

School Council Minutes 2017 - 2018

Date: 2010.17

Present:

Rowan	Willow	Olive	Cedar	Walnut	Sycamore
Hawthorn	Hazel	Holly	Poplar	Chestnut	Maple

Year One and Two School Councillors invited to attend? YES (Year 2) / **NO**

Absences:

Apologies from:	Reason for Absence	Follow up needed?

Follow up from previous week absences:

Great Practice Class
Well done to Hawthorn Class for bringing their class council folder – great organisation!

Agenda:

	Item	Discussion	Action
1	Matters arising	<p>Passed over to the new school council which will be elected on Wednesday during Democracy Day (Wednesday).</p> <p>A calendar of events is needed to timeline the year as this will help pre planning and make sure things get done on time.</p> <p>Action planning</p> <ul style="list-style-type: none"> • Story Competition • Fruit Tuck Shop • Charity fundraising • Learning Environment (inspiration stations and book corners) • Cross site visits • Presentation Policy • Astro Turf in football area • Orchard's Got Talent • Houses of Parliament Visit 	Year 6 to complete the action plan and show to Ms Davie.
2.	Training	<p>Training for Years 4, 5 and 6.</p> <p>We reviewed the vision statement, discussed how to run meetings and discussed responsibilities of class council folders and how to check everything is in place. We also talked about how to support the younger members of school council and how to give feedback in meetings.</p>	Reminders to all classes about making sure that class council meetings happen every week and how to complete class council minutes. Year 5 and 6 will visit Years 1 and 2 class council meetings after the half term.
2	Roles	<p>Year 4 and 5 discussion over allocation of Year 6 roles. Discussed the roles of Chair, Vice Chair, Secretary and Treasurer.</p> <p>Chair – Madison Vice Chair – Dylan Treasurer – Arabella Secretary – Jonah</p>	Ms Davie and Jonah will discuss how to manage the website and school council email. Arabella will talk to Sandra and talk about how to keep a spreadsheet to track our money intake and spending.
3	Class Council feedback W2	<p>Charity Ideas Classes discussed and decided on one.</p> <ul style="list-style-type: none"> • Sealife Trust • Cancer Research x 3 • Water Aid x 2 • RSPCA • NSPCC • Dementia UK 	Whole school vote to be completed. Discuss in next meeting after half term.
4	Next CC agenda	None for this week – class and school council elections taking place.	
5	File monitoring and feedback	<p>Chestnut – signed, one set, not hole punched Maple – not hole punched, only one set Poplar not appropriate content, not signed by the class teacher and no support given. Holly – both complete Hazel – both minutes minutes completed – must take care of folder and use a hole punch. Minutes signed. Walnut – signed, both sets of minutes complete, must use hole punch. Cedar – only one set of minutes, need to use hole punch. Not signed. Sycamore – no hole punch, both sets of minutes, signed Willow – minutes not completed properly, teacher not signed only one week of minutes. Rowan – hole punched, both sets, one signed Olive – only one set, not signed by teacher, not hole punched.</p>	<p>Key messages: Class Council meetings MUST take place each week Hole punch must be used. Teacher must sign.</p>