

St. Joseph's Catholic Primary School, Oxford



If you would like to be Chair of St Josephs' School Council then keep reading!

Chair of the School Council

The chair is elected by members of Key Stage Two and any member of Year 6 can be elected as chair. The chair, in collaboration with the coordinating teacher (Mrs Harrison), sets the school council meeting agenda (i.e. determine items suitable of council discussion). The school council chair must be very clear on the functions and responsibilities of the school council and must constantly ensure that school council discussions focus on improving the teaching and learning environment for all students rather than focusing on the specific or isolated issues of any one individual.

The responsibility of the chair is most evident when non-council members are at meetings and have requested to speak on an issue. In such instances, the chair must be prepared to tactfully focus discussion on issues rather than on individuals. The chair may choose to give a specific period of time for discussion on an issue.

As a member of a school council, the chair:

- chairs the council meeting;
- in collaboration with the coordinating teacher, schedules school council meetings and sets agenda items;
- facilitates collaborative decision-making, seeks agreement, and resolves conflict;
- ensures council minutes are prepared and make available to the school community (e.g., posted on the school website, read out in classes); and
- prepares the annual activity report of the school council.

School council chairpersons may also be responsible for communicating with others on behalf of the school council.

If you would like to apply for the role of School Council Chair then please write a *brief* letter of application to Mrs Harrison and prepare a *short* presentation to share with the school during Monday's assembly.

Later in the day on Monday, Key Stage Two will vote for the person they would like to be Chair of their School Council.

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