

Spensley Street Primary School

JUNIOR SCHOOL COUNCIL CONSTITUTION

GENERAL PRINCIPLES

Spensley Street has a Junior School Council (JSC).

JSC is valued by the rest of the school community as an opportunity for students to voice and take action on their interests and concerns.

JSC gives students opportunities to participate in school decision-making processes and is seen as a genuine part of these processes.

Through participation in JSC activities, students have opportunities to develop their communication and leadership skills.

All members of JSC will have the opportunity to be heard equally.

As part of the decision-making processes of the school, JSC provides links between classes and with other school decision-making bodies.

All students are represented by elected representatives who meet regularly to discuss issues raised by the students.

The election of representatives gives students a real opportunity to participate in a democratic process.

All actions of JSC will be conducted according to established and transparent procedures.

GOALS OF JSC:

JSC WILL WORK TOWARDS:

Making Spensley Street a better school by:

- helping to create a community atmosphere where everybody can work together, be safe and learn;
- providing suggestions to the staff, the School Council and its committees, eg. Environment Committee, Education Policy Committee, Canteen Committee;
- allowing people's ideas to be heard by discussing any issues raised by members through class discussions and by taking action as decided by JSC;
- contributing to discussion about school rules and processes;
- promoting the school's policies eg. Sun Smart Policy;
- raising some money each year, for the Spensley Street Student Foundation. Money held by the Student Foundation is to be donated to causes decided by JSC members each year and to purchase appropriate items needed by the school and decided by JSC members.

STRATEGIES TO SUPPORT JSC:

JSC will meet once a fortnight, at a regular time.

JSC meetings will be supported by a designated member of staff.

Teachers will timetable regular class meetings, to be held soon after the JSC meeting.

JSC members and the Executive Members will be introduced to the school at Assembly.

JSC activities will be reported in the school Bulletin regularly.

PROCEDURES:

Representation

Two representatives will be elected from each home group. Where this is practicable, this should be a boy and a girl. Substitute representatives should also be elected.

In P/1/2 classes the representatives will be Year 2 students.

A representative in Years 2-5 may only be elected to the JSC once in that time.

Students in Year six may be elected for the second time.

If both class representatives are away a substitute representative should attend meetings.

Elections

Elections should be held about three weeks into each school year. A date will be set at the start of each year.

The class teacher will organise nominations and elections according to a standard procedure. This process will be discussed with students and will involve

1. verbal nominations
2. time allowed for candidates to prepare election speeches
3. election speeches
4. secret ballot
5. ballot counting by the class teacher.

Executive Members

There will be six office bearers who will make up the Executive Members of JSC. These will be two Presidents, a boy and a girl, two Secretaries and two Treasurers. Students will be encouraged to break down gender stereotypes when standing for office and when voting for executive members.

Executive Members are to be representatives from Year 6.

Duties of JSC Representatives

Class representatives will attend all JSC meetings.

Class representatives will report back to their groups after JSC meetings and chair discussions on issues raised.

Class representatives will encourage students in their classes to participate in discussions during class meetings.

Class representatives will support JSC initiatives such as fund raising events.

Duties of JSC Executive Members

Executive Members will attend a School Council meeting early in the school year.

Executive Members may also attend other School Council meetings during the year if necessary.

Executive Members will support younger members of JSC.

Executive Members will play leading roles in JSC initiatives and will give up some of their time to help organise events.

Staff Responsibilities

Teachers should allow at least 15 minutes, as soon after JSC meetings as possible, for representatives to report to their classes.

A teacher will be designated as JSC Co-ordinator to support JSC and will attend all meetings.

The JSC Co-ordinator will assist all members and provide training to develop their leadership skills.

The JSC Co-ordinator will assist JSC by liaising with other relevant school groups eg. staff, School Council, the Environment Committee.

Code of Conduct

Class representatives will adhere to the School Student Code of Conduct.

If a representative behaves inappropriately (against the Code), he/she will be given two formal warnings. The Principal will be involved in necessary discussions about behaviour and, at the Principal's discretion the student may be dismissed from the Council.

ROLES OF OFFICE BEARERS

1. PRESIDENTS

- Chair the JSC meetings and make sure that everyone takes part, giving everyone a chance to speak.
- Encourage everyone to participate.
- Keep the Principal and JSC Co-ordinator informed.
- Attend School Council meetings when necessary and report on JSC activities
- Report on JSC activities and to the school at Monday morning assemblies.

2. SECRETARIES

- Take minutes of the JSC meetings and distribute them as soon after the meeting as possible.
- Prepare the agenda for each meeting.
- Look after all JSC correspondence.
- Write about JSC activities in the School Bulletin.
- Support and help the Presidents in running the meetings.

3. TREASURERS

- Report on JSC finances at meetings.
- Follow established school procedures regarding handling money.
- Help and support other Executive Members.

References:

Other relevant school policies that impact upon JSC procedures include: Healthy Relationships Policy, Equal Opportunity Policy, Sunsmart Policy, Student Code of Conduct, Principles and Guidelines for Sponsorship, Promotion and Fundraising.

Date:

Original Policy 1986
Policy revised 2003
Review date 2008