**Ivy Bank School Council**

**Constitution**

**Membership**

There are two elected representatives from each class (4 per year group) and one elected member from the Owlery.

Each member shall sit on the school council for one academic year.

**School Council Elections**

Elections are held once per year, in September.

Each class, from reception to year 6, holds an election for its own representatives.

Every child in each class from reception to year 6, including the Owlery, has one vote for the representative(s) for that year.

Voting is organised by the class teacher and will be by ballot.

Children may not stand for election if they have been on the school council for a previous academic year.

Votes will be counted by the class teacher, with the class, as soon as possible after the voting is complete.

**Frequency of Meetings**

A school council meeting will be held at least once per half-term, and more often if required.

**Leadership of the School Council**

The Chairperson will be the staff member of the school council.

The Secretaries (two off) will be voted into role by the school council.

They will remain in post for the term of the school council (one academic year).

**The Chairperson will:**

• prepare the agenda for the council meetings;

• lead the school council meetings, making sure that everyone has a turn to speak if they want to;

• organise voting if it is required and say what the meeting has agreed;

• decide who has actions and when they are to be completed by;

* ensure meeting minutes are placed on the school website and in the school council folder.

**The Secretaries will:**

• take minutes of the council meetings, including the decisions that are made and important issues that are discussed;

• ensure that copies of the minutes are placed on the school council noticeboard.

**Members of the school council are expected to:**

• attend school council meetings and represent the ideas and views of their class fairly;

• report back to their class after school council meetings;

• take part in the work of the school council enthusiastically;

• elect council secretaries.

**Decisions of the school council**

A minimum of twenty councillors must be in attendance for voting at a meeting for any decision to be valid. If a vote leads to a tie, the chairperson will have the deciding vote. All members of the school will be informed of the decisions the school council has taken.