



Student Representative Council (SRC) Constitution

School Vision

Melrose Primary School empowers students to excel in learning and in life.

We nurture relationships that challenge and support students to contribute to a more just and compassionate world.

AIMS

- Enable students to have a voice in school decisions
- To maintain a positive school tone by forming a closer link between staff, Governing Council and students
- To provide students with opportunities for leadership and service
- To develop skills in meeting procedures and protocol
- To provide opportunities for contact with other school groups.

PROCESS

- The Student Representative Council (SRC) will consist of:
 - ❑ Two representatives from each class
 - ❑ Two Year 7 leaders – chosen by Principal and staff
 - ❑ SRC representative's tenure is for one semester
- Students can be nominated or be self-nominated
- Nominated students will present a speech, no longer than three minutes to a panel consisting of the two Year 7 leaders and two staff members. The speech is to include:
 - ❑ Why they want to become a SRC rep
 - ❑ What qualities they possess which makes them suitable for the position in reference to the Melrose Primary School Values
- The panel consisting of the two Year 7 leaders and two staff members will oversee the process and have a final say in the SRC membership. (See Criteria below) The panel will announce the four SRC class members.

Panel criteria

Speech Preparation and Presentation

- Personal presentation: appropriately addresses the panel, courteous and well mannered
- Preparation of speech: Evidence of thought, detail and is practiced
- Maintains to the time limit.

Personal Qualities

- Is respectful of peers and staff
- Listens to the point of view of others and will contribute ideas
- Is approachable, friendly and helpful
- Takes pride in personal presentation and in the school
- Is respectful of the school environment and property
- Follows the school behavior code
- Is willing to attend regular meetings, be actively involved in the activities of the SRC and have an understanding that on some occasions they will need to give up their own time
- Has an interest in improving the school environment and the wellbeing of others
- Is a team player
- Upholds the Melrose Primary School values.

CLASS MEETINGS

- Classes will conduct meetings, supported by the class teacher and the elected class SRC members
- SRC reps communicate with their class, issues raised at SRC meetings and take issues, suggestions etc. at the class level to SRC meetings
- Class meetings will be held at a regular time every fortnight.

Procedures

- Students raise issues that are important to them at class meetings
- At class meetings students discuss issues raised and decide whether the issues should go to the SRC
- The SRC representative prepares a suitable written proposal, "**notice of motion**" which is then taken to SRC for inclusion on the next meeting's agenda sheet
- The "**notice of motion**" will be discussed at the next SRC meeting and the representatives will be instructed as to the wishes of that class
- At the following SRC meeting, when the "**notice of motion**" is brought forward for voting, SRC representatives will act in the interests of the class for whom they are representing
- Following the SRC meeting a SRC representative will convey any recommendations to the Principal for discussion and decision
- The outcomes of these discussions will be reported back to the SRC or may be announced via daily notices, school assembly or newsletter.

Lack of Interest

- If an elected member shows continued lack of interest, the staff in charge of the SRC will counsel that representative to consider his/her role on the SRC.

Code of Conduct

- If the behaviour or conduct of a representative does not reflect the school values and is not conducive to being an effective role model for the student body then that representative will relinquish their role.

Responsibilities

- The SRC will support one charity per semester which will be identified by SRC members in consultation with their classes at the beginning of their tenure.
- Representation to various committees at the school and district level are to be elected from the SRC members as early as possible in the semester. A SRC representative may be invited to attend other committee meetings (e.g. Grounds, Fundraising, Sports, and Governing Council)
- The SRC is to submit a report to all Governing Council meetings

- SRC fundraising efforts to be communicated to the Governing Council to ensure a coordinated approach to all the school's fundraising efforts is maintained. The SRC fund raising projects to be minuted in the Governing Council minutes

SRC Timeline

| Week (Terms 1 and 3) | Action |
|----------------------|---|
| 1 | Teachers inform students about roles and responsibilities of SRC Rep/Procedure for nomination. Students nominate or are nominated. (Nomination proforma) |
| 2 | SRC Election: Students present a speech to the whole school |
| 3 | SRC body is announced |
| 4 | Practice for Induction Ceremony |
| 5 | Induction Assembly |