

School Council

At English Martyrs School there are elected school council representatives from Year 2 to Year 6. They are chosen by their peers in a fair and secret vote.

What is the school council?

A school council is a group of students who are elected to represent the views of all pupils and to improve their school. We have a chairperson who runs the meetings and keeps us all on track! Our Secretary is kept very busy because s/he gets all the ideas from the classes and makes an agenda for each meeting. During the meeting s/he keeps notes and writes up the minutes letting everyone know what has been discussed. The Treasurer makes sure our money is kept up together. As you can see all very important roles that help our school council run smoothly.

The Agenda

The agenda is a list of points that the Chairperson uses to manage Council meetings. It includes the date, time and room the meeting is in. It lists the items for discussion and the order they will be taken in. The agenda is usually decided before the meeting so that Councillors have the opportunity to add things to it.

The Minutes

The minutes are a record of the discussions that have taken place during the meeting. The secretary will take the minutes and will ensure that each councillor receives a copy before the next meeting. The minutes are also a reminder of what things need to be completed before the next meeting.

Matters arising

Matters arising are things that have been talked about at other meetings and are still being discussed. For example, when doing a survey with your class the results may not be known for a couple of weeks. Therefore, Councillors let the rest of the Council know of any new information or matters arising.

Action Points

Action points are short sentences which say the things that need doing. They will usually be found on the minutes next to a name or names of Councillors who have agreed to work on that issue.

The candidates

We expect that candidates who are selected to have the following roles and responsibilities:

- Diligent and hardworking
- Dedicated
- A good role model
- Able to join in discussions actively
- Kind and caring
- Confident
- A decision maker
- Good at sharing
- A good listener
- Creative
- Able to agree and disagree with people in a positive way
- Understand how to vote

Council Positions

The Council agreed that the following positions should be open to Year 6 pupils only.

The Secretary

- I will have to write down some notes at our council meetings so that we keep a record of what we talk about – these notes are called 'minutes'. I might write rough notes at the meeting and then copy them out neatly later.
- I will need to listen carefully and also take my turn to speak.
- At the start of each meeting I will read out the minutes from the last meeting.
- I will check that all the councillors are present and write down their names at the beginning of each meeting before I start my notes.
- I might be asked to write letters.
- I might be asked to write reports about meetings for a newsletter or for governors and parents.
- I might be asked to use the telephone.
- I might use the computer to keep the minutes.

The Chairperson

- I will have to take control of our council meetings, making sure that all the councillors are present.
- I will have to make sure that everyone has the opportunity to speak – I will try to teach everyone to wait their turn whilst listening to what is being said.
- I will make sure that the secretary makes a note of anything important so that we keep a record of our meetings.
- I might have to encourage the quieter councillors to join in.
- I might have to invite other people to attend our meeting from time to time to help us decide something.
- I will have to remind the councillors to report back to children and staff so that we all know what is going on.
- I might need to write a list before our meetings – an agenda – so that we know what we will be discussing.

The Vice-Chairperson

- I will take the Chairperson's place if s/he is not available.
- I will assist the Chairperson.
- If a member seeks election as Chairperson, and is unsuccessful, they will automatically go forward for possible election as Vice-Chairperson.