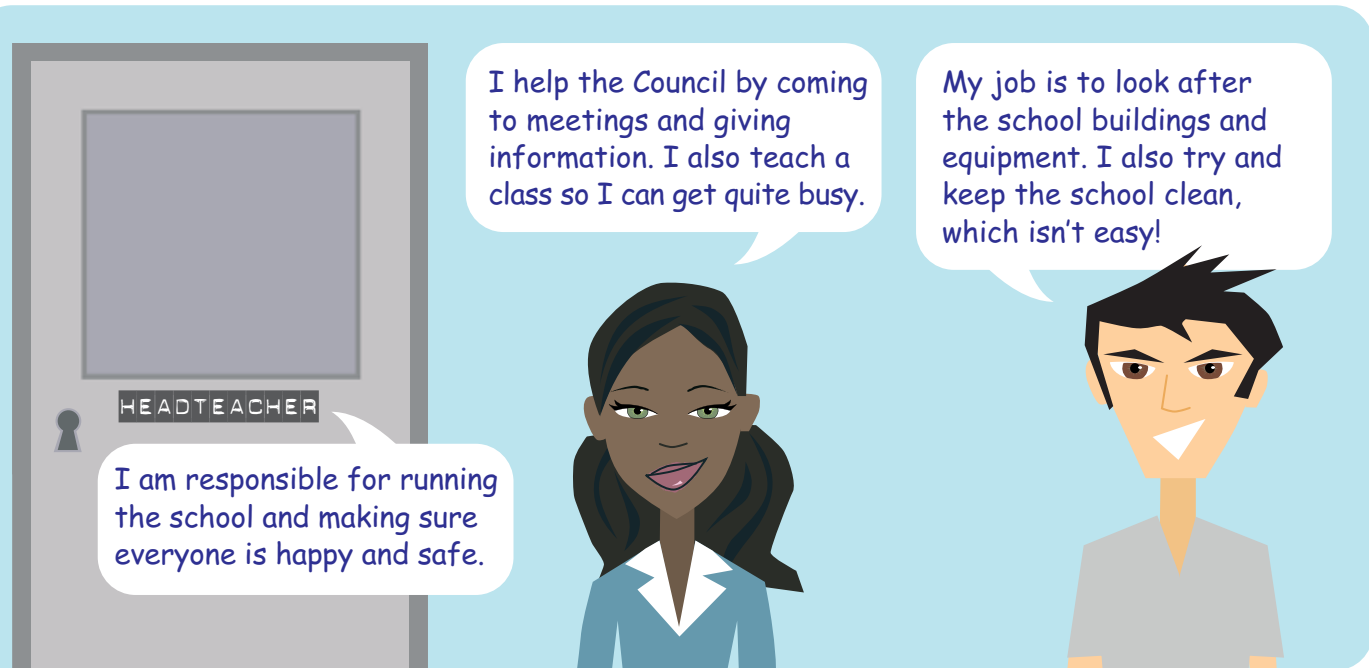


Meet the staff Other people around the school who are involved with the Council.

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I am responsible for running the school and making sure everyone is happy and safe.

I help the Council by coming to meetings and giving information. I also teach a class so I can get quite busy.

My job is to look after the school buildings and equipment. I also try and keep the school clean, which isn't easy!

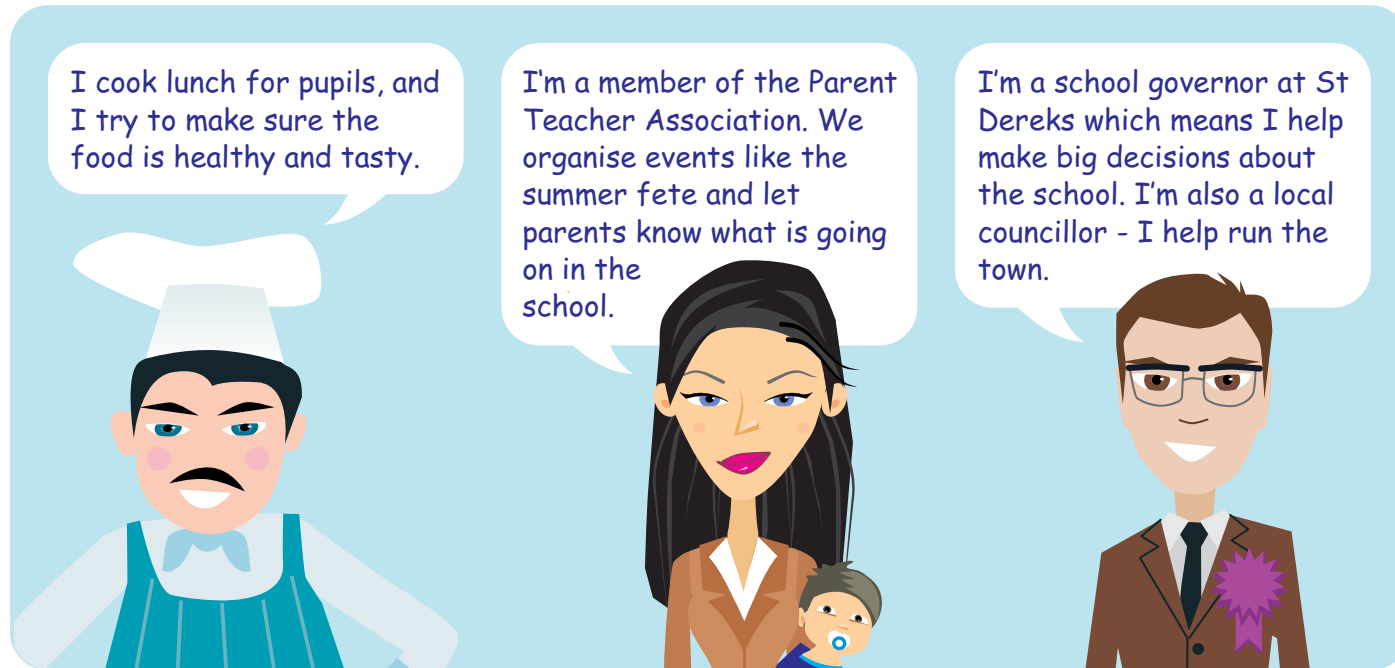
Headteacher

Link Teacher

Caretaker

Write the name of the link teacher at your school on page 3.

17



I cook lunch for pupils, and I try to make sure the food is healthy and tasty.

I'm a member of the Parent Teacher Association. We organise events like the summer fete and let parents know what is going on in the school.

I'm a school governor at St Dereks which means I help make big decisions about the school. I'm also a local councillor - I help run the town.

Cook

Parent

Governor

Meetings & communication

To be successful, meetings need the following:

- 1 Ground rules
- 2 Agenda
- 3 Minutes
- 4 Chairperson
- 5 Reporting back
- 6 Action planning



Ground rules

A meeting is like a **team**, where everyone is working together to solve a problem or make a decision.

All the members of the team need to be **focussed** on what the issue is, and make sure everyone gets a chance to speak.

It is useful to agree **ground rules** for meetings and make sure all members know what these are. They could include putting your hand up before you speak, or arriving on time.



Write your School Council's ground rules opposite.



Our School Council ground rules:
example: Put your hand up before you speak

1.

2.

3.

4.

5.

Agendas

An agenda is a list of what is being discussed at the meeting. It should also say where the meeting is and what time it is starting and finishing.

The agenda should be given to members a few days before the meeting so that people can think about the issues and talk to their class about them.

The agenda is usually prepared by the **Chairperson** and **Secretary**.

Download blank agenda sheets from www.schoolcouncils.org

Agenda	
Meeting of	St Dereks School Council
Place	Library
Date	25 February
Time	12.45 - 13.15
Apologies for absence Aleesha	
Minutes of the meeting held on 11 February	
a) Are they agreed as an accurate record	
b) Matters arising from last meeting's minutes	
This meeting's business	
1	Buddy Benches in the Playground (10 mins)
2	Healthy Eating Week (10 mins)
3	Computers at Lunchtime (10 mins)
4	
Any Other Business	
Date of next meeting	

Minutes

Minutes are notes of what decisions are made at the meeting. They are written by the **Secretary** and typed up after the meeting. The minutes should be given to all members, and to staff so that they can find out what the School Council has been doing. Minutes should be kept together and brought to meetings in case they're needed. All members need to read the minutes, so they can check if they have promised to do anything. At the start of every meeting, the **Chairperson** will review the last set of minutes.

Download blank minutes sheets from www.schoolcouncils.org

Minutes

Minutes of meeting held on 25 February 2005

Chairperson Raj

Names of the people present Raj, James, Rachel (plus others...)

Apologies for absence Aleesha

	Action	By Whom
Minutes of the last meeting	Sign the minutes	Chairperson
a) Are they agreed as an accurate record		
b) Matters arising from last meeting's minutes		
Item 1 Buddy Benches in the playground not working...	It was decided to have two...	James, Melanie
Item 2 Healthy Eating Week - try healthier food in canteen...	Arrange meeting with catering...	Rachel, Arthur
Item 3 Pupils not allowed to use computers in lunch break...	We need to discuss this...	Raj
Item 4		
Any Other Business		
Items for the next agenda		
Date of next meeting 12 March, 12.45pm		

The Chairperson

I've been elected as **Chairperson**. My job is to help the meeting make a **decision**, using the **agenda**.

It is a difficult job, and sometimes a **teacher** will help me.

I often have my own **opinion**, but all the other members' views are just as important. So I need to make sure **everyone** gets to have their say.

The agenda helps me to know how much **time** to give to each subject. If time is running out, I will encourage the meeting to make a decision, or decide to discuss the subject again at the **next meeting**.



WHAT HAPPENS IN MEETINGS?

- 1 Call the meeting to order
- 2 Remind everyone about ground rules
- 3 Tell everyone to look at the agenda *
- 4 Discussion
- 5 Decision time
- 6 Let's vote
- 7 Action plan

WHAT THE CHAIRPERSON SAYS



- Er ... can we make a start?
- Remember the ground rules. No moaning allowed. Positive suggestions only. No put-downs.
- You can see that we are going to discuss ... and we have allowed ... minutes for the discussion.
- Points of view, please.
- Does anyone want to make a proposal about what we should do? Anyone want to second that?
- How many agree? Disagree? Don't know?
- Now we've agreed to ... How are we going to get started? What steps do we have to take? Who will offer to do it? When must it be done by?

* Begin again at point 3 for each new item on the agenda

Reporting back

After going to a School Council meeting, Councillors need to tell their class what happened so that other pupils know what the Council is up to. This is called **reporting back** and it can be done straight after the meeting, when it is easier to remember what was decided. If it is done later, you will need a copy of the **minutes** of the meeting to help you remember.

Reporting back is for telling the class:

- What was discussed at the meeting
- What was decided
- What is going to be done
- What will be discussed at the next meeting

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After reporting back you can ask the class if they have any questions or ideas.



Practice by using the minutes on page 21 and reporting back the main points.

It isn't easy to stand up in front of the class and speak, so here are some of my tips to help you:

- Only read out the main points, and keep it short.
- If there are two representatives in your class, share the reporting back
- Speak in a clear, loud voice.
- If you have a whiteboard, you could write the main points for people to read.
- When you have finished, ask if people want to ask any questions.
- Write down any ideas or comments so you can take them to the next meeting.



25

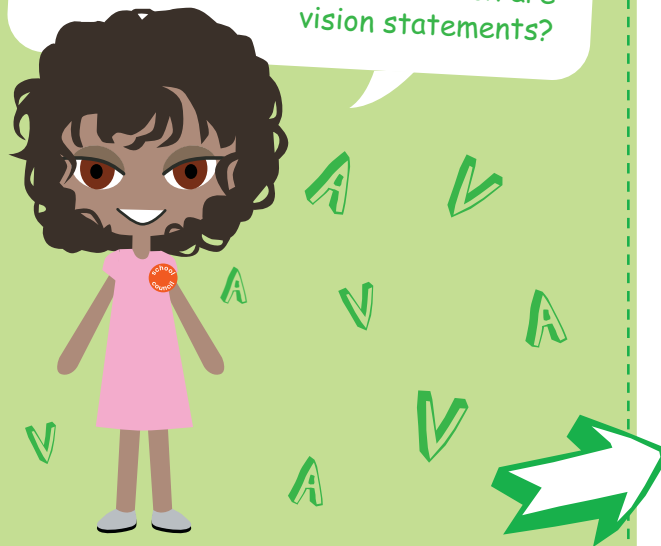
Action planning

Meetings are only successful if they actually make things happen. Decisions that are made will need someone to take **action** and the minutes should show who will do what.

Action points in the minutes should be clear tasks that can be easily **measured**. This means that you know when it is done. If the **action point** is to 'make sure everyone knows about the Council' then how will you know when you have done it? This is more of a **vision statement** as it says what you hope will happen eventually. An action point might be 'to send a letter to the headteacher asking for a bigger noticeboard' as you know when it has been done and you can see what happens.

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Look at the chart opposite. Which of these are action points and which are vision statements?



Put an 'A' or 'V' sticker in the circle which you think is right.



Write a letter to the Chair of governors.

Raise money for charity.

Design a poster about healthy eating.

Arrange a meeting with the catering staff.

End bullying in school.

Phone a coach company to find out about booking a coach.

Clean up the toilets.

Make the school better.

Find information on the internet about playground equipment.

Buy some notebooks for Council members.

Photocopy minutes and give to Council members.

Get better playground equipment facilities.

Improve school meals.

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The **vision statements** are still important because they are all things we would like to do. But on their own they look quite hard - where do you start?

The way to do it is to take one vision statement and turn it into **action points** so everyone has smaller, easier jobs to do.

You can use an **action planning form** to help you **measure** the tasks and know who is doing them.


Lets take the example of improving school meals.



Download blank action plans from www.schoolcouncils.org



You can see how the St Dereks School Councillors have turned their **vision** of improving school meals into **action points**.

Can you help them decide who will do each task, and when they should be done by?



 **Action planning form** 

Name of project Improving school meals

<i>What needs to be done?</i>	<i>Who will do it?</i>	<i>When should it be done by?</i>	<i>Tick when done</i>
Design questionnaire to find out what pupils think of school meals.			
Discuss questionnaire and get the School Council to approve it.			
Get questionnaire photocopied and ask pupils to fill it in.			
Look at results of questionnaire and write a short report.			
Discuss report in Council meeting and make suggestions.			
Arrange meeting with catering staff to discuss recommendations.			
Report back and find out from pupils if food has improved.			

Does everyone know about the School Council?

Letting everyone in the school know what you are up to means that you will get more feedback about the work you are doing.



It will mean that more people appreciate the School Council and this in turn will make us members of the Council feel more valued and motivated.



Some of the things you might want to let people know about are:

- Letting visitors to the school know about the School Council.
- Requesting ideas for a design to brighten up the dinner hall.
- Letting pupils know the names of all the School Council members.
- Encouraging people to take part in School Council elections.
- Asking for acts to enter a talent show.



Who needs to know about the School Council?

Tick once you've informed the following people and anyone else you think you need to tell.

Parent



Governor



Teacher



Pupils



Caretaker



Cook



Informing people

How does your school inform pupils, staff and parents?

Does your school use any of the following?

- Assemblies
- Noticeboards
- Class announcements
- School newsletters
- School website



Why not include information about the School Council in them?

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You can also produce your own publicity such as:

- Suggestion box
- Posters
- Surveys
- Videos
- Assemblies
- Noticeboards



The **suggestion box** is a popular way of getting ideas and comments from people. But it needs to be in the right place – it's no good having it tucked away in a corner.

Make it clear that the box is for **suggestions** and it doesn't mean every pupil will get what they ask for.



You could also have an **email address** which people can send ideas to - a sort of electronic suggestion box.



Ensure the box is **secure** so it can't be tampered with.



SUGGESTION BOX

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Posters

Posters are useful for raising awareness about a specific issue or event. They can also be used to publicise the School Council generally.



Think about the best locations. These tend to be where people are waiting, eg. by dinner queues or in classrooms.



Always make spare copies as posters will usually get damaged.



If the poster is advertising a specific event, remember to take it down after the event has happened.



Think visually - pictures have much more impact than lots of text.



Survey

Boy

Girl

Year 4

Have you ever been bullied?

Yes

No

Did you tell anybody?

A friend

A teacher

Mum / dad

No-one

Surveys can be used to find out what people think about specific issues like school uniform or bullying. They can be done face to face or in people's own time.

Remember to ask permission and be polite. Make the questions clear and easy to understand. Try them out on a few people. Don't forget to include a middle option like 'don't know'.

Check that your answers will give you the information you need. For example 'is there a lot of bullying?' won't be as useful as 'have you ever been bullied?'.

Encourage people to complete them by entering them into a raffle for a prize.





BREAKING NEWS
Raj elected School Council Chairperson

Why not make a film about what the School Council is doing or conduct video interviews? You could show the programme during an assembly or in class.



Meet the School Council

You could have a rota where a small group of Councillors sit on a stall during lunchtime or morning break. Pupils can come and speak to you.

It's a good way of meeting the pupils and they can find out who is on the School Council.



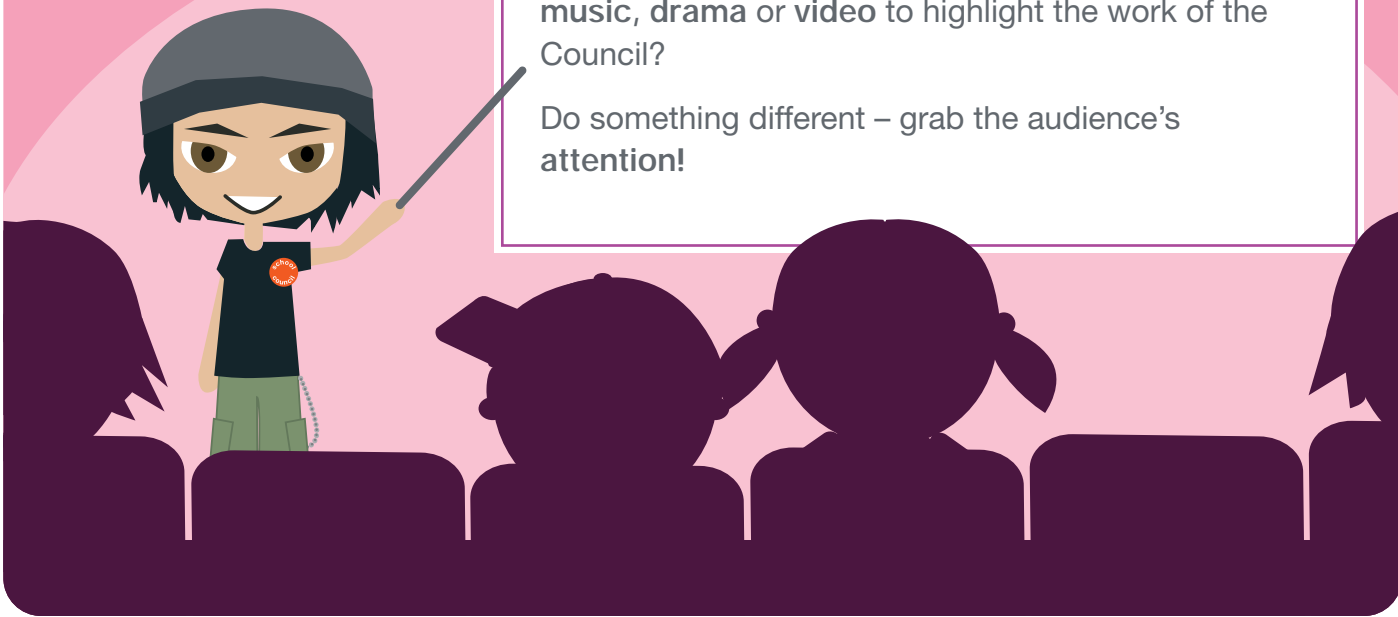
You could give out stickers as an incentive.



Hi! We are your School Councillors. We want to hear your views.



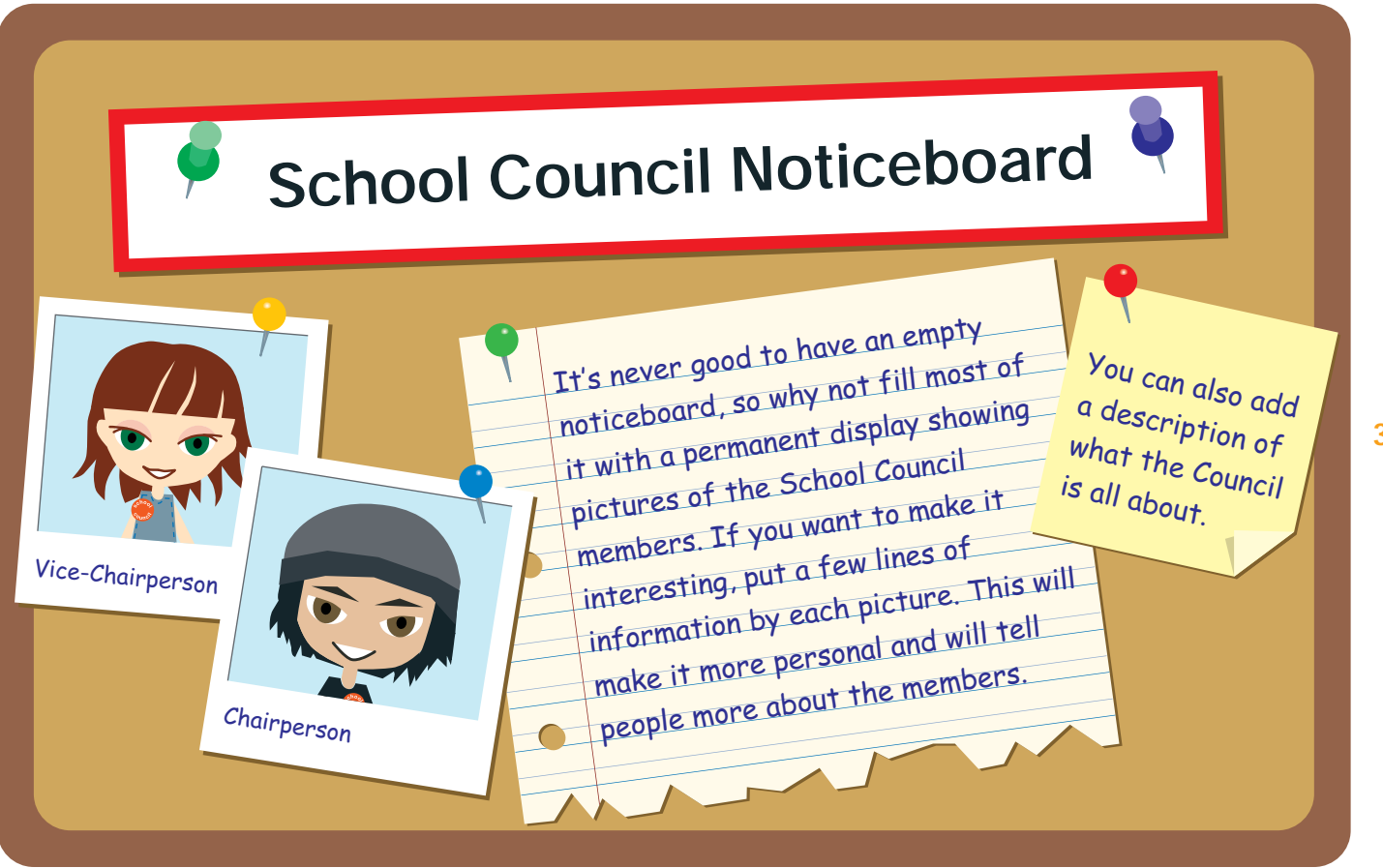
Assemblies



If your first thought of assemblies is 'boring, having to listen to people speak' then you've got a great opportunity to prepare a School Council assembly.

Why not have a TV chat-show style debate, or use music, drama or video to highlight the work of the Council?

Do something different – grab the audience's attention!



School Council Noticeboard



It's never good to have an empty noticeboard, so why not fill most of it with a permanent display showing pictures of the School Council members. If you want to make it interesting, put a few lines of information by each picture. This will make it more personal and will tell people more about the members.

You can also add a description of what the Council is all about.

How are we doing?

A School Council is like a machine – if one part isn't working well then it can affect the whole thing.

It's a good idea during your time on the School Council to check that everything is **running smoothly**, then you can fix anything that needs fixing.

This table will help you, and the Council should fill it in together **three times**, maybe in October, January and April.


Write a number in each circle depending on how things are going. 1 means **yes**, 2 means **sometimes**, and 3 means **no**.

Filling in this table will give you an idea of what the Council is doing well, and what needs more work.



More of these charts are available from www.schoolcouncils.org



 Issue	October	January	April
Is the Council meeting regularly?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the Council working well as a team?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do all Councillors understand their role?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are all the meetings well-run?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Are all classes holding Council meetings?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do pupils know about the School Council?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do staff support the School Council?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Do governors know about the Council?	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is the Council making a difference in the school?	<input type="text"/>	<input type="text"/>	<input type="text"/>

Getting active

Now you know how to be a School Councillor, how are you going to make your school better?

Find out from pupils and staff what their ideas are and decide on which issues you need to tackle.

If your Council is working well, you can use meetings and action planning to get things going.

Get organised! Download worksheets from www.schoolcouncils.org

There are **places** in the school, like the playground which you can improve. There are also **issues** like bullying, which you can try and do something about.

Let's take a look around St Dereks Primary School and see what we can do.

