

# **Jells Park Primary School**

## **Junior School Council Guidelines**

### **Formation**

- The Junior School Council (JSC) is to be made up of two representatives from each of the Year 3-5 classes, one girl and one boy.
- The School Captains will stay on the council for the year.
- Years 3-5 Class Representatives maintain their position for one Semester, with new representatives elected for the second Semester.

**Voting System** – *developmental and to follow a number of class lessons on Leadership Qualities and Responsibilities. Follows basic system of nominations, short listing and final voting.*

- Class Representatives be decided through oral nominations, voting to shortlist (3 boys and 3 girls), and brief speech (up to one minute) by the 6 shortlisted candidates, final voting.

### **Role of each Class Representative**

- Play key role in leading class meetings conducted by classroom teacher
- Seek input/opinions re upcoming agenda items
- Represent opinions of own class in discussions at JSC Meetings
- Attend JSC Meetings during part of lunchtimes as deemed necessary by the staff facilitator.
- Report back to own class (and one of the P-2 classes if necessary) after JSC meetings

### **Some of the personal qualities of an effective Class Representative:**

- Good communicator
- Listens to ideas of others even if different to own ideas
- Responsible – follows through with tasks
- Reliable – attend meetings regularly
- Fair / honest
- Prepared to give own time to take on extra responsibilities
- Prepared to speak up / have and express an opinion
- Willing to help others
- Confident in speaking to teachers and other adults as well as speaking in front of peers
- Comfortable in speaking in front of a group

### **Eligibility**

- Children in Yr 3-5 classes may be on the Junior School Council only once between grade 3 to 5, unless no other viable candidates are available..
- The Class Representative each term could be a boy or girl.

### **Teacher Support**

- Facilitated by a member of staff who will help run meetings and will help set up activity timeline.
- Principal and Assistant Principal informed of meetings and invited to attend
- Class Meetings will be regularly held with the Class Representative playing a key role in these for Year 3-5 classes over the term.

### **Roles of Junior School Council**

- Meet as needed during the term during lunchtimes.
- School-wide issues – eg. Playground / canteen ideas / curriculum projects promotion.
- Assist in organising the fund raising initiatives of the JSC and/or the JPPC, including collecting donations and publicity.
- Reporting on behalf of Junior School Council to own class.
- Play a significant role in own Class Meetings.
- Representing and reporting to the P-2 classes if needed.
- Assembly reports on particular projects if needed.
- Promoting positive behaviours and respect.

### **Class Meetings – Guidelines**

- Conducted in all classes on a regular basis.
- Agenda discussed / prepared.
- Teacher to guide children towards ‘realistic’ discussions.
- Some form of notes kept – share responsibility.
- All class members have the right to share their opinions without interruption or ridicule.