

School Council Handbook for Primary Pupils

Everything you need to know about
being a great School Councillor

school
councils
UK

www.schoolcouncils.org



St Dereks School Council Noticeboard

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



Chairperson



Vice-Chair



Treasurer



Secretary



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

Running the School Council [page 16](#)



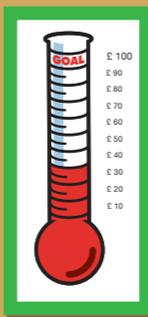
Spring Fun Fair

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

Agenda	
Meeting of St Dereks School Council	
Place	Library
Date	25 February
Time	12.45 - 13.15
Apologies for absence absent	
Minutes of the meeting held on 13 February	
a) Are they agreed as an accurate record	
b) Members signing from last meeting's minutes	
This meeting's business	
1	Buddy Bench in the Playground (20 min)
2	Healthy Eating Week (20 min)
3	Computer at Lunchtime (10 min)
4	
Any Other Business	
Date of next meeting	



Toilets [page 48](#)



Fundraising [page 58](#)



School travel [page 52](#)



Bullying [page 64](#)

Contacts [page 69](#)
Index [page 70](#)

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.



1. _____
2. _____
3. _____

I've always wanted to be on the School Council...



1

If my class vote for me I'll be the best School Councillor EVER...



2

I WON...
I'm so excited!

3

...Now what?

4

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!

I'm Rachel!

I'm Aleesha!

I'm James!

Woof!



5

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.

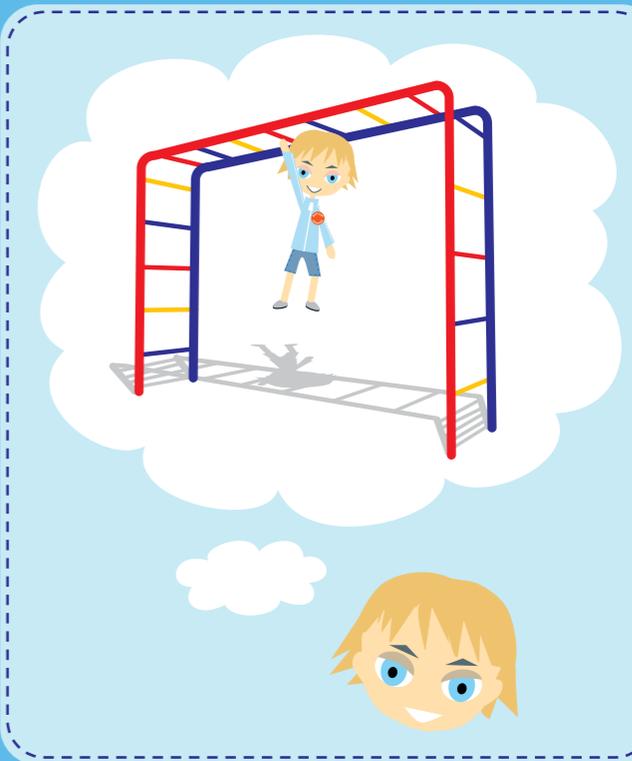
But how can the teachers listen to all the ideas? That would take too long, and **nothing** would get done. Pupils need a way of discussing issues, and making decisions which will help everyone in school. Schools work better when **pupils and teachers are working together and listening to each other.**

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

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.





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"/>

