

School Council - Young Governors

Roles and Responsibilities

Chairperson

- *Attend six meetings a year as representative for your class.
- *Prepare the agenda.
- *Communicate with the Headteacher any issues arising between the meetings.
- *Ensure the meeting runs smoothly and in line with the agenda.
- *Ensure every council member is respected.

Vice Chairperson

- *Attend six meetings a year as representative for your class.
- *Chair the meeting in the Chair's absence.
- *Assist the chair in setting the agenda.
- *Liaise with other council members to add on agenda items.
- *Report to the Headteacher in the Chair's absence.

Treasurer

- *Attend six meetings a year as representative for your class.
- *Oversee the budget for the year.
- *Report on spending at each meeting.
- *Final decision maker for any budget spends.
- *Liaise with Headteacher on budget spends.
- *Work with school admin on financial matters.

Our Value Message

We have positive relationships where all are valued.

Secretary

- *Attend six meetings a year as representative for your class.
- *Minute each meeting.
- *Ensure minutes are distributed before each meeting.
- *Ensure the minutes are checked and signed by the Chairperson at each meeting.
- *Minute action points clearly.

Community and Parent Representative

- *Attend six meetings a year as representative for your class.
- *Gather views from the community and parents and raise any points at meetings.
- *Ensure school events are communicated clearly.
- *Work with FOSMs on any events with parents.

Pupil Representative

- *Attend six meetings a year as representative for your class.
- *Gather and present views of pupils at the meetings.
- *Ensure that all pupils know how to submit their ideas to the council.
- *Communicate with the council about pupils' views.
- *Ensure pupils of the school feel represented by the council.

'Children are the heart of everything we do'