Chad Vale School Council Constitution (Draft 15/11/07)
Name of School Council: Chad Vale Primary School Council

Purpose:
1. To give all pupils a voice in how our school runs.
2. To represent each class in school at council meetings.
3. To manage the school council budget.

Members:
Our members are made up of 2 children from every class, one boy and one girl. The council also includes 2 pupils from Class 6 who are Pupil Governors. They attend all council meetings, Safety Advisory Meetings and Parents and Community Governing body meetings.

Regular class council meetings are held where every child is given the opportunity to share their views and opinions. Class councillors listen to everyone and report back to full council meetings. All views and opinions are valued.

Elections:
All members are elected by their class. Every class member votes for the best boy and best girl for the job.

The two pupils from Class 6 who are Pupil Governors are elected by secret ballot by the whole school.

Class Council and Pupil Governor elections take place in May in the same week as the local council elections and we use the voting booths in school.

Officers:
Officers jobs are offered to the Year 6 councillors. The officers for 2007-2008 are:
Chair- *Aaron Kalsi* ***Vice chair***- *Sophie Thomas* ***Treasurer***- *Bryannah Collins*
Secretary- *Jake West-Gomila*

Responsibilities
Council Members
Role: *To attend all council meetings and act as role model for others.*
Responsibilities:
- *To listen to class members views and opinions.*
- *To represent the class views in meetings.*
- *To share information with the class.*

Officers
Role: *To organise the running of council meetings and take specific roles to ensure the smooth and effective running of the council.*
Responsibilities:
- *To write the agenda and take minutes from council meetings.*
- *To monitor the council budget, plan for spending and create orders.*
- *To ensure feedback is given to all pupils and teachers.*

Staff

***Role**: To support the School Council and enable them to carry out their role.*

***Responsibilities**:*

- *To give time for feedback in every class (class teachers).*
- *To arrange a suitable time and place for meetings every two weeks.*
- *To liaise with the Officers and assist with preparing agendas and minutes.*

Removal and Resignation

To resign their position of school councillor two weeks notice must be given to the Chair. This should be a letter for KS2 council members. After receiving a resignation, elections will take place in the class to elect a new member.

Councillors may be removed from the council for the following reasons:

- Not coming to meetings (and not sending apologies).
- Not taking part in meetings.
- Not being a good role model

All councillors will be given 3 chances (a reminder, a 1st verbal warning, then a written warning from the Chair). After the written warning they will be removed from council and elections will take place to replace them.

Meetings

Are every two weeks, held on the same day and same time. The day/time will be changed every half term.

There must be at least 11 councillors for quorum.

When making decisions Class Councillors will discuss any issues with their classes and bring their views, opinions and class vote results to School Council meetings. School Council will then vote on important decisions and the majority decision will be accepted by council.

Feedback to classes

Feedback from meetings will take place in the following ways:

- ✓ Fortnightly School council assembly after meeting.
- ✓ Minutes from meetings available on notice boards.
- ✓ Minutes available on school website.
- ✓ Regular Class Council meetings.

Boundaries

We don't discuss personal issues about particular people (pupils, teachers or parents) in our meetings.

Finances

The Treasurer will monitor the 'School Council Account' and keep records on what has been spent. They will report back every meeting. They will ensure that the council stays within budget and will be responsible for creating orders. The council may spend its budget on items that will benefit the whole school, or any charitable donation as voted for by council.