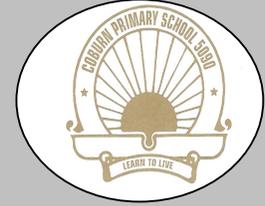




STUDENT LEADERSHIP

POLICY - 2014



Rationale:

At Coburn Primary School student leadership provides an opportunity for students to actively participate in the decision-making processes at our school. Students are encouraged to take on leadership roles in an endeavour to increase their own leadership skills and to act as effective role models for the student body. Our school believes encouraging student leadership ensures we are developing our community leaders of the future.

Aims:

- To provide opportunities for students to play a significant and effective role in the decision-making processes of our school.
- To provide an opportunity for students to become skilled in all aspects of leadership.
- To ensure that student leaders are positive role models for other students.
- To create a whole school community where every member feels their contribution is valuable.

Implementation:

- A Student Representative Council will be constituted annually
- Student representatives will be invited to attend School Council meetings
- Two School Captains will be elected annually
- Two House Captains and Two House Vice Captains will be elected annually
- Feedback and consultation will be implemented to ensure the views of the whole student body are being considered
- The school will provide opportunities for the student leadership team to undertake leadership professional development
- Opportunities will be provided for the student leadership team to practise their leadership skills in a variety of forums.
- The student leadership team will conduct ALL school assemblies.
- The student leadership team will be provided with a staff member to act as a mentor to the group.
- Develop a *Student Leadership Code of Conduct Expectations* with the student leadership group to which the student leaders will follow. This is to be done annually.

Evaluation:

- This policy will be reviewed as part of the school's three year review cycle.

Appendices

Appendix 1 – Student Leadership Policy

Appendix 2 – House Captain and Vice Captain Policy



Appendix 1

Constitution of Junior School Council and School Captain Policy



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Mission Statement:

At Coburn Primary School, student leadership provides an opportunity for students to actively participate in the decision-making processes at our school. Students are encouraged to take on leadership roles in an endeavour to increase their own leadership skills and to act as effective role models for the student body. Our school believes encouraging student leadership ensures we are developing our community leaders of the future.

Eligible Students

Students from the 3-6 year level will be eligible to apply for a position on the Junior School Council. One student from each classroom will be elected to the Junior School Council, the number of students that sit on the Council will depend upon the amount of classrooms that we have in the 3-6 area.

Eligibility for School Captain

One boy and one girl from year 6 will be eligible as Coburn's School Captains.

Election Procedure

Students are to complete a nomination form expressing their interest in becoming a member of Junior School Council. Nomination forms are reviewed by the Junior School Council Co-Ordinator and a member of Leadership. Elected students will be interviewed by the Junior School Council Co-Ordinator, a student member of Junior School Council and a member of Leadership.

Frequency

Each year elections will be held in September for the following Academic Year. Elections will be held this early to enable students to have the necessary training and mentoring to be effective leaders for the following year. Once elected the position is for a year.

Before the Election

Students will be addressed as a 3-6 cohort to inform them of the following:

1. Outline the role of a Junior School Council.
2. Outline the expected behaviour of (see section in policy).
3. Give interested students a few days to apply using the Junior School Council Nomination Form (see next section on 'The Election Process').
4. Announce nominees and give willing nominees a few days to prepare for their interview.
5. The nominees will be interviewed by the Junior School Council Co-Ordinator, a student member of Leadership and a member of Leadership.
6. The School Council Co-Ordinator and Leadership will announce who the elected students are at a Whole School Assembly prior to the end of the current school year.

The Election Process: Junior School Councillors

Students are able to complete a nomination form expressing their interest to be a member of Junior School Council. There is no limit to the amount of students that can apply for a position on the Junior School Council, however only one can be elected per class. Nomination forms will be collected by the Junior School Council Co-Ordinator and discussed with a member of Leadership. Interviews will be held and the decision of successful students will be made by both the Junior School Council Co-Ordinator and a member of Leadership.

The Election Process: School Captains

One boy and one girl will be elected as the Junior School Captain.

- There will be a secret ballot, all current Junior School Councillors and Councillor Elects will vote for one boy and one girl, who they think would make the best representative
- Students are able to nominate to join Junior School Council.
- The Junior School Council Co-ordinator will collect the Nomination forms.
- Nominated students will participate in an interview with the Junior School Council and a member of Leadership.

- The Junior School Council Co-ordinator will announce the names of the successful students. If a Junior School Councillor leaves part way through the year the Junior School Co-ordinator will oversee a new election process.



Training for Representatives

During term 4 the year before the new Junior Councillors commence their duties, the Junior School Council Co-ordinator will organise a training session to help equip the members of the Junior School Council with the necessary skills to carry out their role. It will then be the job of existing Councillors, with the support of the Co-ordinator if necessary, to train the new council members.

Key Roles

The Council Executive

The Junior School Council will elect by secret ballot a Council Executive for the year. The Executive will consist of:

Chair

The Chairperson must ensure that the Council functions properly, that there is full participation during meetings that all relevant matters are discussed and that effective decisions are made and carried out.

Vice-Chair

The Vice-Chair will support the Chair in his/her role; perhaps chair parts of meetings if requested to by the Chair and stand in for the Chair if they are unable to attend a meeting.

The Secretary

The Secretary will minute the School Council meetings, noting down any decisions made, jobs that need to be done and any other important opinions or business (see Appendix for explanation of minutes).

The Treasurer

The Treasurer will look after the School Councils Budget (if applicable). They will be responsible for reporting on what has been spent, what it has been spent on and how much is left.

Junior School councillors: One representative from each 3-6 rooms

The Junior School Councillor will:

- Bring the opinions and ideas of their class regarding Council business to the Council meetings
- Bring their class' ideas for the agenda of the Council meeting and issues, which their class feel need to be discussed at the Council meetings.
- Report the minutes from Council meetings back to their class.
- Keep to the expected behaviour of Council Members (see below).

The Junior School Co-Ordinator (a staff member)

The Co-ordinator's role is to facilitate the Council's smooth running. The Co-ordinator will take care not to dominate the Council, the running of which is the responsibility of the Council Members.

The Co-ordinator will:

- Organise the Class Representative Elections
- Organise the training of the Council Members
- Act as a link between the School Council, the Leadership Team and Classroom Teachers
- Be available for consultation on the writing of agendas and minutes
- Be at meetings to give advice and information on request

Junior School Council Meetings

The School Council will meet FORTNIGHTLY. The date and time of the next meeting will be announced at each Junior School Council meeting.

The Agenda

At each meeting the School Council will set an agenda for the next meeting (see Appendix for agenda sheet). This agenda will reflect issues raised in class meetings and include:

- Feedback from class meetings about the previous School Council meeting
- Feedback from any meetings with relevant staff or pupils
- Discussions and decisions around issues agreed in setting the agenda at the previous meeting
- Organise any jobs that need doing as a result of these decisions
- Setting the next meeting's agenda
- Any other business



Discussions and Decision-making

Typical areas of discussions and decision-making may be fundraising, behaviour, the playground, the curriculum or special events.

The Chair informs the Councillors clearly what the issue is about to discuss.

The Chair asks for people's ideas/opinions about this particular issue, checking that all who might have something to contribute have a chance to speak.

The Chair asks someone to make a clear proposal of action and someone to second it.

A decision is made by a majority vote.

Any jobs that need doing as a result of that decision are organised and allocated.

Decisions and important opinions are noted down by the Secretary in the minutes (see Appendix for minute's sheet). These act as a record of decisions and they are kept in a central file. The Junior School Councillors use these minutes to feedback to their class.

It is important that all decisions made by the School Council are within the boundaries of their decision making power (see below).

Expected Behaviour of Junior School Councillors

It is expected that in a meeting every member will keep to the following rules:

- Attend all meetings when they are in school
- Listen to others while they are speaking and not interrupt
- Speak only when asked to by the Chair
- Respect what other people are saying
- No put-downs
- Accept majority decisions made by the School Council and work to implement them
- Accept any veto of School Council decisions made by the Leadership team.

Expected Behaviour of Junior School Councillors within the school

It is expected that Junior School Councillors will:

- Respect themselves and others including school property as well as completing all school work to the best of their ability
- Act and speak honestly as well as politely towards their peers, school staff and community members
- Engage in safe, friendly play and co-operate by working with other students
- Show consideration to others feelings and differences
- Use common sense and think about their actions
- Wear their school uniform with pride and participate in all relevant school activities to their best ability
- Speak in public, address an audience, etc
- Participate actively in school activities
- Be positive role models at all times
- Participate in the Student Council maintaining a high standard of personal conduct
- Demonstrate leadership qualities by serving as good examples of behavior through their words and actions

- Participate in approved activities, which will serve to enhance the quality of both the physical and behavior environment of the school.

If a Junior School councillor is found to be not following the school values or suspended due to behaviour inside or outside the classroom, a warning note will be presented to them and their parents in consultation with a member from Leadership. (One warning note policy) If the behaviour continues their role will be forfeit to another student following the election process.



Boundaries of Decision Making: Rights and Responsibilities

The aim is that the Junior School Council is an 'active' council rather than a 'petitioning' council. This means that the Junior School Council is working to implement its decisions rather than making lists of demands upon staff in the school.

The School Council will be given a small budget which they are responsible for. If a decision made by the School Council requires additional funding, the School Council must raise the funds itself unless otherwise instructed by the Principal.

Junior School Council decisions must conform to School policy, Government policy and the National Curriculum and must not adversely affect the health and safety of any member of the school community.

The Leadership Team can veto any Junior School Council decision that does not meet the above criteria and withdrawn any right earned by the children if the responsibilities, which go with it, are not being met. They must explain any such decisions to the School Council.

First Agenda for the year

For the first meeting, before the School Council sits, the aim will be to come up with two ideas which the Junior School Council can discuss and give it to the Junior School Councillors a few days prior so they can think about them. *It may be useful to suggest some categories, which the children could brainstorm under. Some examples might be:

- The playground
- Behaviour
- Homework
- Lunchtimes
- The Curriculum
- Special events

Sub-Committees

The Junior School Council may wish to set up a sub-committee to work in a particular area, e.g. to organise a fund-raising event, gather information around a particular issue or make up a newsletter.

Members of a sub-committee will be members of the Junior School Council.

Setting up a sub-committee

- The School Council agrees to set up a sub-committee
- The School Council identifies an elected Councillor to act as co-ordinator
- The Co-ordinator invites other interested Councillors to meet
- Decisions follow normal council procedures
- Issues raised at the meetings are brought to the Junior School Council for consultation
- Support for the sub-committees by a teacher may be available on request.



APPLICATION FORM FOR THE JOB OF JUNIOR SCHOOL COUNCILLOR

As a Junior School Councillor you will be expected to carry out the following jobs:

- Bring the opinions and ideas to the Council meetings
- Help to organise fundraising and other things to benefit the school
- Set up the gym for Assembly and fulfil the role given either through speaking, music or flag raising.

You must also behave in a particular way when you are a Junior School Councillor

It is expected that in a meeting a Class Representative will keep to the following rules:

- Attend all meetings when you are in school
- Listen to others while they are speaking and not interrupt
- Speak only when asked to by the Chair
- Respect what other people are saying
- No put-downs
- Accept majority decisions made by the School Council and work to carry them out
- Accept when Leadership Team says that parts of Council business cannot be done.

Expected Behaviour of Junior School Councillors within the school

It is expected that Junior School Councillors will display:

- Respect themselves and others including school property as well as completing all school work to the best of their ability
- Act and speak honestly as well as politely towards their peers, school staff and community members
- Engage in safe, friendly play and co-operate by working with other students
- Show consideration to others feelings and differences
- Use common sense and think about their actions
- Wear their school uniform with pride and participate in all relevant school activities to their best ability
- Speak in public, address an audience, etc
- Participate actively in school activities
- Be positive role models at all times

If a Junior School councillor is found to be not following the school values or suspended due to behaviour inside or outside the classroom, a warning note will be automatically presented to them and their parents. (One warning note policy) If the behaviour continues their role will be forfeit to another student following the election process.



STRUCTURING A DISCUSSION

1. Tell the meeting clearly what the issue is that you are going to talk about.
2. Ask for people's ideas/opinions about this particular idea.
3. Get someone to make a clear proposal and someone to second it.
4. Get a decision by vote.
5. Check the secretary has written it down in the minutes.



SCHOOL COUNCIL MEETING AGENDA

Date:

Time:

Venue:

Chairperson:

Secretary:

Agenda

1. Apologies for absence

-
-
-

2. Minutes of last meeting

-
-
-

3. Business to be discussed at this meeting

-
-
-

4. Any other business

-
-
-

5. Date for next meeting:

MINUTES

WHAT ARE THEY?	They are a record of what was discussed last time.
HOW ARE THEY MADE?	The secretary makes notes during the meeting, of all the decisions that are made and important issues that are discussed. These notes can be photocopied and given to each member of the Council.
WHO ARE THEY FOR?	Everyone!
WHEN DO THEY GET THEM?	Each class will have them read to them by their Class Representative during reporting back time and then Have them put on their class notice board.
WHERE ARE THEY KEPT?	The Secretary keeps all the minutes in a book or file Called the "Minute Book".
WHY DO WE NEED THEM?	<p>The Chairperson needs them when planning or leading the next meeting.</p> <p>Each Council member needs them to check whether There is anything they promised to do at the last meeting that needs to be done.</p> <p>Anyone should be able to check at any time on decisions that were made in the past.</p> <p>The Governors might need to see them so that they are kept informed of the Council's activities.</p> <p>The Headteacher might need to refer to them when Talking to other teachers or members of staff about School Council issues.</p>

SO REMEMBER – THE MINUTES ARE VERY IMPORTANT



Appendix 2

House Captain & Vice Captain Policy

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Policy Outline:

Two school captains (1 boy and 1 girl) and two vice captains (1 boy and 1 girl) will be elected for each House.



Students in Year 5 will be eligible for a Vice Captain nomination provided they meet the following selection criteria.

The school will provide captains with equal opportunities to act as school ambassadors.

House Captains will receive a badge of office to be worn each day.

The principal may revoke a House Captain's position if the Retention Criteria is not followed.

Frequency:

Each year elections will be held in October for the following Academic Year. Once elected the position is for a year.

Nominations:

7. Outline the role of a House Captain and the criteria for nominations
8. Outline the expected behaviour and the criteria for retention of position
9. Students are to self nominate during the agreed time frame each year. This will be from Week 4-5, Term 4
10. Junior School co-ordinator and Leadership will check candidate's eligibility against the criteria and ineligible students will be eliminated
11. Students will be ineligible if:
 - Students have been given a Warning of Suspension or a Suspension
 - Students have received more than ONE Time Out behaviour notification within the current year.

Selection Criteria for Nominations:

Students will be eligible for nomination if:

- They respect themselves and others including school property as well as completing all school work to the best of their ability
- They act and speak honestly as well as politely towards their peers, school staff and community members
- They engage in safe, friendly play and co-operate by working with other students
- They show consideration to others feelings and differences
- They use commonsense and think about their actions
- They wear their school uniform with pride and participate in all relevant school activities to their best ability
- They are willing to speak in public, address an audience, etc
- They participate actively in school activities
- They are positive role models at all times
- All nominees will address the selection criteria in writing, i.e. one or two sentences as examples of how they have achieved each area specified

Speeches

Once a student is successful with their nomination, they are required to make a 2-3 minute speech to their House (Junior School Co-ordinator and one person from Leadership) in Week 6, Term 4.

The speech must include:

- Why they want to be a House Captain
- The personal qualities expected of a House Captain and how they have demonstrated these qualities
- The responsibilities expected of a House captain
- Leadership and representative roles (zone sports, debating, etc) undertaken.

Voting

The voting process will proceed as follows:

- Eligible voters will be from each house member.
- Eligible voters will each vote for one boy and one girl candidate.
- Voting will be conducted a week after final speeches have been made.
- The Junior School co-ordinator will be responsible for organising the secret ballot paper and handing out to each 3-6 Classroom. (Week 7, Term 4)
- The Junior School co-ordinator will also conduct the voting and counting the votes in Week 8, Term 4.



- The House Captains will be the candidates who receive the highest number of votes and the House Vice Captains will be the candidates who receives the next highest number of votes.

Results of the voting will be announced at Whole School Assembly either end of year or start of following New Year. (This will be advised prior). Students will be presented with their house badges at this event.

Expected behaviour for School Captains and Vice Captains

Coburn Primary School expects its House Captains and House Vice Captains to behave in a courteous manner, engage in safe play, complete work to the best of their ability, wear full school uniform and participate in school events.

The school will revoke a Captain's or Vice Captain's position if they:

- Receive any behaviour notifications.
- Receive a warning for suspension or are suspended for inappropriate classroom or playground behaviour.
- Display unacceptable behaviour (at the Principal's discretion).

If a school captain's position is revoked, the boy or girl next in line (based on number of votes) will step into the position.

Role of House Captains

- At times be asked to greet visitors and guests at the school
- Speak at assemblies or on special days/events
- Help the Junior School Councillors with Kindergarten Transition
- Liaise with Junior School Co-ordinator, teachers, students and Junior School Councillors
- Represent Coburn Primary School at out of school and inter school activities and events
- Organise team events to take place for Houses and competitions
- Other duties as negotiated.



APPLICATION FORM FOR THE JOB OF HOUSE CAPTAIN/VICE CAPTAIN

As a House Captain/Vice Captain you will be expected to carry out the following jobs:

- At times be asked to greet visitors and guests at the school
- Speak at assemblies or on special days/events
- Help the Junior School Councillors with Kindergarten Transition
- Liaise with Junior School Co-ordinator, teachers, students and Junior School Councillors
- Represent Coburn Primary School at out of school and inter school activities and events
- Organise team events to take place for Houses and competitions
- Other duties as negotiated.

Expected Behaviour of Junior School Councillors within the school

It is expected that House Captains and Vice Captains will:

- Respect themselves and others including school property as well as completing all school work to the best of their ability
- Act and speak honestly as well as politely towards their peers, school staff and community members
- Engage in safe, friendly play and co-operate by working with other students
- Show consideration to others feelings and differences
- Use commonsense and think about their actions
- Wear their school uniform with pride and participate in all relevant school activities to their best ability
- Be willing to speak in public, address an audience, etc
- Participate actively in school activities and house sports
- Be positive role models at all times.

Coburn Primary School expects its Captains and Vice Captains to behave in a courteous manner, engage in safe play, complete work to the best of their ability, wear full school uniform and participate in school events.

The school will revoke a Captain's or Vice Captain's position if they:

- Receive any behaviour notifications.
- Receive a warning for suspension or are suspended for inappropriate classroom or playground behaviour.
- Display unacceptable behaviour (at the Principal's discretion).

If a school captain's position is revoked, the boy or girl next in line (based on number of votes) will step into the position.

If you think you are able to do all of these things then complete the application form.



VOTING FORMS

VOTING FORM FOR SCHOOL CAPTAINS/VICE CAPTAINS

Name:

Knight House

Your representatives for Knight House are below.

Please number 1 to 3 for House Captain and 1 to 3 for Vice Captain.

(1 meaning more preferred representative).

House Captains	Number 1-3
Name:	
Name:	
Name:	
Vice Captains	Number 1-3
Name:	
Name:	
Name:	



VOTING FORMS

VOTING FORM FOR SCHOOL CAPTAINS/VICE CAPTAINS

Name:

Crane House

Your representatives for Crane House are below.

Please number 1 to 3 for House Captain and 1 to 3 for Vice Captain.

(1 meaning more preferred representative).

House Captains	Number 1-3
Name:	
Name:	
Name:	
Vice Captains	Number 1-3
Name:	
Name:	
Name:	



VOTING FORMS

VOTING FORM FOR SCHOOL CAPTAINS/VICE CAPTAINS

Name:

Spencer House

Your representatives for Spencer House are below.

Please number 1 to 3 for House Captain and 1 to 3 for Vice Captain.

(1 meaning more preferred representative).

House Captains	Number 1-3
Name:	
Name:	
Name:	
Vice Captains	Number 1-3
Name:	
Name:	
Name:	



VOTING FORMS

VOTING FORM FOR SCHOOL CAPTAINS/VICE CAPTAINS

Name:

Kelly House

Your representatives for Kelly House are below.

Please number 1 to 3 for House Captain and 1 to 3 for Vice Captain.

(1 meaning more preferred representative).

House Captains	Number 1-3
Name:	
Name:	
Name:	
Vice Captains	Number 1-3
Name:	
Name:	
Name:	