



## Student Representative Council Procedures

### Objectives:

- To allow students to experience leadership and to further develop a sense of responsibility.
- To encourage students to take an active interest in the functioning of their school.
- To provide students with opportunities to practise debating and discussion skills in a practical situation.
- To provide an avenue to identify, explore, develop and follow-up on identified student needs.
- To provide opportunities for selected children to experience meeting procedure and format.

### Meetings:

The Student Representative Council will meet at least three times a term at a time and place that is conducive to school routines.

### Membership:

The SRC shall consist of the Executive (Presidents and Mentors) and two class representatives from each class elected by their class for a term of one school semester.

The Executive shall consist of:

- a) Four Presidents
- b) Four Mentors

In the event of a serious break of their SRC pledge, an elected member's position may be declared vacant. A new representative may be appointed to that position. This course of action and resulting appointment will be at the discretion of the Principal.

### Elections:

#### SRC Executive

- Students from the current Year 5 may nominate for the position of President for the following year. The nomination requires the support of a parent/carer and a teacher.
- The four students who gain the most votes will be elected SRC Presidents. The next four students with the 5<sup>th</sup> to 8<sup>th</sup> highest scores will be declared SRC Mentors. Equal gender representation is desirable but not essential.
- Students who nominate for the position of President/Mentor must consistently demonstrate our values of respect, safety and learning.





## **Election Procedure**

The following procedure takes place during Term 4 and is based on a ten week term. *(In the event of a nine week term all procedures will be moved forward by one week on the school calendar).*

### **Week 2**

- The Principal visits Year 5 students in class and explains the roles and responsibilities of: -
  - (a) Presidents and
  - (b) Mentors
- The members of the current SRC Executive visit the Year 5 students and recount their experiences during their term in office.
- Notice of calling of nominations for SRC Executive given via the School newsletter
- Nominations to close by 2pm Friday of Week 4.

### **Week 4**

- Nominations close by 2pm Friday
- The Principal given completed nomination forms on Monday.

### **Week 7**

- Electioneering for SRC Executive positions at whole school assembly in the hall.
- Students in Years 1 - 5 vote in their classrooms immediately after the assembly. First and second preferences indicated on the ballot paper.
- Votes counted by SRC co-ordinator and/or Stage 3 supervisor and/or the Principal.
- Letters sent to parents of elected students asking them to attend School Excellence assembly in Week 9.

### **Week 9/10**

- Announcement of the new SRC Executive at the School Excellence Assembly in December.

## **Code of Conduct for Electioneering**

To keep the campaign positive and fair, follow these rules:

- Candidates should be respectful of each other, the school, staff and students
- Candidates should only promise things, which are within the power of the Student Representative Council to deliver.
- Candidates must always be fair in their dealings (no bribes or incentives).
- Speeches are limited to **two minutes**.
- On the day of the election there should be no campaigning. Campaign advertising is not allowed inside the polling place.





### ***SRC Class Representatives:***

- Prior to the elections, feedback on SRC class representative's duties should be obtained from current class members who have been previously involved in the SRC.
- A student may not stand for nomination if they have previously fulfilled this role at any time in Years 1 to Year 4. Students in Year 5 or Year 6 may stand for a second year if the Assistant Principal decides that this is necessary due to low student numbers and/or few eligible candidates.
- Students may nominate themselves to stand for class SRC.
- Two representatives from each class will be elected. These two representatives will be the two students who gained the most votes from their peers. Equal gender representation is desirable but not essential.
- Elections will be held twice a year to elect class representatives for a school semester.
- SRC representatives will hold their position for a period of one semester.
- Kindergarten SRC representatives will be deemed 'practising' SRC class representatives and are therefore able to nominate themselves for the position in Years 1 to 6.

### ***Coordination:***

One staff member shall act as a co-ordinator and mentor to the School Representative Council. S/he will meet with the SRC Executive to:

- Develop meeting agendas
- Assign roles for the meeting e.g. chairperson, minutes secretary
- Train the SRC Executive in leadership and decision-making strategies.

The co-ordinator will attend SRC meetings to provide advice to the SRC members then report back to the teaching staff on issues raised.

### ***Levels of Responsibility:***

#### ***A. Student Representative Council***

The SRC is responsible for:

- Discussing students need in an open forum;
- Assisting class SRC representatives;
- Initiating ideas;
- Reporting to class members;
- Following up ideas and plans-students, staff, and the coordinator all play a vital representative role by taking class based ideas to the council;
- Drawing up action plans;
- Carrying plans through from formulation to conclusion;
- Being committed to the SRC; and
- Acting in a leadership role in SRC initiated activities, events and playground happenings.





## **B. Students**

The school students have responsibility to:

- Generate ideas regarding perceived needs and problems relating to all aspects of school life at Figtree Public School;
- Elect effective representatives;
- Accept the decisions of the SRC;
- Become involved in SRC initiated action; and
- Be aware of the processes operating within the SRC.

## **C. Co-ordinator**

The co-ordinator will be responsible for:

- Coordinating the SRC through effective leadership;
- Setting, printing and circulating agendas;
- Organising for the minutes to be printed and circulated;
- Reporting to staff at staff meetings regarding the SRC's functioning;
- Being supportive towards SRC representatives; and
- Being fully conversant with school policies and rules.

## **D. Staff**

The school staff will be responsible for:

- Supporting the SRC;
- Generating interest;
- Providing ample opportunities for students to communicate with the class representatives and for SRC representatives to report back to class;
- Assisting class SRC representatives; and
- Encouraging students to develop an undertaking and appreciation of the representative process through the delivery of the Civics and Citizenship curriculum.





# Election for Student Representative Council Executive

If you want to stand for election for the SRC Executive in 2018, complete this form and return it to Mr Lloyd by **Friday 3 November 2017**.

In order to be eligible to stand for election, you must be a Year 5 student who consistently follows our school values of Respect, Safety and Learning.

..... am a Year 5 student who consistently follows our school values of Respect, Safety and Learning. I wish to stand for election.

Signature ..... Date .....

What I like about Figtree Public School:

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I would like to be a member of the SRC Executive because:

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Nomination supported by teacher: .....

Nomination supported by parent/carer: .....