

# Our School. Our Voice



“Never doubt that a small group of thoughtful, committed, citizens can change the world. Indeed, it is the only thing that ever has.”

- Margaret Mead

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# Why we have a student council...

It used to be thought that ALL decisions about children should be made by grown-ups because they were older and had experience, training and qualifications....

...But grown-ups didn't always make very good decisions, (and they hardly ever asked the children what they wanted).

So all the countries of the world got together and agreed that children must be given rights, (and they also agreed, that sometimes, children's ideas are better than grown-up ideas!)



The governments of the world decided that grown-ups

# UN Convention on the Rights of the

## 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.

You can find out more about the UN Convention on the Rights of the Child on the school website

## Child...



United Nations



**UNICEF**

For every child

Health, Education, Equality, Protection

ADVANCE HUMANITY

# Our Student Council

My Name

My Class

The officers of the Student Council are: -

**Chair**

**Vice-Chair**

**Secretary**

**Treasurer**

The other councillors are: -



**Link Teacher**

**Link Asst.**

# We meet...

Every (day)  at (time)  in (place)

Being a Student Councillor is a really important job. You can help make your school a better place for everyone!



## My Commitment

- I commit to my role as a student councillor and will do my best to represent my class and my school
- I will seek out the views of my classmates and bring them to the attention of the Student Council
- I will report back to my classmates what the Student Council has discussed and decided to do
- I will complete, on time, the tasks that I have agreed with the student council to do
- I will listen to my classmates and fellow councillors and be respectful of their views and ideas

Signed

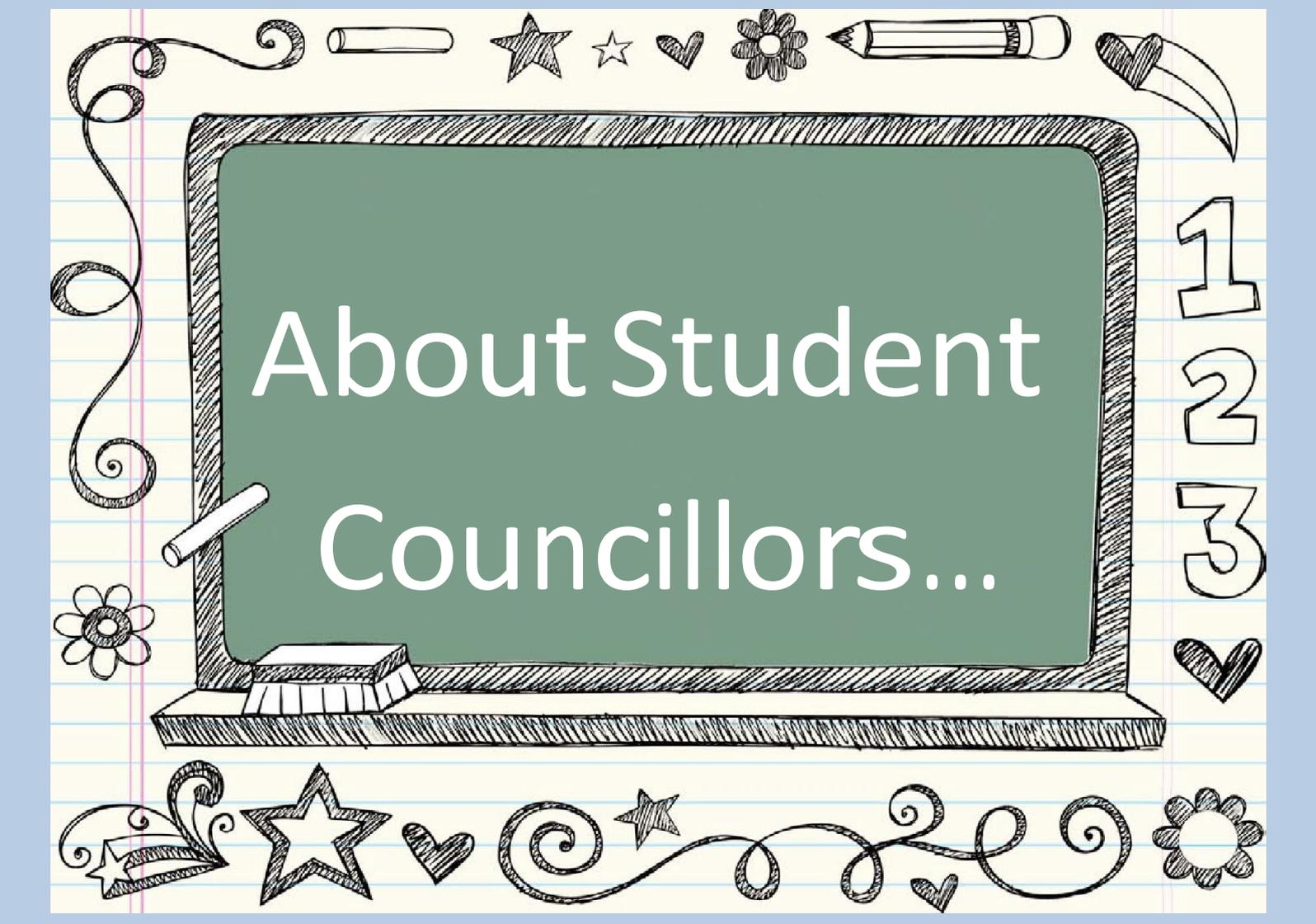


# Our Mission Statement\*..



On this please add in ideas from  
each class and email back to Miss  
Bennett

\* A **mission statement** sums up the purpose of a group and is the goal the group sets itself.  
Agree your Student Council Mission Statement and write it here

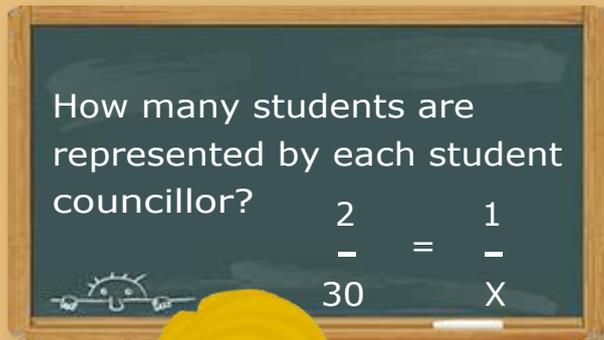


# About Student Councillors...

# 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 do?



Remember

meeting on Wednesday  
lunchtime every other week



fat cat



big nose  
and hat

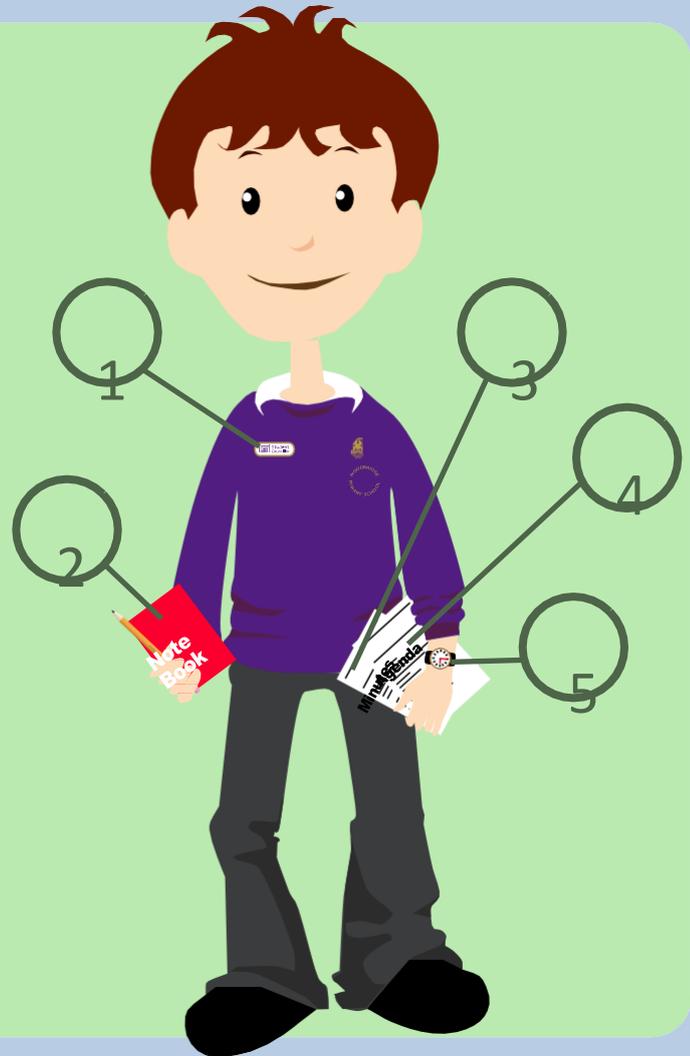
- Promotes the Student Council
- Takes the views of their classmates to the student Council meetings
- Goes to Student Council meetings and takes part in discussions
- Lets their classmates what was discussed at the meetings
- Helps organise, and gets involved with, Student Council projects

Student Councillor's ROCK! (Graphite)

# What does a Student Councillor look like?

Just like you! But there 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

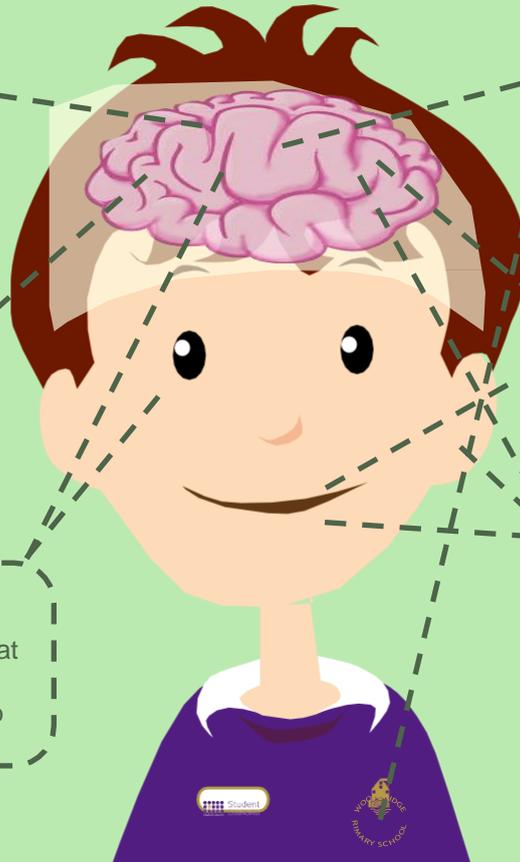
**Caring and respectful** towards their classmates and fellow councillors (even when they don't agree with them...)

## 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.



# 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.

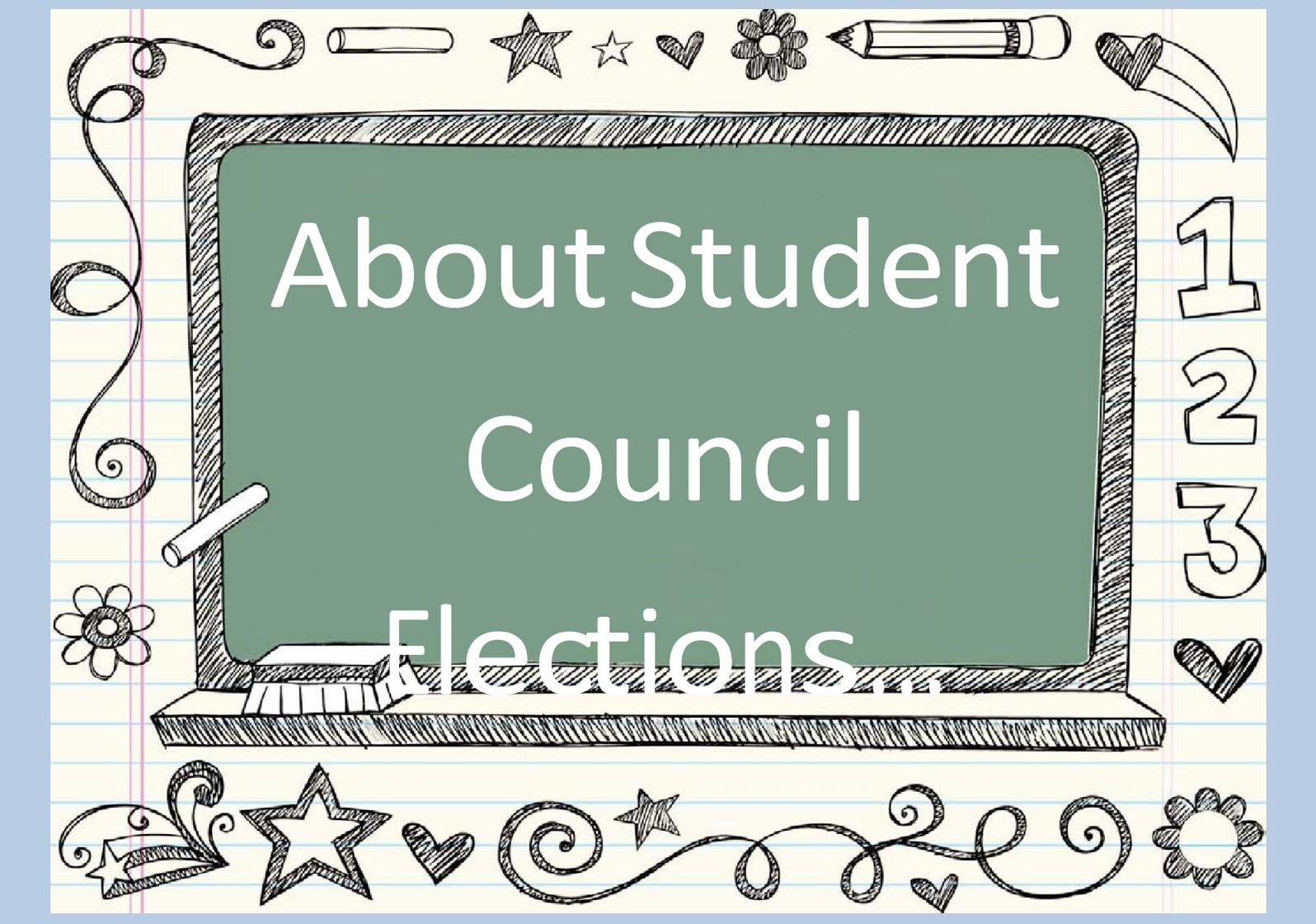
I'm the Vice-Chairperson. I help the Chairperson and assist the other Councillors. I also take over when the Chairperson is away.



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 when you have to choose your officers, write their names on page 4. I maintain the Student Council Notice Board



I'm the Treasurer. I look after School Council's money and give reports



About Student  
Council  
Elections

1  
2  
3

# How do I become a Student Councillor?

Students put themselves forward to be a Student Councillor in the Student Council Elections.

Student Council Elections usually take place once a year at the beginning of the Autumn term.

Students from every year group stand for election and two students from each year group are voted in.

WOODBIDGE PRIMARY SCHOOL STUDENT COUNCIL

**LINK TEACHER**

NAME: Miss Rozzier  
OCCUPATION: F2 Class Teacher  
NOTES: Can usually be found in the F2 class room

**ASST. LINK**

NAME: Miss Evans  
OCCUPATION: Communications Asst.  
NOTES: Can usually be found in the office



# Student Council Elections

Standing for Student Council Elections are nothing to worry about, it's as easy as 1, 2, 3!

## 1.

### Sign-up

First you need to sign-up to say you want to be a candidate in the elections.

You will need a friend to 'nominate' you (this is someone who thinks you would make a good Student Councillor)

## 2.

### Speak Up

Next you need to speak-up at the Student Council Hustings - (Hustings is just another word for a meeting where people speak.) you.

## 3.

### Vote

Finally, you and your classmates will vote for the candidates of your choice by secret ballot. When the whole class has voted the votes are counted and the results are emailed to your class tea

# 1. Nominations...

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 1 day. 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 via email to class teachers

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

Campaign means talking to classmates about why the candidate 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 play-ground**

**- Find out if we can have hall monitors during break time**

**- Start our own student newspaper**

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

# 3 ...Vote!

WOODBRIDGE PRIMARY SCHOOL

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

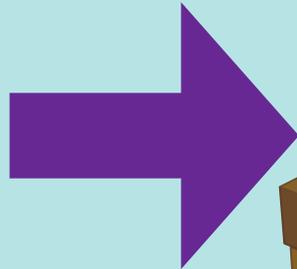
	<b>ALEX</b>	<input checked="" type="checkbox"/>
	<b>GEMMA</b>	<input type="checkbox"/>
	<b>MARK</b>	<input checked="" type="checkbox"/>
	<b>SADIE</b>	<input type="checkbox"/>

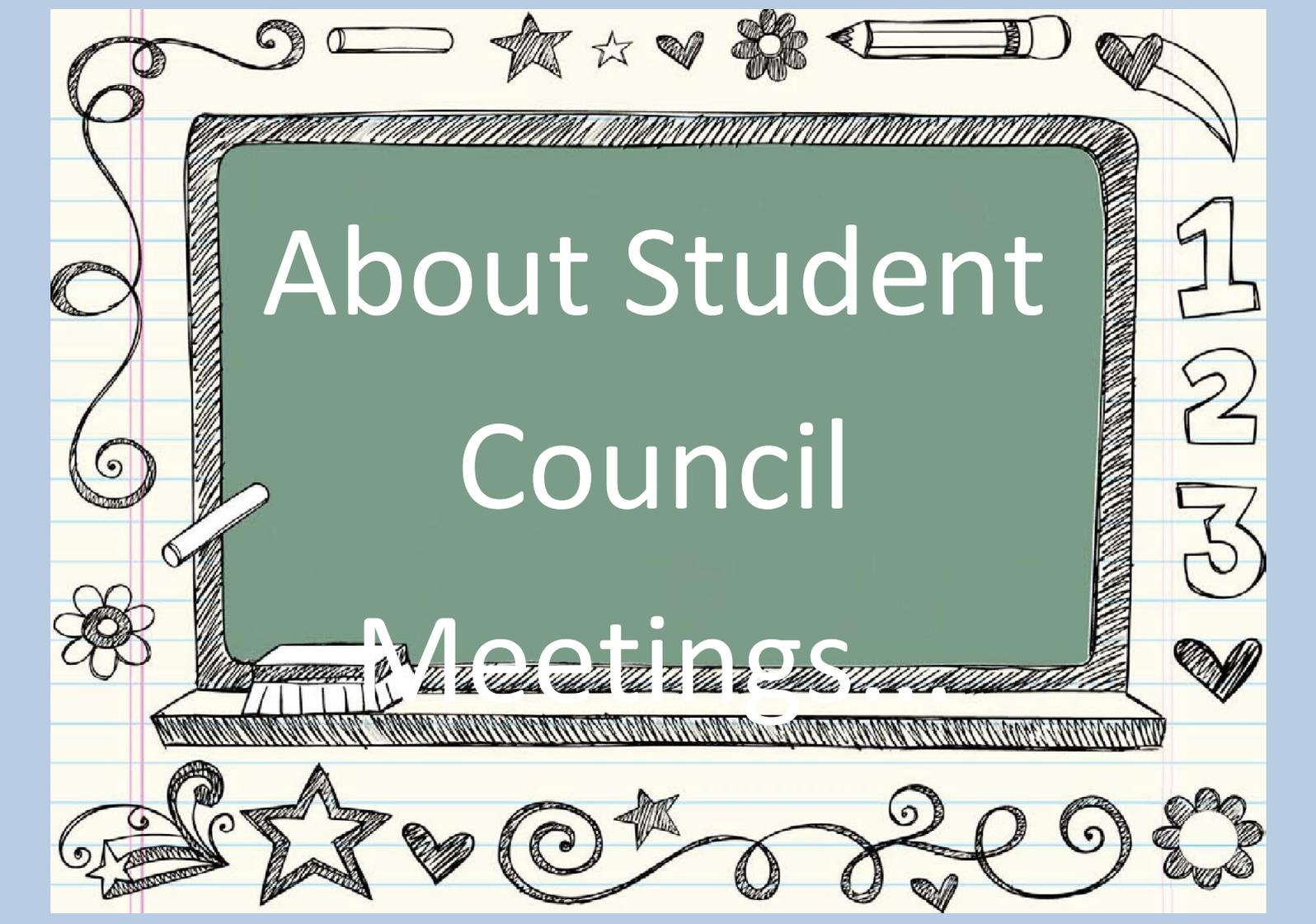
When you have selected your candidates by marking a cross in the box beside their name, fold up the ballot paper and put it in the ballot box

1

## VOTING IS BY SECRET BALLOT

Each student collects a ballot paper from the their teacher 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.





About Student  
Council  
Meetings...

1

2

3



# 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 a decision, they will meet to discuss it and decide what to do. Student Council meetings usually take place every two weeks and last for 20 minutes. Members of the Student Council might have different ideas and opinions, so meetings have rules.

# Meeting rules

## Our Meeting

- - 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 someone else is speaking. They 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.

Student Councillor's ROCK! (Graphite)

# Agenda



## Agenda



Date	6th February
Time	11:45 am - 12:15 pm
Place	ICT Suite
Item	Item
1	Welcome
2	Apologies
3	Last Minutes
4	Pair work
F2	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 fund raiser (Amy)
6	Next Meeting 20th February

- An **agenda** is a list of what is going to be discussed at the meeting. It should have the date of the meeting on it, where the meeting is being held and what time the meeting is starting and finishing.

- Everyone at the meeting has a copy of the agenda so that they know what is to be discussed and what order the items will be discussed in.

- The **Chairperson** makes sure that everyone keeps to the agenda and that the meeting runs on time.



# Minutes

- **Minutes** are notes of what was discussed and decided at the meeting. The **Secretary** makes notes at the meeting and then types up the notes after the meeting. The minutes are then distributed to nominated staff and posted on the student notice board.
- Minutes should be kept together by the Secretary and brought to meetings. All members must read the minutes, to check if they have promised to do anything.
- At the start of every meeting, the Chairperson will review the last set of minutes.



# Minutes



student council

<b>Date</b>	6 <sup>th</sup> February		
<b>Time</b>	11:45 – 12:15		
<b>Place</b>	ICT Suite		
	<b>Chaired by</b>	<b>Present</b>	<b>Absent</b>
	Alex	Pamela, Liam, Sunil, Meg, Amy, Frankie, George, Sam, Petra, Kit, William, Ruth	Sadie
<b>Item</b>	<b>Topic</b>	<b>Notes</b>	<b>Action</b>
1	Welcome	Alex welcomed everyone to the meeting	
2	Apologies from	Sadie (Y6) Dentist's Appt.	
3	Last Minutes	Reviewed and agreed	
4	Pair work	5mins spent in class pairs	
F2	Home for Nature (NEW)	William said that F2 would like some help from the other students in the school to collect items for F2's <i>Homes for Nature</i> project. The council agreed to create and put up posters, write a letter to each class teacher and ask Mr K to say something in assembly	<b>PAMELA to help with posters</b> <b>WILLIAM to speak to Mr K</b> <b>SUNIL to write letters</b>
Y1	Friendship bench	Petra said the Friendship bench project was completed and was a great success. She thanked the school council – item CLOSED	
Y2	Outside classroom	George said that they were still awaiting information - ONGOING	
Y3	Healthy Eating Campaign	Amy reported back on the Healthy Eating Campaign and thanked the Council for their help – item CLOSED	
Y4	Student survey on Road Safety (NEW)	Amy said that Y3 would like to do a survey among students on road safety as cyclists said they felt unsafe. The council agreed to help Y4 with a survey - ONGOING	<b>ALEX to work with AMY to design a survey</b>
Y5	After School Film Club	Pamela that they had been unable to progress this item in the past two weeks but she hopes to have and update by the next meeting - ONGOING	
Y6	Hall Monitors at break times	Alex raised this but the meeting was running late. This will be the first item at the next meeting	
5	AOB	Amy reported that the Student Council made £56.20 at the cake sale fundraiser	
6	Next Meeting	20 <sup>th</sup> Feb, ICT Suite, 11:45	



# 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

Er... 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

Okay... um... Amy and then Sunil...

Lead the voting

Shall we vote on this?

Recap the action points

So, what we've agreed to do is...

Close the meeting

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

is...

# 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

Minutes			
Date	6 <sup>th</sup> February		
Time	11:45 – 12:15		
Place	ICT Suite		
Chaired by		Present	Absent
Alex		Pamela, Liam, Sunil, Meg, Amy, Frankie, George, Sam, Petra, Kit, William, Ruth	Sadie
Item	Topic	Notes	Action
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AOB		Amy reported that the Student Council made £56.20 at the cake sale fundraiser	
Next Meeting	20 <sup>th</sup> Feb, ICT Suite, 11:45		

**PAMELA to help with posters**

**WILLIAM to speak to Mr K**

**SUNIL to write letters**

These are the action points in the minutes. They remind people who has agreed to do what

The minutes (notes) from the meeting record **action points**.

Action points are a note of things that need to be done (and who will do them) in order to make things happen.

Meetings are only successful if they make things happen.

When action needs to be taken the minutes will say what tasks need to be done.

Tasks should be clear and measurable. That means you know what is to be done, who is to do it, and when it is to be completed by.



# About Being a Student Councillor ...

# Communication

## Coming in

..... Surveys ..... Meet the Council

..... Listening..

Letting everyone in the school know what you are up to means you will get more feedback about the work you are doing.

It also means that everyone appreciates the School Council and this will make you feel valued and motivated.

**Listening:** Listen to what your classmates are saying about the school

**Surveys:** Design and produce surveys about issues you want more information on

**Meet the Council:** Set up a table in the playground during break so students can talk to you



# Communication

## Going Out

Talking

Posters & Flyers

Film & Web

Assemblies

Notice Board

.....

.....

.....

.....



**Talking:** Talk to your classmates and other students and tell them what is going on

**Posters and Flyers:** Design and produce posters and flyers to get your message across

...and giving information bac

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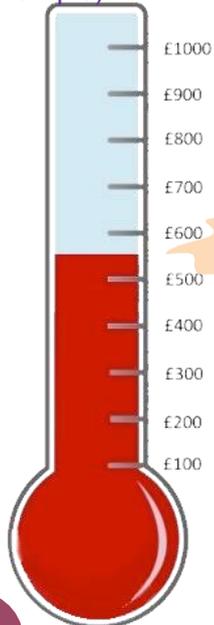


# Fund-raising

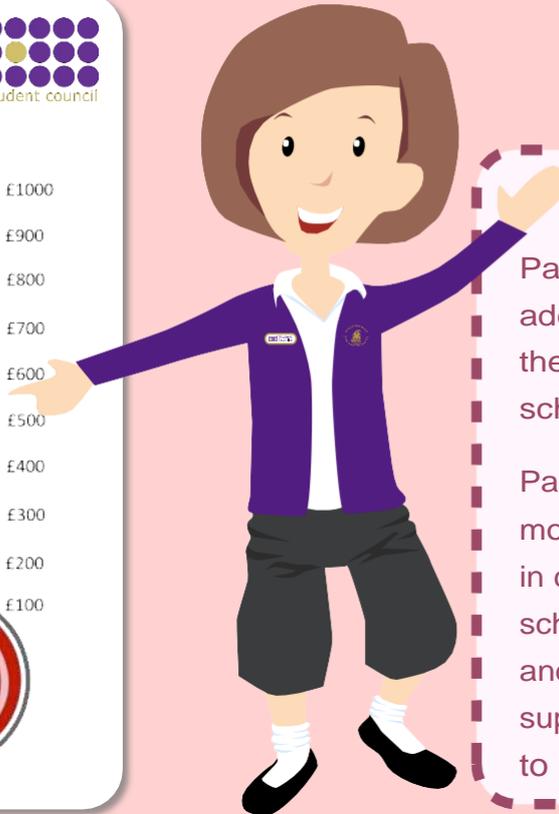
Funds for  
Outside Play  
Frame  
(Example)



student council



30



## *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.

# Action

It's also about DOING!

Whether you are talking to your classmates, going to meetings, producing flyers and posters, giving an assembly, conducting a survey or fund-raising - being a Student Councillor means taking...



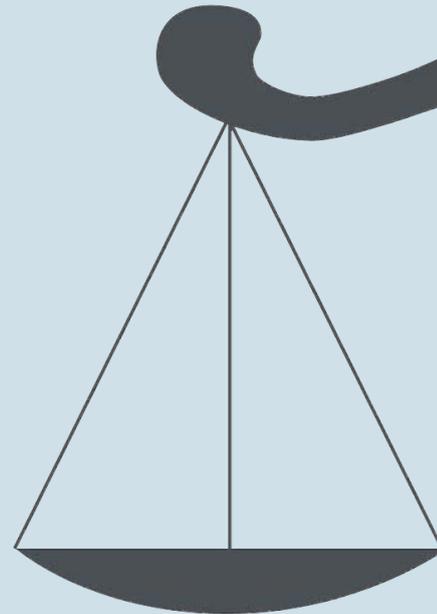
# Responsibility

## COMMUNICATION

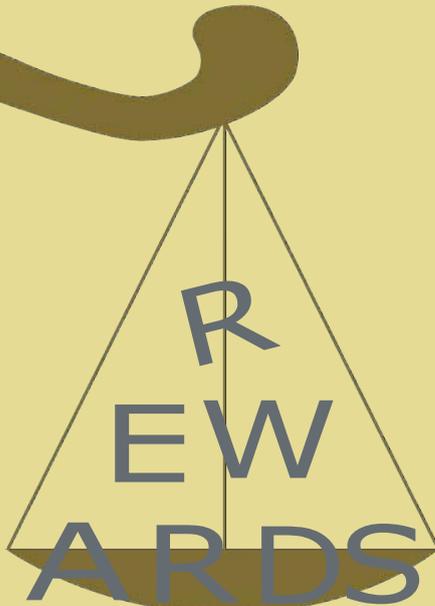
- Listen to your classmates
- Talk to your classmates
- Maintain the Student Council Notice Board
- Inform the school community as a whole

## ACTION

- Attend meetings
- Deal with, and find solutions to, student issues
- Oversee non-uniform days (Children in Need, Comic Relief & Sports Relief)
- Manage the Student Council Fund and undertake fund-raising activities
- Promote the Student Council



# Rewards



## PRIVILEGES

- From time to time Student Councillors will be asked to act as ambassadors for the school at various events
- Reserved table and an early sitting at lunchtime for sub committee working lunches
- Special trips connected to Student Councillor business

# Handover & Final Report

## Preparing to stand down...

### Handover

In July, as you are coming to the end of your time as a Student Councillor, you will need to make sure everything is in order and put together your documents and accounts, ready to hand on to the next Student Council.

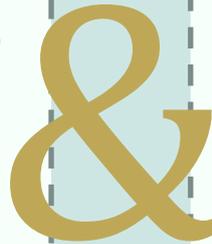


## Your last duty...

### Final Report

Your very last duty as a Student

Councillor is to give your final report.





...And  
Finally.

1  
2  
3



# Congratulations!

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



# Student Councillors are *Inspired to be...*



confident

CON+FI+DENT

to be positive, assured, assertive, certain of their own abilities and have belief in themselves

considerate

CON+SID+ER+ATE

to be thoughtful, attentive, sympathetic and respectful, to demonstrate kindness and take into account the feelings of others

curious

CU+RI+OUS

to be inquisitive, eager to learn, interested in the world around them, possess an enquiring mind and a desire to investigate

committed

COM+MIT+TED

to persevere, to declare an intention and follow through, to devote time and energy

creative

CRE+A+TIVE

to be imaginative, express original thoughts and ideas and be constructive and productive

communicative

COM+MU+NI+CA+TIVE

to be sociable, articulate, able to impart ideas and knowledge and to exchange information through writing, speaking and action

