

# St Pauls Secondary School



## STUDENT COUNCIL

### **Student Council Members and Officers:**

Chairman  
Hon. Secretary  
Hon. Treasurer  
Hon. PRO  
One student per class group in each year

**Liaison Teacher:** Mrs Leah White and Miss Aoife Harhen

**Principal:** Mrs Orla Malone

The *officers* shall be elected from those nominated to the Council by the Council itself.

### **Meetings:**

Once every 3/4 weeks.

### **Eligibility:**

All except those below:

- Students who have been interviewed by a Disciplinary Committee (within the last school year) or who have been suspended from school at any time are disqualified from being a class representative.

### **A student will forfeit his/her place for:**

- Missing 3 consecutive meetings.
- An accumulation of report cards.
- Being suspended/excluded from school.
- Non-involvement in Student Council activities.

### **Exclusions:**

Any uncomplimentary mention of staff, management or pupil by name or implication is strictly forbidden. Respect for the school community must be shown at all times. The Student Council is not a platform for individual grievances between staff and students or indeed any ongoing disciplinary matters within the school.

### **Finances and Fundraising:**

Sponsorship and funding may be needed for activities that the Student Council is interested in organising:

- Cards or flowers for students/staff, who are ill, or students /staff dealing with bereavement.
- Charity or worthy causes in the local community.
- Equipment that would add to curricular/co-curricular activities.

The Hon. Treasurer must keep a log book of all receipts and have it present at each meeting. The Student Council account is set up through the school principal.

## **Election**

**Before the elections, the Liaison Teachers will discuss the benefits of being a student representative with each form group.**

The election of new members will take place in the first school term of each year.

In First to Third year all business relating to the election: nomination, voting, counting etc, shall be done in CSPE classes. The class teacher will supervise the processing of the ballot papers.

In TY and Fifth year all nominations and voting will be done during SPHE class. The ballot papers will be processed under the supervision of the form tutor and/or the liaison teacher.

### **St Pauls Secondary School Student Council**



#### ***Mission Statement***

<i>Our Mission:</i>	To maintain the ethos of St Pauls Secondary School and to create, in cooperation with the principal, staff and students, a better school life for the students
<i>We provide:</i>	An official forum where students can voice concerns, discuss interests and make suggestions
<i>We will:</i>	Act as a medium whereby these concerns, interests and suggestions can be passed to the principal/staff where appropriate
<i>We seek:</i>	To foster a sense of community among the student body as a whole
<i>We aim:</i>	To initiate events in liaison with the principal, staff, students and other community organizations
<i>We work:</i>	To make St Pauls Secondary School a bully free zone.

#### **Qualities of class representative to the Student Council**

- Responsible and reliable
- Punctual
- Trustworthy
- Good listener
- Able to relate well to the whole class
- Articulate
- Understand that confidentiality of issues is important
- Able and willing to take on a leadership role in the school
- Influential in upholding rules and standards in the school
- Having the interests of the whole school at heart
- Proud of his/her school
- Well presented in uniform

## Typical Agenda

1. Attendance and apologies.
2. Anything to be included in AOB
3. Minutes of the previous meeting distributed to each representative in advance. Matters arising.
4. Correspondence
5. Treasurers Report
6. PRO report
7. Specific Agenda Items (these main topics listed for discussion)
8. Co-Curricular Activities e.g. sports, music, drama etc
9. AOB
10. Date and Time of next meeting.

### Functions of Officer:

#### Chairman

Spokesperson

Calls meetings

Chairs meetings in a fair manner ensuring that all have an equal say

Ensures that the secretary is taking the minutes

Signs any letters, notices, etc. that are issued by the Student Council

Liaises with the school authorities

Ensures that the Student Council is run effectively and efficiently

#### Liaison Teacher

Takes over the responsibilities of the chairman when unavailable

Assists the chairman in the organization of the Student Council

Accompanies the chairman at meetings

Facilitates training opportunities for the Student Council

#### Hon. Secretary

Takes minutes at the meetings and writes them up

Distributes/reads out minutes from the previous meeting and on acceptance, signs them as does the chairman

Notifies officers and members about the time and place of each meeting

Ensures that everyone is aware that meetings are being held

Writes a synopsis of minutes for the Student Council Notice Board

#### Hon. Treasurer

This student keeps financial records in order and reports to the Student Council on the current financial status of the group

He/she is responsible for overseeing the finances at any event organized by the Student Council

He/she must get and keep all receipts for all expenditures

Finances must be kept in a safe place. The designated location is the Bursars office.

#### Public Relations Officer (P.R.O.)

He must keep the student body informed of the Student Councils activities and plans

Responsible for advertising i.e. Student Council notice board and/or suggestion box

Keeping notices on the Student Council board up to date

Providing updates to the principal, staff, parent teacher association, board of governors on the Student Council activities and plans

**St Pauls Secondary School Student Council**



**Class Representative Declaration 2017-2018**

I, \_\_\_\_\_, am willing to undertake the following duties:

Attend all Student Council Meetings where possible. If I cannot attend a particular meeting as a result of illness etc I will make every effort to request the substitute representative to attend the meeting.

To represent my year group responsibly and to fulfil any position to which I may be elected on the Student Council to the best of my ability.

To undertake, to inform, at registration/SPHE class/CSPE class all students in my class of the issues raised or dealt with by the Student Council.

If I am not fulfilling my post for example I am not attending meetings I will re-consider my post on the Student Council.

\_\_\_\_\_  
**Signed**

\_\_\_\_\_  
**Date**