

Penponds School Council: Rights Ambassador Handbook

Everything you need to know about
being a great School Councillor



St Dereks School Council Noticeboard

Why do we need School Councils? [page 6](#)



How to be a School Councillor [page 10](#)

Running the School Council [page 16](#)



Don't forget!
Food meeting
Tuesday 12pm
Meetings [page 18](#)

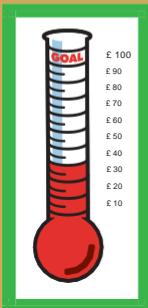
Agenda	
Meeting of St Dereks School Council	
Room: Library	
Date: 25 February	
Time: 12.45 - 13.15	
Apologies for absence: Alisha	
Minutes of the meeting held on 11 February	
a) Are they agreed as an accurate record	
b) Matters arising from last meeting & minutes	
This meeting's business	
1	Buddy Benches 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	



Toilets [page 48](#)



School travel [page 52](#)



Fundraising [page 58](#)



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My name

Class School

You may want to fill this in together when the Council first meets.



Our School Council

The officers of the Council are: Chair

Vice-Chair

Secretary

Treasurer

The names of the other members of the Council are:

The name of our link teacher is:

We meet every

at (time)

in (place)

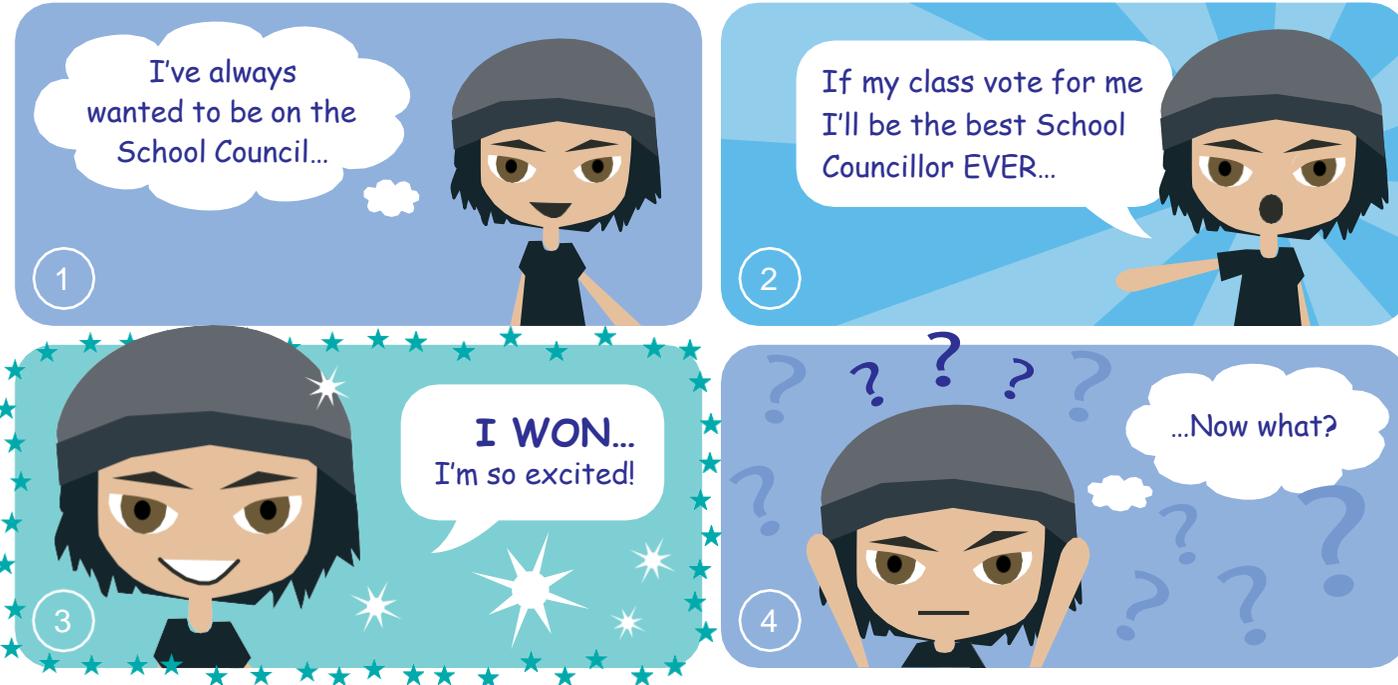
Vision Statement

Our School Council is a group of people who:

-
-
-



This explains what the Council is for.



Being on the School Council is a serious job. You're one of the most important people in your school, and you can help make it a nicer place to be for pupils, teachers and other staff. **This is your book to help you be a great School Councillor.**

Welcome to St Dereks Primary School. We will be showing you how our School Council works, and we will also be giving you lots of ideas about things your School Council can do. By the way, my name is Raj!



Why do we need School Councils?

For many years, all the **decisions** about **children** were made by **adults**.



This was thought to be **best** because adults are **older** and have **experience, training** and **qualifications**.

But adults didn't always make the **right** decisions, sometimes because they hadn't talked with the children about the issue.

All the countries of the world got together and agreed that children must be given **rights**. Plus, sometimes their ideas are actually **better** than adults!

So the **government** decided that adults must **listen** to children before making a decision about them.



Rights

There is an international law called The Convention on the Rights of the Child which nearly all the countries of the world have agreed to practice.



There are many articles in the Convention like the following.



You can read all of the articles on www.schoolcouncils.org



Article 12

Children have the right to **say** what they think should happen, when adults are making decisions that affect them, and to have their **opinions** taken into account.

Article 13

Children have the right to get and to share **information** as long as the information is not damaging to them or to others.

Article 15

Children have the right to meet together and to **join groups** and **organisations**, as long as this does not stop other people from enjoying their rights.



Think of all the decisions that are made about your school...

- When does school start and finish?
- What shall we do when pupils have a fight?
- How can we make lessons more interesting?
- What equipment should we buy for the playground?
- What outing should we organise?
- How can we help pupils make friends?

You probably have ideas about these questions, and so will other pupils in your school.

FACT : The average number of pupils in a UK primary school is 174.

But how can the teachers listen to **all** the ideas? That would take too long, and **nothing** would get **done**. Pupils need a way of discussing issues, and making decisions which will help everyone in school. Schools work better when **pupils and teachers are working together and listening** to each other.

That's why we need School Councils!



What would you like to achieve in your school?

- Set up a healthy eating tuck shop.
- Design new school toilets.
- Run a lunchtime cinema.
- Visit the town hall and meet the mayor.
- Produce a School Council website.
- Raise money for Comic Relief.
- Run an anti-bullying campaign.
- Get new playground equipment.
- Make a School Council video.





What does a School Councillor look like?

- ① **Pen** and **notebook** to take notes and be organised.
- ② School Council **badge**.
- ③ **Agenda** for next meeting.
- ④ **Minutes** of last meeting.
- ⑤ **Watch** to help be on time.



Inside the brain of a School Councillor

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Committed & determined
to make a difference

Learning
new skills

Thinking
about ways to improve the school

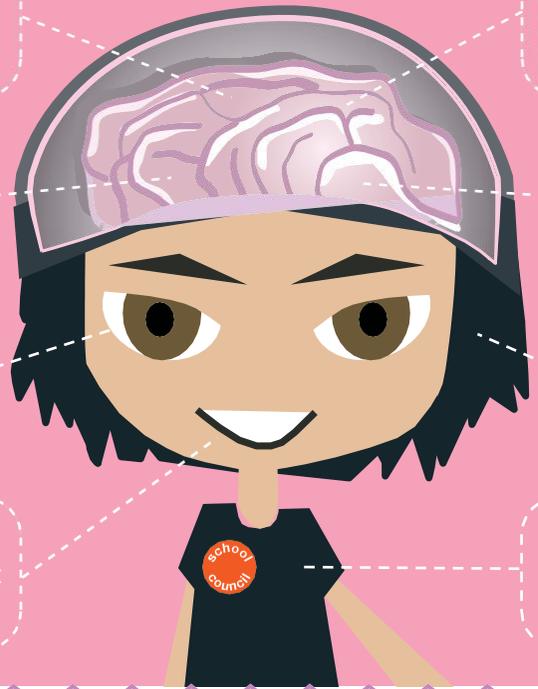
Ideas
about things the School Council can do

Looking
out for issues to deal with

Listening
to other pupils' views & understanding them

Talking
to pupils & staff about the School Council

Caring
about school & wanting to improve it



Who will do what? The School Council officers

Officers are usually elected by the School Council at the beginning of the year. When you have chosen your officers, write their names on page 3.

I'm Raj, Chairperson. I run meetings and talk to governors about the Council. I make sure everyone is involved and help the Secretary prepare the agenda.



I'm Rachel, Vice-Chairperson. I help the Chairperson prepare the agenda and help them to lead meetings. I also take over when the Chairperson is away.



I'm James, Secretary. I take minutes, write them up and distribute them. I sign letters from the School Council and let people know when meetings are.



I'm Aleesha, Treasurer. I Look after School Council money and give reports on the financial situation. I also suggest ideas for fundraising.



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Who will do what?

Opposite are some of the tasks that need to be done to run a successful School Council.

Which ones do you think you could do, either on your own or as part of a team?

TASK	No thanks	I'll give it a go	Easy!
01 Put chairs out for a meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
02 Talk in front of my class.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
03 Talk in front of a staff meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
04 Chair a meeting.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
05 Prepare an agenda.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
06 Take minutes and write them up.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
07 Write a letter from the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
08 Find a phone number or address.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
09 Use a photocopier.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10 Look after School Council money.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11 Organise a fundraising event.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12 Write a questionnaire.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13 Explain to the youngest pupils about the Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14 Create a School Council website.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15 Write an article for a newsletter.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16 Run an assembly about the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17 Look after the School Council noticeboard.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18 Design a poster about the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19 Co-ordinate School Council elections.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
20 Train other members of the School Council.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

