



## Lower School Council Constitution

### 1. *Purpose of the School Council:*

- i) The council aims to ensure that pupils have a means to voice their opinions and have a say in the development of the school, by working together with other pupils, members of the Common Room, Senior Teachers and other staff within the Foundation.
- ii) To promote a democratic system within the school community, where all pupils have the chance for their voice to be heard.
- iii) To ensure that a most positive environment is created throughout the school community.

### 2. *Membership:*

The Lower School Council will comprise of two Form Representatives in all Years 7-9.

### 3. *Elections and representation:*

- At the beginning of each academic year, all forms in Years 7- 9 will elect two form council representatives, who will serve for one year.
- This period of service may be shortened if other, extenuating circumstances apply.
- The election process in each form is to be conducted privately and to be respected.
- Each member of the form will choose two candidates to vote for. Only candidates wishing to become councillors may stand for election.

### 4. *Responsibilities;*

i) Members –To oversee, in conjunction with the Form Tutor, a form meeting during which issues pertaining to the Lower School are discussed. During these meetings, reports and feedback from council meetings can be given to form members. All form members can use this form as an opportunity to put forward ideas and issues which they see as relevant and which should be discussed by the council.

ii) Officers School Council Officers will be elected from Years 8 & 9.

- **Chair** – To chair the meetings, keeping order and addressing items for discussion from the agenda. The chair will also help to prepare the agenda, and consult, in the first instance with the Head of Section and Lead Proctor about the council's thoughts, ideas and suggestions.
- **Vice chair** – To be responsible for contact with form representatives and work closely with the chair to prepare the agenda. The Vice chair will work with school council representatives to ensure that they are feeding back, as well as putting forward items for the agenda from their form group.

*All members of the Lower School Council will take part in the election of the Chair and Vice-Chair.*

-**Secretary** – Selected by the Head of Section from Council Members from Years 7 to 9, to take minutes from each minute and ensure that they are distributed to each councillor, the Head of Section and the Lead Proctor.

- The Chair and vice-chair will be responsible for preparing the agenda for each meeting.

iii) Common Room Representative – The Head of Lower School and the Lead Proctor will assist with the co-ordination of Lower School Council meeting, supporting members if required.

#### 5. *Meetings:*

- Meetings will take place once per cycle.
- It is the responsibility of the Chair and Vice-Chair to invite the relevant members of the teaching and ancillary staff to attend meetings where this is deemed necessary and desirable.
- The Chair may appoint sub-committees to look at specific issues within meeting, when this is felt to be necessary,
- The School's wider code of conduct will apply at all meetings. Any infringement of the code of conduct can result in further action being taken by the relevant authorities.
- For meetings to take place, at least six representatives from each year group should, ideally be present, preferably representing each form.
- Decisions will be made by a majority vote of the present Council Representatives.

#### 6. *Removal and resignation:*

- Members may resign at any time from the School Council, with a valid explanation. This will be carried out in a formal letter to the Chair of the School Council. If this is within the first 2 terms of office a replacement may be sought from the remaining form representatives. The representative with the next majority of votes from the election will be invited to join.
- They may decline this offer if they wish and then the next representative on the list will be asked and so on.
- A School council member may be removed from the School Council if he/she misses more than 3 meetings without a valid excuse and has not responded to correspondence circulated.

#### 7. *Boundaries:*

Items placed on the agenda must fall under one of the following headings:

- i) Feedback on Council actions (e.g. things that have been implemented into the life of the school as a result of Lower School Council Actions)
- ii) Learning (issues that affect the learning environment of the school)
- iii) New Initiatives (ideas for new initiatives that will benefit the school or wider community)
- iv) Environment (issues relating to the environment of the school community)

- Matters at meetings should be about issues that will be beneficial to the whole school community and not individual pupil issues.

#### 8. *Reports*

- The Chair must consult with the Head of Lower School and Lead Proctor regularly about the running of the Lower School Council. The Head of Lower School or Lead Proctor will be present at all meetings.
- The Chair and Vice-Chair maybe required, now and again, to discuss with the HM the work of the Council and will report back to the whole school community, where appropriate, each term/year.

**Reviewed October 2020**