

Electing a Pupil Council

Nomination

To be considered as a pupil council representative, one person in your class has to put your name forward (i.e. you have to be nominated). If there is more than one candidate in your class (and that is very likely), the other children in your class will get a chance to vote for the person they want.

Think carefully before you say, "Yes, I would like to be a councillor", as this is a very important job with a lot of responsibility.

You must be reliable, a good listener, not selfish, have good ideas and many other things.



The Speech

All candidates put forward for election have to give a speech (a manifesto) about why class should vote for him/her and what he/she will do if they are elected. (2-3 minutes should do it)

The Election

The class then votes and the two pupils, in each class, with the most votes win. The winners should give a **very short** thank you speech to everyone who voted.

Shawhead Primary School



Pupil Council

The Purpose of this booklet is to let you, the reader, know about how we, in Shawhead Primary, run our Pupil Council.

What is a Pupil Council?

A **Pupil Council** is one way of giving pupils a say in the way the school is run

A **Pupil Council** gives pupils a VOICE in school matters.

A **Pupil Council** gives pupils an opportunity to talk about feelings to each other and to our teachers.

A **Pupil Council** gives pupils a chance to make changes for the better in their school.

A **Pupil Council** gives pupils a forum for discussion.

Shawhead Pupil Council

We have representatives from each stage – P1-P7 on our Pupil Council. One of these representatives will be elected as the Chairperson and one will be the Secretary.

The Chairperson is an important person who ensures things get done and everyone is doing his/her job and keeping promises:

The Chairperson

- manages the meetings using the agenda.
- makes sure everyone who wants to speak gets the chance.
- keeps a close eye on all matters.

The Secretary

- collects the main points for discussion.
- ensures all classes and representatives have a copy of the agenda.

- takes notes at the meetings and writes out the minutes.
- gives each class and representative a copy of the minutes.

The ordinary members (class representatives) have an important job. They must put forward the views of the class they represent.

The Class Representative

- listens carefully to others.
- attends meetings.
- makes suggestions.
- brings ideas to share.
- takes on responsibilities and gives own time.

Note - The Chairperson and Secretary are also class representatives.

Why have a Pupil Council?

Children have Rights.

The United Nations convention on the Rights of the child states in article 12- "children have the right to express the views they have and those views should be listened to in anything that affects them".

- gets us involved - education should be done with us not to us.
- gives all pupils a chance to talk about things they are unhappy about (and happy!)
- gets good ideas from pupils.
- helps to make us pupils feel we are part of the school team.
- helps keep us happy.

Pupil Council Meetings

When?:- We have our meetings at lesson time, usually once a month, fitting around the school timetables of holidays, Christmas concerts etc.

Where?:- usually the staffroom.

How long?:- usually 45min. - 1 hour, depending on number of items on the agenda.

Who is there?:- All the representatives from classes and Head Teacher as an advisory.

How does a meeting work?

The Chairperson

- welcomes everyone.
- introduces visitors.
- gives out previous minutes.
- checks all is well.
- goes through items on agenda.

Items are discussed one by one by representatives.

The Secretary

- takes notes of action to be taken and points discussed.

At the end of meetings, the Chairperson closes the meeting and (if possible) the date of the next meeting is decided.

What is an Agenda?

An agenda is the list of items that will be discussed at meetings. It includes time and date of meeting.

What are minutes?

Minutes are a record of what was discussed at the meetings. The minutes should tell you what was decided about the items pupils wanted discussed and any items which are to be actioned.

