

St. Joseph's Catholic Primary School, Oxford



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

Secretary of the School Council

The secretary is elected by members of Key Stage Two and any member of Year 6 can be elected as secretary. A school council secretary is an essential person to have in School Council meetings.

The school council secretary has a very important role to play in meetings, because they keep track of what has been talked about and, more importantly, what decisions have been made. Typically the way a secretary does this by recording the information in the meetings 'minutes'.

As a member of a school council, the secretary:

- Takes 'minutes' at the council meeting;
- together with the Chair ensures council minutes are prepared and made available to the school community (e.g. posted on the school website, read out in classes); and
- helps the Chair in preparing the annual activity report of the school council.

If you would like to apply for the role of School Council Secretary 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 Secretary of their School Council.