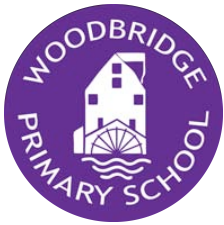




# **Student Council Constitution**



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## **1 Introduction**

- In line with school policies regarding inclusion, fairness and equality and building on the school's commitment to the UN Convention on the Rights of the Child, Woodbridge Primary School (WPS) welcomes input from students via the WPS Student Council.
- Being a Student Councillor and the election process for Student Council also serves to introduce all students to responsible citizenship in a democracy.
- The Student Council will usually be formed at the beginning of each new academic year following an election process.

## **2 Role of a Student Councillor**

- To create, in cooperation with the head teacher, staff, governors and students, a better school life for the students of the school.
- To represent the views of students on matters of importance and concern to them.
- To provide students with opportunities for leadership and to develop in all students a sense of responsibility.
- To encourage students to become more aware of how the school is run and to constructively identify and express their needs and ideas.
- To act as liaison and enhance communication between students, management, staff and parents.
- To promote friendship and respect among students.

## **3 Student Council Composition**

- The Student Council is made up of 14 students, comprising of 2 students from each year group. There is no enforced gender bias within year group representation.

- Within the Council there are four primary officer roles: -
  - **Chairperson** – the Student Council leader and leads Student Council meetings
  - **Vice-Chair** – assistant to the Chairperson, and other members of the Student Council. The Vice-chair also acts as the Chairperson if the Chairperson is absent.
  - **Secretary** – takes and produces meeting minutes and maintains the Student Council notice board.
  - **Treasurer** – oversees and reports back to the Student Council on issues relating to the Student Council Fund.
- Officer roles will be drawn from KS2 Student Councillors. The council will vote on these positions within one calendar month of a new Council forming.
- The adult facilitators will assist with all of these roles, initially, to allow the newly elected officers to learn what is expected of them and to give them time to grow their confidence in performing in these roles.
- Should the Student Council deem it advantageous there is also the additional *optional* role of **Public Relations Officer (PRO)**. The PRO may be any member of the Student Council; alternatively, the Student Council may invite *any* student in the school they believe would be a suitable candidate for the role.
- *If* the PRO *is not* a member of the Student Council, they may be invited to meetings on occasion to advise the council on PR issues, however they will *not* have a vote on the Student Council.

Article

## **4 Adult Facilitation**

- A Link Teacher and one other adult, drawn from either the support staff, governors, PTA or Parent Helpers, will be appointed by the Head Teacher to be a source of information, advise Student Councillors and facilitate the work of the Student Council.
- If required, the link teacher will put forward Student Council issues and activities for the staff meeting agenda.
- At least one of the adult facilitators will be present at every regular meeting of the whole school council.

- Adult facilitators may propose issues for discussion.
- Adult facilitators do *not* have a vote.

Article

## **5 The Election Process**

- All students attending the school are eligible to stand for election, with the exception of previous councillors, (see article 13).
- A class election will take place if there are more than two official candidates for that class,

The election process is as follows: -

- Nominations for student councillors will open at midday on the Monday of the first full week back at school after the Summer break.
- Students will be advised of the date that nominations open via school assembly, the school newsletter, on the school website and with a notice on the Student Council Notice Board.

### **Nominations (Week 1)**

- On the Monday that nominations open, nomination sheets <sup>1</sup> (one for each year group) will be posted on the Student Council Notice Board.
- Candidates will write their name on their class sheet and have that nomination endorsed by a classmate; that classmate might also wish to act as campaign manager for their candidate.
- Nominations will remain open for five days and will close at 3.30pm on Friday, at which time the nomination sheets will be removed from the Student Council Notice Board.

### **Campaigning (Week 2)**

- On the following Monday all nominees will be photographed and the list of official candidates will be posted on the Student Council Notice Board.
- Official candidates have five days to campaign.

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<sup>1</sup> See Appendix A for Nomination Sheet template

<sup>2</sup> See Appendix B for sample Ballot Paper

## **During the campaign week: -**

### ***Candidates may: -***

- Talk to their classmates during break and lunchtimes about their candidacy.
- Produce flyers, leaflets and posters promoting themselves.
- Set up a candidate station in the school playground where their classmates can come to them and ask them questions.

### ***Candidates may not: -***

- Offer inducements, such as sweets or gifts, to their classmates in return for votes.
- Bully or be abusive or threatening to their classmates.
- *Any candidate participating in prohibited campaigning activities may have their misdemeanours brought to the attention of the Head Teacher who has the authority to disqualify the offending candidate.*

## **Hustings and Voting (Week 3)**

On the following Monday, at a time convenient to the class teacher, the Hustings and Voting will take place.

### ***a. Preparation***

- Ballot papers and a ballot box for each year group will be collected from the school office.
- The Ballot box will be sealed and must remain sealed.
- Ballot papers will be sealed in an envelope and only the class teacher or a teaching assistant may open the envelope.

### ***b. Hustings***

- The teacher will invite each candidate to stand up and speak to the class about their candidacy.
- Once each candidate has had the opportunity to speak the voting takes place.

### ***c. Voting***

**Voting is based upon the 'first past the post' model.**

- The class teacher or a teaching assistant will explain the procedure for voting.
- The class teacher or teaching assistant will open the envelope containing the ballot papers<sup>2</sup> and distribute them to the class.
- One ballot paper will be given to each student present.
- Students will vote as per the instructions given by the class teacher or teaching assistant. Voting instructions will also be printed on each ballot paper.
- Each student will put his or her folded ballot paper into the ballot box.
- Each ballot box will be returned to the school office by 2pm.

### ***d. Counting***

- At 2.15pm the sealed ballot boxes will be taken to the school hall for counting.
- The count will be overseen and conducted by the adult facilitators and their nominated agents.
- Each candidate, and their campaign manager, may be present if they wish. If this is not possible it is strongly recommended that at least one adjudicator from each class be present while the votes are counted.
- Once the counting has taken place the successful candidates will be announced and a notice declaring the elected councillors will be posted on the Student Council Notice Board.

### ***e. Automatic representation and unrepresented***

- In the event that only two students stand for the Student Council in any given year group, those candidates will automatically become the Student representatives for their class.
- In the event that only one student stands for the Student Council in any given

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<sup>2</sup> See Appendix B for sample Ballot Paper

year group, that candidate will automatically become the sole Student representative for their class.

- In the event that no student stands for Student Council in any given year group, that year group will be unrepresented.

#### ***f. Substitution, Ties & Short Election***

- If a Student Councillor resigns or leaves the school during their term of office the next candidate in the original voting order will automatically become a Student Councillor.
- In the event that there was not a candidate in the original voting order a short election will take place.
- In the event of a tie a short election will take place between the tied candidates.
- **Short Election** - A short election will consist of: - One day for nominations (omitted if the election is the result of a tie); two days for campaigning; class vote by secret ballot the following day.

Article

## **6**

### **New Councillor Presentations**

- Student Councillors will be presented with their student councillor badge and Student Councillor Handbook by the Head Teacher, or other Senior Member of Staff, at the next whole school assembly following the election.

Article

## **7**

### **Student Councillor Activities and Responsibilities: *Information In***

- Student Councillors will ascertain the views, ideas, concerns, suggestions and opinions of their classmates.
- Councillors have a responsibility to regularly and actively seek out the views of their classmates.
- Students have a responsibility to bring to the attention of their class representative any worries, concerns, suggestions or ideas they may have.
- 'Class slips' will be available in every classroom so that students might write their views, ideas, concerns, suggestions and opinions on a class slip and put it in the Student Council Box.



## 8

### **Student Councillor Activities and Responsibilities: *Meetings***

- Details of Student Council meetings will be posted on the Student Council Notice Board.
- Student Council Meetings will usually be held every second Thursday at 11.45am in the ICT suite.
- A Student Council Meeting must take place at least once a month.
- It is the responsibility of each Student Councillor to inform their class teacher of when Student Council meetings are to take place.
- Student councillors will attend all meetings unless they are away on a school trip, on other school business, or have a valid reason not to attend.
- If a student councillor is unable to attend any meeting they must inform the Chairperson or Vice-Chair, in advance of the meeting, that they will not be present.
- If a councillor misses three consecutive meetings, or six in total during the year, without a valid reason, they may be asked to step down.

#### **a. *Meeting Ground Rules***

- Student Councillors will arrive at meetings on time and fully prepared.
- Student Councillors will be attentive and participate during the meeting.
- Student Councillors will listen to their fellow councillors.
- Student Councillors will not interrupt when someone else is speaking, as they understand that in a meeting only one person speaks at a time.
- Student Councillors will be respectful and courteous toward their fellow councillors, even if they don't agree with them.

#### **b. *Meeting Format***

##### **i. *Initial Meetings (led by adult facilitators)***

The adult facilitators will chair and take minutes for the first three meetings of a new

Student Council.

**Induction Meeting (led by adult facilitators):** At the induction meeting of a new Student Council the adult facilitators will take the new councillors through the Student Council Constitution and oversee the signing of the Student Councillor Contract (*see article 15*)

**First Meeting (led by adult facilitators):** At the first meeting of a new Student Council the adult facilitators will oversee the election of the Student Council Officers.

**Second Meeting (led by adult facilitators):** At the second meeting of a new Student Council the adult facilitators will chair and take the minutes of the meeting to model these roles for the new student councillors.

**The third meeting becomes a regular meeting** and will be run by the students with assistance from the adult facilitators as and when necessary.

#### **ii. Regular Meetings (led by student councillors)**

- Student Council meetings will last for 30 minutes.
- Student Council meetings will begin and end on time.
- The first 5 minutes of a regular meeting will involve Student Councillors working in class pairs to assess the comments, concerns, ideas and opinions of their classmates. They will determine their most pressing item and put it forward as an agenda item.
- The agenda<sup>3</sup> will be drawn up by the Chairperson and Vice-Chair.
- The Chairperson will take the meeting, assisted by the Vice-Chair.
- The Secretary will take minutes<sup>4</sup> and note action points.
- The Chairperson will ensure that councillors keep to the agenda, that the whole agenda is discussed and that the meeting ends on time.
- The Vice-chair will help the Chairperson achieve this.
- The Chairperson has the casting vote.

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<sup>3</sup> See Appendix C for Agenda template

<sup>4</sup> See Appendix D for Minutes template

## **Quorum**

- Any decisions decided by a vote require a quorum of Student Councillors.
- Ten (10) Student Councillors constitutes a quorum.

**The head teacher or a member of the senior management team will audit a student council meeting at least once a term.**

Article

## **9**

### **Student Councillor Activities and Responsibilities: *Information Out***

Student Councillors will organise effective communication to feedback the content and decisions of the Student Council including: -

- Regular Student Council Feedback sessions in class. There should be one feedback session following each Student Council meeting. Each Student Councillor will be schedule a feedback session in consultation with their class teacher.
- It will be the responsibility of the Secretary to post the minutes of the Student Council meetings on the Student Council Notice Board, and to maintain the Student Council Notice board in partnership with the PRO (should the Student Council decide to have someone in this role)
- It will be the responsibility of all Student Councillors, in partnership with the PRO, to organise and produce ways of disseminating information such as posters, flyers, newsletters, short films etc.

Article

## **10**

### **Student Councillor Activities and Responsibilities: *School Ambassadors***

- The role of the student councillors is very important and comes with responsibilities. Student Councillors not only represent their class, they also represent their school, and as such should set a good example to their peers.
- As school ambassadors, Student Councillors will have privileges, and from time to time may be invited to represent and promote the school at external and internal events. Such activities might include (but are not confined to) assisting with sporting and extra-curricular events, fund-raising for charity and liaison with student councils from other schools.

## 11

### Student Councillor Activities and Responsibilities: *Handover & Final Report*

- The final obligation of the Student Council, usually undertaken towards the end of the academic year, is to prepare and collate any and all paperwork and financial accounts, as a handover document for incoming Student Councillors.
- The last duty of the Student Council will be to deliver their annual report via a whole school assembly, usually delivered towards the end of the academic year, where the whole council will outline their activities and achievements during their term of office.

## 12

### The Student Council Fund

The Student Council manages the *Student Council Fund*. The Student Council Fund is made up of three elements: -

- **Student contributions** – A voluntary £1 per student contribution at the beginning of the academic year.
- **School contribution** – The matching of student contributions by the school to a maximum that is the equivalent of £1 per student per year.
- **Fund raising** – Other fund raising activities initiated by the Student Council.
- It is primarily the role of the Treasurer to keep track of the fund.
- The Treasurer will have an opportunity to report back on the Student Council Fund at each meeting, should he or she deem it necessary or appropriate.
- The Treasurer must provide a report to the Student Council, at the last meeting of the outgoing Student Council, detailing all income and expenditure.

## 13

### Term of Office

- The term of office for a Student Councillor is one (1) academic year.
- Having served as a Student Councillor a student may not stand as a Student Councillor again in another student election *unless* fewer than two candidates in their year group are forthcoming by the last day of nominations, and their nomination will not force an election.

Article

## **14** Changes to the Constitution

Any changes to the Student Council constitution must be voted upon by the Student Council.

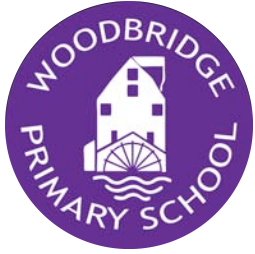
Article

## **15** Student Council Member's Contract

All Student Councillors are required to sign the Student Councillor's Contract<sup>5</sup>

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<sup>5</sup> See Appendix E for Student Councillor's Contract



**YX**  
**Nominations**  
 For Student Council  
**20XX/XX**



| <b>CANDIDATE Name</b> | <b>Endorsed by</b><br>(Tick box if you will also be the candidate's Campaign Manager) <span style="float: right;">→</span> |                               |
|-----------------------|--|-------------------------------|
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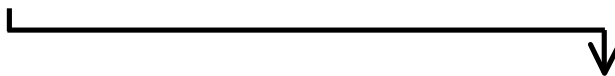


# Student Council Elections

## YX Ballot Paper



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



|            |             |                          |
|------------|-------------|--------------------------|
| Photograph | <b>NAME</b> | <input type="checkbox"/> |
| Photograph | <b>NAME</b> | <input type="checkbox"/> |
| Photograph | <b>NAME</b> | <input type="checkbox"/> |
| Photograph | <b>NAME</b> | <input type="checkbox"/> |
| Photograph | <b>NAME</b> | <input 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**



# Agenda



| Date  |                               |
|-------|-------------------------------|
| Time  |                               |
| Place |                               |
| Item  | Item                          |
| 1     | Welcome                       |
| 2     | Apologies                     |
| 3     | Last Minutes                  |
| 4     | Pair work                     |
| F2    |                               |
| Y1    |                               |
| Y2    |                               |
| Y3    |                               |
| Y4    |                               |
| Y5    |                               |
| Y6    |                               |
| 5     | Treasurer's Report (optional) |
| 6     | AOB                           |
| 7     | Next Meeting                  |

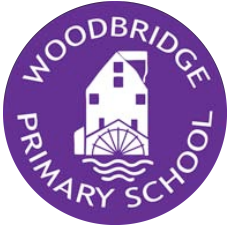




# Minutes



|                   |                    |               |               |
|-------------------|--------------------|---------------|---------------|
| <b>Date</b>       |                    |               |               |
| <b>Time</b>       |                    |               |               |
| <b>Place</b>      |                    |               |               |
| <b>Chaired by</b> | <b>Present</b>     | <b>Absent</b> |               |
|                   |                    |               |               |
| <b>Item</b>       | <b>Topic</b>       | <b>Notes</b>  | <b>Action</b> |
| 1                 | Welcome            |               |               |
| 2                 | Apologies from     |               |               |
| 3                 | Last Minutes       |               |               |
| 4                 | Pair work          |               |               |
| F2                |                    |               |               |
| Y1                |                    |               |               |
| Y2                |                    |               |               |
| Y3                |                    |               |               |
| Y4                |                    |               |               |
| Y5                |                    |               |               |
| Y6                |                    |               |               |
| 5                 | Treasurer's Report |               |               |
| 6                 | AOB                |               |               |
| 7                 | Next Meeting       |               |               |



# Student Councillor's Contract



I, \_\_\_\_\_ am willing to undertake the following duties as a member of the Student Council: -

- To represent my classmates and my school to the best of my ability.
- To attend every meeting unless I am absent from school, ill or engaged in another school activity.
- To bring the issues raised by my classmates, and other students, to the attention of the Student Council.
- To inform the students that I represent of the issues and decisions dealt with, or discussed by, the Student Council.
- To fulfil any position or carry out any task that I have agreed with the Student Council to do.
- To behave with courtesy at all times, at meetings and when going about Student Council business.
- To abide by the Student Council constitution and to act as a role model and peer leader.
- I understand that if I miss 3 meetings in succession or 6 meetings in total during my term of office, without a valid reason, I may be asked to leave the Student Council.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_