

Milton Parochial Primary School

The School Council Constitution

School Councils need a constitution because:

- It provides everyone with a clear statement of the purpose of the school council
- It sets out all the rules and procedures to be followed by the school council, so anyone can look them up
- It is a good way of checking that the council is doing everything it is supposed to do.

1) **Name**

The name of our school council will be Milton School Council

2) **Purpose / Aims**

- i) To change the school for the better.
- ii) To value what **all** people say.
- iii) To be a voice for pupils.
- iv) To be a link between Head Teacher and staff and all pupils.

3) **Members**

- Two members (one girl and one boy) are elected from each year group 1 - 6 to become school councillors.
- All children (from Year1 upwards) have the opportunity to stand for election.
- Children have the right to be re-elected.

4) **Elections**

- Elections take place each January, and school councillors are elected for one year.
- Children standing for election must present a short talk that tells their year group why they are the best person for the job.
- Voters understand that their vote is anonymous and that they must vote for the person that they think will do the best job.
- Class teachers will manage and oversee the election process.

5) **Officers**

- The School Council will elect a Chairperson and a Vice-chairperson.
- The Chairperson will normally be a Year 6 pupil.
- The school council meetings will be supervised by the Link Teacher.
- A link Governor will attend meetings whenever possible.

6) **Responsibilities**

The Chairperson:

- Runs meetings and leads discussions.
- Talks to teachers and governors about what the School Council thinks and its ideas for new activities.
- Makes sure all council members are actively involved.

The Vice-chairperson:

- Supports and helps the Chairperson.
- Runs meetings and leads discussions in the absence of the Chairperson.
- Circulates minutes to school councillors.

The Link Teacher:

- Trains pupils as councillors.
- Attends all the School Council meetings and (if asked) help pupils to write agendas and minutes.
- Offers guidance, advice and information (if asked).
- Ensures that School Council issues are discussed in staff meetings and remind colleagues that class representatives need to report back after meetings.
- Makes sure that non-teaching staff, governors and parents are kept informed about the School Council.
- Helps to raise the profile of the School Council.
- Helps to reflect on how the School Council is progressing and evaluate its development.

School Councillors:

- Help to raise the profile of MPPS School Council.
- Feedback relevant information to class after school council meetings.
- Discuss issues (big or small) in class meetings, and bring comments and ideas back to school council meetings.
- School Council members have an important role within school; it is therefore important that they show commitment and behave appropriately, as they are a representative - the 'pupil voice'.

7) **Meetings**

- Meetings will be held every three weeks, and will last 20 - 30 minutes.

8) **Boundaries**

School council members agree that items discussed in meetings are **confidential**, pupils' names will not be used when they are discussing issues.