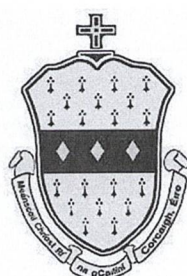


Christ King Girls' Secondary School, Half Moon Lane,  
South Douglas Road, Cork.

Roll No: 62692 I



## STUDENT COUNCIL POLICY 2023

Reviewed by focus group:	25 <sup>th</sup> April 2023 2 <sup>nd</sup> May 2023
Reviewed by the Board of Management:	11th May 2023
Ratified by Board of Management:	22nd June 2023

## **The Student Council Policy**

### **Scope:**

The Student Council is composed of the elected Prefects and Vice-Prefects of Transition Year, fifth and sixth year together with the Head- Girl and Deputy Head-Girl. Each member serves for a period of one school year in accordance with the Constitution of Christ King Student Council, drawn up in 1997, updated in 2006 and reviewed periodically up to and including 2023.

A Junior Forum, elected annually of the prefects of First, Second and Third Year represents the Junior Students and works in tandem with the Student Council. This Forum was first established in 2004.

### **Rationale:**

To provide a structure within which the Student Body can have an input into and can influence decisions in relation to student matters.

To afford students an opportunity to play an active role in the corporate life of the school, thus fostering and maintaining communication, co-operation and partnership within the school community.

Finally, to develop leadership skills and self-confidence among the members which should result in a positive contribution to school life.

### **Terms of Reference:**

- The management of the school, school policy or Code of Behaviour may be discussed only with the prior consent of Management.
- Individual student's problems, whether of a personal, social or academic nature may not be discussed.
- Individual student's dealings with teachers, disciplinary or otherwise, may not be discussed.
- The Student Council may not be used by any member to represent any perceived grievance of an individual student or group of students with respect to any teacher or with respect to the Code of Behaviour of the school.
- Education Act (1998)

### **Relationship to School's Mission.**

This policy originates from the school's mission to provide for the intellectual and spiritual values of each student. It recognises that this mission can only be fulfilled in co-operation and partnership with the pupils, teachers, parents and the wider school community.

### **Goals /Objectives.**

- To afford students the opportunity to play an active role in the corporate life of the school.
- To maintain and foster communication, co-operation and partnership within the school community
- To encourage self-confidence and leadership skills among the members.
- To foster a sense of pride and loyalty to school among the members.

### **Policy Content:**

- Meetings are held monthly at lunchtime.
- The agenda for each meeting is posted on student and staff notice boards in advance of meetings.
- At the first meeting of the year, the following officers are elected: Chairperson, Secretary and Treasurer.
- The Constitution of the Council is read and adopted.
- Goals for the year are discussed and a training session takes place in order that the members will have a clear sense of what they hope to achieve in the course of the year.
- Each year the Student Council assists with the orientation of the new First Year students.
- A non-uniform day is organised in the First Term to provide funding for the activities of the Council and as a means of making donations to charitable causes.
- The Council co-ordinates activities such as a "getting to know you" Table Quiz and entertainment in the First Term for incoming First Years. Photos of events are posted on the school website.
- Members of the Council greet and receive visitors to the school, including the Lord Mayor. They also represent the students at public functions.
- The Deputy Head Girl submits a short article for the school newsletter (Christ King Courier) outlining the activities of the Council.
- At the school Open Night the members of the Council act as student ambassadors for the school and prepare a display stand illustrating the work of the Council.
- Each year the Council works to improve the school environment and makes an application to the Board of Management to support this process.
- The council may be invited to assist with the running of any special events in the school

## **Roles and Responsibilities.**

**Board of Management:** To approve and support the policy

### **Principal, Deputy Principals and Liaison Teacher:**

- To facilitate structures and procedures for the support and implementation of the policy.
- To monitor the implementation of the policy in compliance with the mission policy.
- To evaluate the Student Council Policy.

### **Class Teachers:**

When preparing classes for the election of Prefects and Vice-Prefects, Class Teachers refer the students to the Student Council Constitution and the Roles and Responsibilities of Prefects and Vice-Prefects (See Appendix 1)

**Subject Teachers:** To facilitate the implementation of the policy in so far as is possible.

**Parents and Guardians:** To support the policy.

**Students:** To take a full and active part in the range of learning experiences which the Council offers.

## **Implementation Procedures.**

- Minutes of each meeting are recorded and details are communicated to management.
- Permission is sought from the school leadership team for activities or projects to be undertaken.
- Information on activities is posted on the school website.
- Parents are regularly made aware of the work of the Student council via the school newsletter (Christ King Courier)
- A Financial Statement is prepared by the Treasurer at the end of the school year and is submitted to Management and to the Board of Management.

## **Success Criteria:**

- Students mature and develop self-confidence and leadership skills which benefit the school community.
- An atmosphere of cooperation and shared aims is fostered between students and Management.

- The innate enthusiasm and generosity of the students are harnessed giving them a greater sense of participation and belonging.

### **Monitoring Procedures:**

- The Liaison Teacher attends the meetings of the Student Council and guides the members in their activities in accordance with the Constitution of the Council.
- The Liaison Teacher acts as intermediary between Management and the Council bringing issues for discussion to the attention of both.
- An Evaluation takes place annually to gauge the response of the outgoing members to the demands and benefits of the Council
- A randomly selected group of non- council members are asked to evaluate the general work of the Council.

### **Review Procedures:**

- Annual Review by each newly elected Council.
- Regular evaluation by Management in consultation with the Liaison Teacher.
- Evaluation by students as described above.

## **Appendix 1**

### **Constitution of Student Council of Christ King Girls School.**

First drafted in 1997, updated in March 2006 and reviewed periodically up to and including 2023.

**Name:** The name of the association of Students described below is

**Christ King Student Council.**

### **Membership:**

The Student Council is composed of the elected Prefects and Vice- Prefects of Transition Year, fifth and sixth year together with the Head-girl and Deputy Head-Girl Each member serves for a period of one school year.

A Junior Forum is elected annually, composed of the prefects of First, Second and Third Year represents the Junior Students and works in tandem with the Student Council. This Forum was first established in 2004.

### **Code of Conduct for Prefects and Vice-Prefects:**

The following guidelines were drawn up by a sub- committee of the Student-Council 2003-2004 in order to ensure that students who take on the role of Prefect or Vice- Prefect agree to abide by the following criteria:

#### **Prefects and Vice-Prefects should be:**

- Able to relate well to fellow students.
- A good spokesperson.
- Objective – able to represent the views of others
- Good role-models, keeping the uniform code and respecting all the school rules.

#### **Procedures in the event of inappropriate behaviour:**

If a Prefect or Vice- Prefect is in breach of school rules on two separate occasions, intervention by the Class Teacher or Year Tutor may be necessary and may lead to demotion or replacement.

#### **Aims and Objectives:**

The principal aim of the Student Council is to provide a structure within which the Student Body can have an input into and can influence decisions in relation to Student Issues. Also to afford students an opportunity to play an active role in the corporate life of the school thus fostering and maintaining communication, co-operation and partnership within the school community. Finally to develop leadership skills and self-confidence among the members which should result in a positive contribution to school life.

#### **Terms of Reference:**

- The management of the school, school policy or Code of Behaviour may be discussed only with the prior consent of Management.
- Individual student's problems, whether of a personal, social or academic nature may not be discussed.
- Individual student's dealings with teachers, disciplinary or otherwise may not be discussed.
- The Student Council may not be used by any member to represent any perceived grievance of an individual student or group of students with respect to any teacher or with respect to the Code of Behaviour of the school.
- Education Act (1998).

#### **Student Council Meetings:**

- Meetings are held monthly at lunchtime.
- The agenda for each meeting is posted on student and staff notice boards in advance of meetings.

## **Setting Goals and Objectives for each year.**

As the Student Council holds office from September –May each year it is necessary to focus on areas of school- life which will motivate and energise the members and which will encourage a positive school spirit.

This targeting of energies should be part of an In-service Training Session so that clearly defined goals can be set out for the year.

- A non-uniform day is organised in the First Term to provide funding for the activities of the Council and as a means of making donations to charitable causes.
- The Council co-ordinates activities such as a “getting to know you” Table Quiz and entertainment in the First Term for the incoming First Years. Photos of events are posted on the school website.
- Members of the Council greet and receive visitors to the school, including the Lord Mayor. They also represent the students at public functions.
- The Deputy Head Girl submits a short article for the school newsletter (Christ King Courier) outlining the activities of the Council.
- At the School Open Night the members of the Council act as student ambassadors for the school and prepare a display stand illustrating the work of the Council.
  
- Each year the Council works to improve the school environment and makes an application to the Board of Management to support this process.
- The council may be invited to assist with the running of any special events in the school.
  
- The Student Council commits to the following:
- The Principal is invited to the First Meeting of the Student Council each year.
- Minutes of each meeting are recorded and details are communicated to management.
- Permission is sought from the school leadership team for activities or projects to be undertaken.
- Information on activities is posted on the school website.
- Parents are regularly made aware of the work of the Student Council via the school newsletter (Christ King Courier)
- A Financial Statement is prepared by the Treasurer at the end of the school year and is submitted to School Management and to The Board of Management.
- Special recognition is given to the members of the Student Council at Prize- Day.

### **Election Process for Head Girl and Deputy Head Girl:**

Stage 1: Fifth Year Students who are interested in applying for the position should announce their declaration of interest by submitting an application form with two referees from the staff of Christ King.

The Principal, the Deputy Principal for Senior Cycle, the Fifth Year Year Tutor and the Liaison Teacher, in consultation with the teaching team, will consider all candidates in line with our CEIST values.

Any candidate who has not upheld the CEIST values shall not proceed further.

Stage 2: The applicants will be invited to attend an interview based on their application form. The interview panel will consist of two members of the Head Girl Team and the Fifth Year Year Tutor or the Liaison Teacher.

Stage 3: The applicants will be invited to address their peers over the course of the election process outlining their understanding of the role and their vision for the role.

Stage 4: Fifth Year students will be invited to indicate their preference on an online platform.

The person with the highest number of preferences will be deemed to be elected Head Girl.

The person with the second highest number of preferences will be deemed to be elected Deputy Head Girl.

In the case of a tie, students will share the role of Head Girl/ Deputy Head Girl.

**Date Ratified: 22nd June 2023**

**Review Date: 2026**

The review and amended policy was adopted by the Board of Management of Christ King Girls' Secondary School on 22nd June 2023

Signed: Chairperson Ms Margaret McCormack M. McCormack

Date: 22/6/2023

Signed: Principal Ms Richel Long Richel Long

Date: 22/6/2023