

## Pensilva Primary School Council Constitution

1. Name	Pensilva Primary School
2. Purpose	<p>Our School Council aims to ensure that all pupils have:</p> <ul style="list-style-type: none"> <li>➤ A voice! (The 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.</li> <li>➤ A safe, happy, fair learning environment</li> <li>➤ A forum to voice their concerns and act upon them</li> <li>➤ A opportunity to take an active part in the management of the school</li> <li>➤ A sense of ownership over policy and practice (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</li> </ul>
3. Members	<p>Our school council is made up of 2 members from each class in the school with the exception of reception. We ensured that minority ethnic students are properly represented by encouraging a fair election process where child regardless of colour, sex or creed can stand for election. However we have agreed that we will not encourage positive discrimination within our council. We ensure that the interests of all students with special educational needs or disabilities are properly represented by each council member through:</p> <ol style="list-style-type: none"> <li>1. Class discussion after council meetings</li> <li>2. All class representatives will encourage class mates to share their concerns, ideas and needs</li> <li>3. All class representatives will voice all class members needs in monthly council meeting</li> <li>4. All council members being vigilant and anticipating the needs of others</li> </ol>
4. Elections	<p>Our Council Member Election process is;</p> <ol style="list-style-type: none"> <li>1. Class teachers encourage a fair voting process within their own class</li> <li>2. Representatives from the previous year's election stand before the class describing the role and responsibilities of a Class Representative</li> <li>3. Students, once fully informed of the role and responsibilities, are encouraged to stand for election stating their reasons before the class</li> <li>4. Under no circumstance will a student will be excluded from the election process</li> <li>5. Each applicant needs to be seconded by at least one class member before their name can be entered for election</li> </ol>

	<p>6. Names of seconded applicants are given to the council co-ordinator(Mrs Tween) to be drawn up into ballot slips</p> <p>7. Class members are asked to place just one clear cross into the box of their choice in election conditions (privacy and silence)</p> <p>8. Ballot slips are placed by class members into the ballot box provided and are then sent to council co-ordinator for counting</p> <p>9. In the event of a draw the council co-ordinator will recount then ask for a re-vote for the drawing applicants only</p> <p>10. Elected members will be announced by the respective teachers within each class and names will be confirmed in the school newsletter and then again in the first available whole school assembly for whole school recognition</p>
5. Officers	<p>Our School Council is made up of the below positions (a full description of roles and responsibilities can be found in our School Council Folder):</p> <p style="text-align: center;">Chair Treasurer Secretary Publicity Officer Class Representative</p> <p>1. The Council co-ordinator introduces and describes the roles and responsibilities of each of the above roles within the council at the first meeting of the newly elected members.</p> <p>2. Students, once fully informed of the role and responsibilities, are encouraged to stand for election stating their reasons before the council</p> <p>3. Under no circumstance will a student will be excluded from the election process</p> <p>4. Each applicant needs to be seconded by at least one council member before their name is entered onto a ballot slip</p> <p>5. Names of seconded applicants are taken by council Council co-ordinator (Mrs Tween) to be drawn up into ballot slips</p> <p>6. Council members are asked to place just one clear cross into the box of their choice in election conditions (privacy and silence)</p> <p>7. Ballot slips are placed by council members into the ballot box provided and are then counted in front of Council by Council co-ordinator</p> <p>8. In the event of a draw the Council co-ordinator will recount then ask for a re-vote for the drawing applicants only</p>

	9. Elected members along with roles and responsibilities will be published to whole school by the secretary and publicity officer.
6.Responsibilities	The Responsibilities of council members, officers and staff within the school council are published to the whole school and can be found in the School Council Folder (kept in Mrs Tween's cupboard).
7. Removal / resignation	<p>We believe that being a member of the school council is a privilege not a right! A School Councillor is there to represent the voice of the individual child/ren in their class / school in accordance with 'Every Child Matters' and the 'Children's Act'. Any member can be removed from the council if they are found not to be fairly representing the needs of others, i.e.</p> <ol style="list-style-type: none"> <li>1. Missing more than 2 consecutive meetings – therefore giving the children in their class no voice</li> <li>2. If a member continually disrupts or disrespects council members / meetings they will be given a warning by the Chair.</li> <li>3. If behaviour continues then offending member will be given a written warning by Chair.</li> <li>4. If behaviour continues then the Chair will ask the council to vote on 'removal of the offending member' or 'further warning'.</li> <li>5. If any member of the council wants to resign we ask them to speak to the Chair or another member of the council who maybe able to find a solution to whatever the issues maybe. If no resolution is found then resignation will be accepted by the Chair.</li> </ol> <p>If under any of the above circumstances a member is removed his/her class must be given the earliest opportunity and notice in order to re-elect another representative from their class.</p>
8. Meetings When / Where	Our School Council meets every month in our Library. Meeting dates and times are decided at the end of each meeting but generally are held on Wednesdays from 1.10 to 2.10pm (allowing members time to relay information at the end of the school day to fellow class mates).
Who attends	In order to give every child in this school a voice all members are expected to attend unless giving valid apologies beforehand.
Voting	Every member of the council is given a vote for their class. Each issue raised within the council will be voted on either at the time by the council or can be deferred to the next meeting (for discussion within class) by the raising of hands unless any representative requests a silent ballot, i.e. use of ballot slip

9. Boundaries	Our School Council has agreed that under no circumstances will any names be used that could cause embarrassment or offence to any member of this school or in the locality. Confidentiality will be observed and adhered to at all times.
10. Finances	The School Council have a budget of £100. It is our intention to add to this by raising money for improvements that will benefit all of the children within the school, i.e. playground and equipment

Signed and agreed by the council on 29<sup>th</sup> April 2015