



# School Council 2015/2016 Meeting Minutes

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*Burdett-Coutts & Townshend Foundation  
CE Primary School*

**“Working Together in Faith, Hope and Love.”**

Wednesday 4<sup>th</sup> November

Agenda:

1. Register
2. School Learning Walk review
3. Roles of: Chair, Secretary, Treasurer
4. Conduct of school council members
5. Budget
6. Year group questions

1. Register

All members of school council present. No apologies.

2. School Learning Walk review

We discussed our Learning Walk which took place on Monday 2<sup>nd</sup> November 2015. We all felt that the Learning Walk had been a success.

We discussed the learning walk report, which all members approved. The report is going to be distributed to staff at Friday's morning staff meeting.

3. Roles of: Chair, Secretary, Treasurer

We discussed each of the above roles and set out the tasks that each role would involve.

Chair:

- Ensure the meetings run smoothly and to time.
- Ensure that all members of school council have the opportunity to voice their opinions.
- Meet with Miss Graham before each school council meeting to discuss agenda items and prepare for the forthcoming meeting

Secretary:

- Write the minutes of our meetings.
- Ensure the minutes are given to Miss Graham who will check them before sending them to Ms Dyer.

Treasurer:

- Record the spending of school council.
- Keep receipts from purchases safe.
- Record how much budget school council has available.

Children then had an opportunity to nominate themselves for these roles.

Action: Miss Graham to share these nominations with staff and ask them to vote which candidate they would like to become the chair, secretary and treasurer.

#### 4. Conduct of school council members

We all agreed that as members of school council we need to act as role models to the other pupils in the school. We need to make sure we follow the school rules at all time, especially now that we have a responsible role to play within the school community.

#### 5. Budget

We discussed initial ideas about how to spend our school council budget. We have £200 for the year and a special playground budget which is £300.

Action: Miss Graham to bring catalogues to next week's meeting so that we can begin to look at ideas of how we might like to spend some of our budget.

#### 6. Year group questions

Each week members of school council will have an opportunity to ask questions that members of our year group have.

Action: school council members to speak in an assembly and introduce themselves so that members of their year group know that they can go to them if they have a question about school.

#### Matters arising on action points from previous meetings

- The Learning Walk has been completed and was a great success.
- Our playground thoughts have been passed on to Ms Dyer.