discussed at the meeting. It should also say where the meeting is and what time it is starting and finishing.

The agenda should be given to members a few days before the meeting so that people can think about the issues and talk to their class about them.

The agenda is usually prepared by the **Chairperson** and **Secretary**.

 **Purleigh Community Primary School** 



### Agenda

Date	9 <sup>th</sup> September 2023
Time	12:00-12:30
Place	Class 5
<b>Item no.</b>	<b>Item</b>
1	Welcome
2	Apologies
3	Last Minutes
4	Discussion
YR	Home for nature in school gardens
Y1	Friendship bench
Y2	Outside classroom
Y3	Healthy eating campaign
Y4	Student survey on road safety
Y5	After school film club
Y6	Hall monitors at break times
5	AOB cake sale fundraiser
6	Next Meeting 16 <sup>th</sup> February 2023



# Minutes

Minutes are notes of what decisions are made at the meeting. They are written by the **Secretary** and typed up after the meeting. The minutes should be given to all members, and to staff so that they can find out what the School Council has been doing. Minutes should be kept together and brought to meetings in case they're needed. All members need to read the minutes, so they can check if they have promised to do anything. At the start of every meeting, the **Chairperson** will review the last set of minutes.

 **Purleigh Community Primary School** 

### Minutes

Date	9 <sup>th</sup> September 2023	
Time	12:00-12:30	
Chairperson	Stefan	
Other Attendees	Jessica, Alba, Jenson, Esme, Bobby	
Item no.	Action	By Whom
1	Minutes of the last meeting to be signed. A) Agreed as an accurate record B) Matter's arising from last meeting's minutes	Chairperson
2	Buddy benches not working It was decided to...	Jessica
3	Healthy lunch days Arrange a meeting with...	Alba, Jenson
4		
5		
6		
AOB		
Items for the next agenda		
Date of next meeting	16 <sup>th</sup> February 2023	



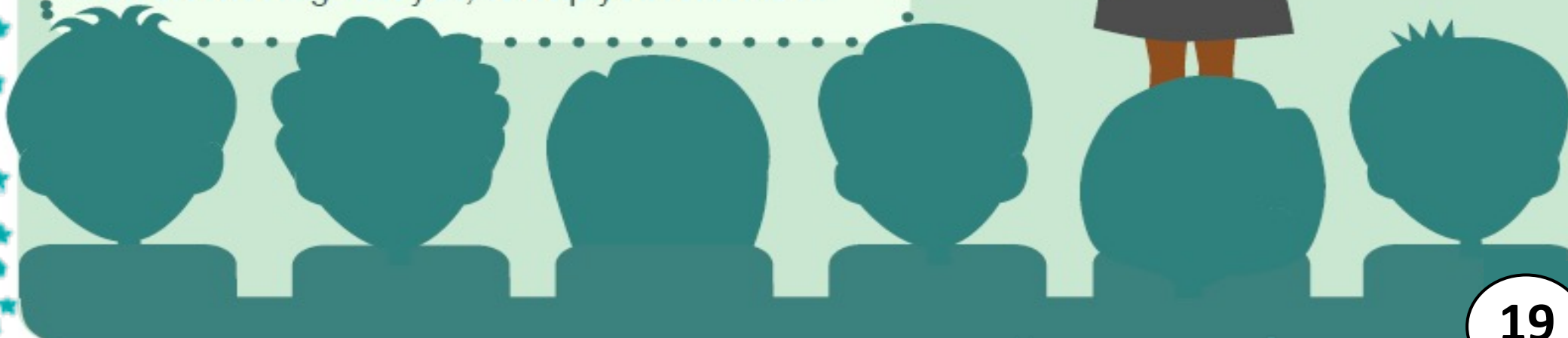
# Reporting back

After going to a meeting, Councillors need to tell their class what happened - this is called **reporting back**.

Reporting back is telling your classmates: -

- *What was discussed at the meeting*
- *What was decided*
- *What is going to be done*
- *What your classmates can do to help*

Always have your own meeting notes, or the minutes from the meeting with you, to help you remember.





## Action planning

Meetings are only successful if they actually make things happen. Decisions that are made will need someone to take **action** and the minutes should show who will do what.

Action points in the minutes should be clear tasks that can be easily **measured**. This means that you know when it is done. If the **action point** is to 'make sure everyone knows about the Council' then how will you know when you have done it? This is more of a **vision statement** as it says what you hope will happen eventually. An action point might be 'to send a letter to the headteacher asking for a bigger noticeboard' as you know when it has been done and you can see what happens.

Write a letter to the Chair of governors.

Raise money for charity.

Design a poster about healthy eating.

Arrange a meeting with the catering staff.

End bullying in school.

Make the school better.

Photocopy minutes and give to Council members.

Get better playground equipment facilities.

Improve school meals.

Which are 'action points' and which are 'visions'?



The vision statements are still important because they are all things we would like to do. But on their own they look quite hard - where do you start?

The way to do it is to take one vision statement and turn it into **action points** so everyone has smaller, easier jobs to do.

You can use an **action planning form** to help you measure the tasks and know who is doing them.

Lets take the example of improving school meals.

**Action Planning Form**

Purleigh Community Primary School

Project	Action	Who will do it?	When should it be done by?	Complete
Improving school meals	Design questionnaire to find out what pupils think of school meals.			
	Discuss questionnaire and get the School Council to approve it.			
	Write a short report on the results.			
	Discuss in council meeting and make suggestions.			
	Arrange meeting with catering staff to discuss recommendations.			
	Revisit with questionnaire to pupils to see if food has improved.			



What would you like to achieve in your school?

- Set up a healthy eating tuck shop.
- Design new school toilets.
- Run a lunchtime cinema.
- Visit the town hall and meet the mayor.
- Produce a School Council website.
- Raise money for Comic Relief.
- Run an anti-bullying campaign.
- Get new playground equipment.
- Make a School Council video.



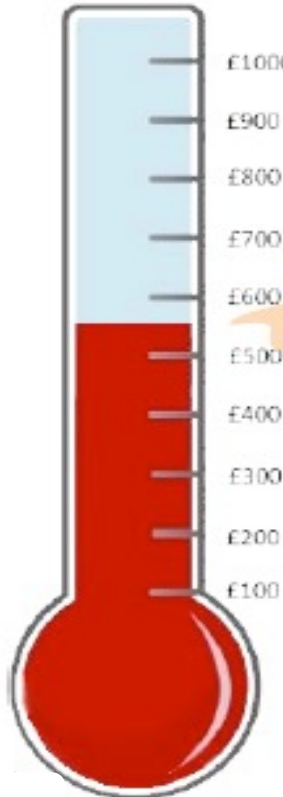


# Fund-raising

Funds for  
Outside Play  
Frame



student council



## Student Council Budget

The Student Council will have a budget to manage. Partly made up from student contributions and partly from money donated by the school...

## Fund-raising...

Part of your fund-raising efforts will be to add to the **Student Council Fund**. The fund is there for you to buy things that will make school life better for your fellow students.

Part of your fund-raising efforts will be to raise money for **charity**. The Student Council will be in charge of non-uniform days when the school supports causes like 'Children in Need' and 'Comic Relief.' What other causes you support will be up to you.



My name

Class  School

## Our School Council

The officers of the Council are: Chair

Vice-Chair  Secretary  Treasurer

The names of the other members of the Council are:

The name of our link teacher is:

We meet every  at (time)  in (place)

## Vision Statement

Our School Council is a group of people who:

1.

2.

3.



 Issue	October	January	April
Is the Council meeting regularly?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Council working well as a team?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do all Councillors understand their role?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all the meetings well-run?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Are all classes holding Council meetings?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do pupils know about the School Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do staff support the School Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Do governors know about the Council?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Is the Council making a difference in the school?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



# Congratulations!

Being a student councillor is both a privilege and a responsibility – enjoy your time as a Student Councillor!

