



# Student Representative Council Procedures

## Rationale:

Picton High School acknowledges the importance of leadership within the student body. The establishment of a Student Representative Council (SRC) provides an avenue for students to express views and become part of the decision making process with regard to issues that affect the student body. It also provides an opportunity for students to take on leadership roles. The SRC will be responsible for upholding the values and traditions of Picton High School both within the school and in the wider community.

## Aims:

Picton High School will:

- Provide a structured forum where student's thoughts and ideas are heard and valued;
- Provide a recognised process to effectively and fairly gather students' opinions, suggestions and recommendations regarding school directions and day to day decision making;
- Conduct a fair and consistent process when electing the SRC members each year;
- Develop a culture that encourages students to live the school values of Picton Code.

## Procedures:

The SRC will consist of a maximum of:

- The Senior Leadership Team; School Captains, School Vice Captains and Prefects.
- 3 – 6 students from the Year 11 cohort.
- 3 – 6 students from Year 7 – 10 cohort.
- The Support Faculty will nominate 1 student per stage to join the SRC.
- One life member will be appointed per year (if there is someone suitable) and this will be presented at the Annual School presentation.
- A male and female student will be elected at the same time as House Captains for each house. These House Captains will also be part of the Leadership group. If only 2 students nominate for these positions and are suitable they can be elected without interview.
- Students in Years 7 – 11 will have elections during weeks 5 – 7 of Term One.
- Students can be nominated by themselves or a member of staff at Picton High School
- At the start of week 5 the SRC coordinator will communicate to all Picton High School Staff that Teacher nominations are open for students in Year 7 – 11.
- At the start of week 5 and 6, during connect meetings (Stage 4 and 5 respectively), the SRC Coordinator and Senior Leadership Team will invite interested students to apply for an SRC position at a meeting to be conducted with Year 11 during week 5.
- Those interested students will be given an SRC Application Form to be submitted by Friday week 7, 3.20pm.
- Student and Teacher nominations will be collated by the SRC Coordinator.
- All candidates will be checked on Sentral and will be called by the SRC Coordinator to an interview with the Senior Leadership team. The Senior Leadership team will decide the SRC members who are successful. The Principal, SRC Coordinator, SRC Head Teacher and Senior Executive will make a final decision on the appropriateness of candidates.
- Students may not be excluded from the SRC membership due to any reason such as non-payment of voluntary contributions or other school based commitments.

- Elected SRC representatives will be presented with a badge to wear for the duration of their term, will be recognised in the school newsletter and on the school website, and will receive directions as to their role and basic meeting procedures and protocols.
- Roles include but not limited to:
  - Develop leadership skills to assist in school and community based programs and projects;
  - Attend school and community based events as a representation for the whole student body;
  - Organising Social events;
  - Organising Fundraising for charity;
  - Organising improvements at the school, SRC representatives are expected to bring new ideas, issues and proposed solutions to the notice of school staff.
  - The SRC meeting is a formal meeting once a week where all members are required to attend.
- Formal meetings will be chaired by the President and supported by the Vice President.
- Minutes of each meeting are to be taken by the senior leadership and distributed accordingly.
- Copies of each meeting's minutes are to be saved to the drive: Faculty/Staff Information/ Student Leadership and SRC. Head Teacher SRC is to attend one meeting per fortnight and a Senior Executive to attend 2 meetings per term. Year advisors are to attend once per year.
- Representatives are also expected to consult with their peers during meetings and to represent the views of grades with no official representation on the council, though being open to informal suggestions and comments. SRC members will monitor the SRC ideas box located in the front office.
- Elected SRC members from years 7 – 10 will need to re-elect every school year.
- Year 11 students who wish to be involved in the SRC during year 12 need to follow the School Leadership Election Procedures.
- Any event that SRC members are involved in needs to be organised with the SRC Coordinator or Head Teacher SRC and not directly with the SRC students or Senior Leadership Team.
- If any formal speaking is required for the Senior Leadership Team or SRC, scripting is required 48 hours prior to the event and must be in consultation with the SRC Coordinator or Head Teacher SRC, to avoid overloading of workload for students.
- After each event that the Senior Leadership Team or SRC are involved in, Formal Certificates are to be made and presented to the students for their resumes.

### **Evaluation**

This policy will be reviewed as part of the school's three-year review cycle.