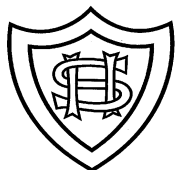


**Sacred Heart School  
Swaffham**



**Mission Statement:**

The Sacred Heart is a Community committed to the education of its pupils in a Catholic Christian ethos, where each person is invited to serve God and others in faith, hope and love.

**Aims:**

To foster spiritual growth in Christian faith and values  
To value, appreciate and enjoy learning.  
To work for excellence  
To further curiosity and creativity  
To aspire to high ideals  
To stimulate generous service of others

**Pastoral/ PSHEE**

## **School Council**

**Aim:**

The School Councils play a very important role in helping to improve the school. From September 2011 changes will be made to how the council functions this year. Regular meetings will be held to ensure that improvements are made and that all pupils in school are involved.

**Elections:**

Two new class council representatives from each class will be elected. Pupils that would like to be considered for class councillor needs to write and give a speech to their class explaining why they want to be a councillor and what they would like to achieve. Then each class will vote for their choice.

**Councillors:**

Will need to be prepared to give up some of their free time if required  
Each class will have two councillors, one boy and one girl.  
They will be expected to attend every meeting.

**School Council Board**

The board outside Mrs Kenny's office will be designated as a School Council Board. This board will contain pictures of your class representatives, minutes of the last school meeting and dates of forthcoming meetings. A suggestions box that is fixed to the wall will be positioned under the board. This box is for people to put sensible suggestions in, with ideas that may help us to improve the school, it will be emptied before each school council meeting. Suggestions will then be discussed by the school council to see if the ideas are achievable. The suggestion box is perfect for those who are shy to discretely put your idea forward.

**Minutes:**

At each meeting minutes will be taken.  
A folder will be given to the representatives of each class.  
This folder will store all of the minutes from every meeting.  
The representatives have a very important job because they will have to feed the minutes back to their class, so that everyone knows what has happened in the meetings.  
It also gives the class chance to give back more ideas ready for the next meeting. The minutes will be posted on the school council board and a copy sent to Sister Francis.  
As Chairperson, I will meet with her to discuss the minutes. I will then feedback her responses in the next school council meeting

The school council meetings will be announced in assembly but will also be displayed on the school council board. Hopefully through this method we will be able to listen to everyone's ideas and be able to put them into practice.

Prepared by Emily Hill Sept 2011

To be reviewed by next Head Girl/boy 2012

## Council Assembly

### **In the Name of the Father, the son and the holy spirit...**

A council is a group of people chosen or elected to organize or discuss something, especially those elected to organize the affairs of a town or county. Councils are used all over the world. We recognise the word council because we have many in our own country, we have the borough council, county council etc. Most of these councils are a form of local government. They work for the government and take care of their specific area of the country. For example, we have the Breckland Council in this area.

The council will be in charge of organising taxes. They are the ones who organise roads being built or fixed, they keep the public libraries running. They are the people who organise the bin collection, street lighting, have parks and playgrounds built in the villages in their district. It would be difficult to keep order without our councils.

As most of you know we have our own school council, although we are not responsible for taxes, roads etc. School councils play a very important role in helping you to improve the school.

**We are going to change how the council functions this year. There will be regular meetings so that we can ensure that improvements are made and all the pupils in school are involved.**

We will elect two new class council representatives from each class. Any pupils that would like to be considered for class councillor needs to write and give a speech to their class explaining why they want to be a councillor and what they would like to achieve. Then each class will vote, for their choice. They will need to be prepared to give up some of their free time if needed. Each class will have two counsellors, one boy and one girl. They will be expected to attend every meeting. Mrs Kenny has very kindly agreed to allow the school council to use the board outside her office. This board will contain pictures of your class representatives, minutes of the last school meeting and dates of forthcoming meetings. Under this board is going to be a suggestions box that is fixed to the wall. This box is for people to put sensible suggestions in, with ideas that may help us to improve the school, it will be emptied before each school council meeting, suggestions will then be discussed by the school council to see if it is achievable. The suggestion box is perfect for those who are shy to discretely put your idea forward.

At each meeting minutes will be taken. A folder will be given to the representatives of each class, this folder will store all of the minutes from every meeting. The representatives have a very important job because they will have to feed the minutes back to their class. With this new method everyone knows what has happened in meetings. It also gives the class chance to give back more ideas ready for the next meeting. The minutes will also be put on the school council board and a copy of the minutes will be sent to Sister Francis. As Chairperson, I will meet with her to discuss the minutes. I will then feedback her responses in the next school council meeting

The school council meetings will be announced in assembly but will also be displayed on the school council board. Hopefully through this method we will be able to listen to everyone's ideas and be able to put them into practice.

So you need to decide if you want to be a council representative for your year, if you do then you need to write a speech. In your form groups, you will need to vote for two class representatives, one boy and one girl. This voting needs to be done by Thursday 22<sup>nd</sup> of September and return the results to me.

### **Let us Pray...Dear Lord,**

Please watch over our school and help our creative ideas turn into practice. May you keep our minds filled with exciting and interesting suggestions and help our council become the the best that it can be. Amen