

STUDENT LEADERSHIP FRAMEWORK FOR BAYSIDE P-12 COLLEGE



- Students are happier and participate in their education more effectively when their ideas are listened to and their opinions are valued. Schools also benefit when students are involved in their own learning and the school's operation.
- A Student Representative Council (SRC) is one structure which can assist students and schools in achieving this ideal.
- An SRC is a formal group of students, elected by their peers to represent them and their views.
- An SRC facilitates leadership and decision making by all students in the school. It is an important way in which school can provide meaningful leadership opportunities for students

TABLE OF CONTENTS

Governing Documents

Student Leadership Policy

Constitution – Bayside P-12 SRC

Charter for Bayside P-12 College SRC

Working Documents

Where Does the SRC Fit?

SRC Training Forums

Nomination Forms

SRC Timeline

Contacts

Acknowledge the work of the following in the preparation of this document:

Christine McKenna, Natalie GarciaDeHeer, Sol DiMaggio, Faye Paleologoudias and Monica Bond

Student Leadership Policy

Rationale:

Students are happier and participate in their education more effectively when their ideas are listened to and their opinions are valued. Schools also benefit when students are involved in their own learning and the school's operation.

A Student Representative Council (SRC) is one structure which can assist students and schools in achieving this ideal.

An SRC is a formal group of students, elected by their peers to represent them and their views.

An SRC facilitates leadership and decision making by all students in the College. It is an important way in which Bayside College can provide meaningful leadership opportunities for students

Aims:

To provide opportunities for students to play a significant and effective role in the decision-making processes of the college

To provide an opportunity for students to become skilled in all aspects of leadership.

To ensure that student leaders are positive role models for other students

To create a whole school community where every member feels their contribution is valuable.

Implementation:

- A Student Representative Council (SRC) will be constituted annually.
- The college will, conduct selection and election process, - by student vote.
- SRC President/Vice President as part of their responsibility will be expected to participate on College Council.
- A process of feedback and consultation will be implemented to ensure that the views of the whole student body are considered.
- The College will provide opportunities for the student leadership team to undertake leadership training/professional development.
- Students will be actively encouraged to participate in community based student leadership development programs with the full support of the College.
- Opportunities will be provided for the student leadership team to practice their leadership skills in a variety of forums.
- The student leadership team will conduct at least one school assembly per term.
- Student leadership team will be invited on a regular basis to present to the Principal/Staff on issues raised by student body.
- The student leadership team will contribute regular articles to the school newsletter/magazine/web site.
- The student leadership team will be provided with an appropriate staff member to act as a mentor to the group.
- Opportunity within the college for students to undertake wider curriculum leadership – house captains, computer, library, subject

This policy was ratified by College Council:



BAYSIDE P-12 COLLEGE STUDENT REPRESENTATIVE COUNCIL CONSTITUTION

1. NAME

The name of this organisation is Bayside P-12 College Student Representative Council (**'the SRC'**).

Each of the Altona, Williamstown and Paisley Campuses of Bayside P-12 College shall have a separate SRC to be called the Campus SRC (**'Campus SRC'**).

The President and Vice President of each Campus SRC shall comprise the College SRC (**'College SRC'**) which shall meet at least once each term.

2. PURPOSE

The purposes of the SRC shall be:

- a. To provide a means for expression of student opinion on matters affecting the school or the student body and to make recommendations appropriate decision making authority on these matters;
- b. To consider and advise the College or Campus decision making authorities on matters referred to it by staff or Campus of College Leadership or affecting the school or the student body;
- c. To encourage and facilitate students to assume positions of responsibility and leadership and assist in the fullest possible development of the leadership and organisational skills of Executive and General members of the SRC; and
- d. To raise monies for the purpose of funding activities or projects as decided by the SRC and for the promotion of social justice or environmental issues or for donation to charitable bodies.
- e. To foster collaboration and collegiality and camaraderie between the student bodies of each Bayside P-12 College Campus.

3. MEMBERSHIP

Each Campus SRC is to be comprised of no more than 12 general members (**'General Members'**) and a 5-member Executive (**'Executive Members'**).

The Campus SRC Teacher Coordinator and the Campus Principal will also be non-voting members of the Campus SRC.

3.1 General Membership

The general membership each Campus SRC is to be comprised of no more than 4 representatives of each secondary year level (**'Year Representatives'**). In addition two representatives from primary year levels are to be general members of the Altona Campus SRC (**'Primary Representatives'**).

3.2 Executive Membership

The Executive membership of each Campus SRC is to be comprised of one President (**'President'**), one Vice President (**'Vice President'**), one Secretary (**'Secretary'**) and one Treasurer (**'Treasurer'**) and one Publicity and Communications Officer (**'Publicity and Communications Officer'**).

Of the President and Vice President at least one is to be male and one to be female.

4. ELECTIONS

4.1 General Members

4.1.1 Year Representatives

Year Representatives are to be elected by the third week of Term 1.

All enrolled students in a year group are entitled to nominate to be and vote for their Year Representatives.

All nominees shall have the opportunity to speak to their nomination during a year level assembly prior to voting.

The election of Year Representatives shall be by preferential vote.

4.1.2 Primary Representatives

Primary Representatives are to be elected by the third week of Term 1.

All enrolled students in years 4 and 5 are entitled to nominate to be Primary Representatives. Enrolled students in years 4 and 5 are entitled to vote for their Primary Representatives.

All nominees shall have the opportunity to speak to their nomination during whole of Primary assembly prior to voting. The election of Primary Representatives shall be by optional preferential vote to be conducted by the Altona SRC Coordinator.

4.2 Executive Members

4.2.1 Timing

Executive Members of each Campus SRC are to be elected before the final week of the proceeding year ("**the Election**").

4.2.2 Nomination

All enrolled students in years 7 and 8 are entitled to nominate to be Executive Members of the Altona and Williamstown Campus SRCs in the following year.

All enrolled students in years 10 and 11 are entitled to nominate to be Executive Members of the Paisley Campus SRC in the following year.

Nominations are to open no less than two weeks prior to the Election and are to close no less than one week prior to the Election.

Prior to the Election each person who has nominated to be an Executive Member of their Campus SRC is to be given the opportunity to speak to their nomination at a whole of Campus assembly.

4.2.3 Voting

The election is to be by a secret optional preferential ballot. The election is to be conducted by the Executive Members of the current years Campus Student Representative Council with the assistance of the Australian Electoral Commission and the SRC Teacher Coordinator.

The Executive Members of the Altona **North** (CHANGE ALL) Campus SRC are to be elected by all enrolled year 5, 6, 7 and 8 students.

The Executive Members of the Williamstown Campus SRC are to be elected by all enrolled year 7 and 8 students.

The Executive Members of the Paisley Campus SRC are to be elected by all enrolled year 10 and 11 students.

5. RESPONSIBILITIES OF MEMBERS

5.1 Responsibilities of General Members

The responsibilities of General Members of each Campus SRC include:

- a. Attending meetings of the Campus SRC;
- b. Participating proactively and professionally in meetings of the Campus SRC;
- c. Participating proactively and professionally in all SRC activities;
- d. Keeping a personal record of discussion that occurred during weekly meetings of the Campus SRC;
- e. Reading SRC meeting minutes carefully and responding to any SRC related correspondence in a timely manner;
- f. Consulting regularly with their year level about issues relevant to the SRC;
- g. Bringing issues raised by students in their year level up at meetings of the SRC; and
- h. Reporting on, and promoting, the activities of the Campus SRC to their Year Levels, or to other Primary students in the case of the Primary Representatives;

Failure to meet these requirements shall result in removal at the discretion of the coordinator in consultation with the executive.

5.2 Responsibilities of Executive Members

The Executive Members of each Campus SRC are to have the responsibilities of General Members with additional responsibilities as detailed below.

5.2.1 Responsibilities of the President

The responsibilities of the President of each Campus Student Representative Council include:

- a. Representing the Campus Student Representative Council at meetings of the Bayside College Council;
- b. Representing the Campus Student Representative Council at meetings of the Campus Management Committee;
- c. Preparing the agenda for meetings of the Campus Student Representative Council in consultation with other members of the Campus SRC Executive;
- d. Chairing meetings of the Campus Student Representative Council;
- e. Coordinating regular meetings of the Campus SRC Executive;
- f. Liaising with the Presidents of other Campus SRCs in relation to matters that affect the whole Bayside P-12 College SRC including joint Campus SRC activities; **Meeting with Whole School SRC**

5.2.2 Responsibilities of the Vice President

The responsibilities of the Vice President of each Campus Student Representative Council include:

- a. Representing the Campus Student Representative Council at meetings of the Bayside College Council and the Campus Management Committee in the absence of the President;
- b. Representing the Campus Student Representative Council at any other meetings of College or Campus decision making authorities in which the Campus SRC would like to participate;
- c. Chairing meetings of the Campus Student Representative Council;
- d. Coordinating SRC assemblies

5.2.3 Responsibilities of the Secretary

The responsibilities of the Secretary of each Campus Student Representative Council include:

- a. Filing all correspondence with the Campus SRC and responding to correspondence in writing where appropriate;
- b. Recording minutes of each meeting of the Campus SRC and distributing them to all members of the Campus SRC in a timely manner;
- c. Keeping a record of attendance of meetings of the Campus SRC;
- d. Communicating with the SRC membership in relation to meeting locations, times and dates;

5.2.4 Responsibilities of the Treasurer

The responsibilities of the Treasurer of each Campus Student Representative Council include:

- a. Keeping a record of bills, debits, credits and current account balances;
- b. Preparing and presenting a treasurer's report at each meeting of the Campus SRC;
- c. Investigating the cost of items or activities on behalf of the Campus SRC;
- d. Overseeing the collection of money during any fundraising activities;
- e. Liaising with the Campus Office Manager to assist with counting and cross checking of all monies raised;
- f. Liaise with the Campus Office Manager regarding the raising of cheques from the SRC account;

5.2.5 Responsibilities of the Publicity and Communications Officer

The responsibilities of the Publicity and Communications Officer of each Campus Student Representative Council include:

- a. Writing regular reports on SRC activities for inclusion in the Campus Newsletter;
- b. Maintaining the Campus SRC noticeboard;
- c. Preparing notices about Campus SRC activities to be included in the Campus Daily Bulletin;
- d. Photographing or otherwise recording Campus SRC activities for the purpose of publicity;
- e. Informing media organisations of the work of the Campus SRC

5.3 Responsibilities of SRC Teacher Coordinator

Each Campus SRC will have an SRC Teacher Coordinator. The Campus SRC Teacher Coordinator shall be appointed by the College Principal.

The responsibilities of the SRC Teacher Coordinator of each Campus Student Representative Council include:

- a. Supervising meetings of the Campus SRC;
- b. Monitoring student behaviour at meetings of the Campus SRC and
- c. In consultation with the Campus SRC Executive dismissing any student who is disruptive or disrespectful at meetings

6. COMMITTEES

6.1 Formation of Committees

The Executive of each Campus SRC is free to form Committees for the purposes of dealing with specific issues as it sees fit. The Executive of each Campus SRC may dissolve a Committee at any time.

6.2 Membership of Committees

Each general and Executive member of a Campus SRC shall be a member of a Committee.

The membership of each Committee shall be determined by the Executive of each Campus SRC in consultation with general members.

6.3 Committee Chairs

Each Committee of a Campus SRC must elect a Committee Chair.

The responsibilities of a Committee Chair shall include:

- a. Chairing meetings of the Committee;
- b. Coordinating activities of the Committee; and
- c. Reporting on the activities of the Committee to the Campus SRC as a whole.

7. MEETINGS

Each Campus SRC will meet regularly at a time and venue designated by the SRC Teacher Coordinator in consultation with the SRC Executive.

The Executive of each Campus SRC shall determine the agenda of each meeting.

7.1 Attendance

All Executive and General Members of each Campus SRC are expected to attend meetings.

7.1.1 Failure to Attend

Failure to attend three consecutive meetings without a valid excuse shall result in a General Members or Executive Members forfeiting their position on the Campus SRC.

Year Representatives shall be replaced by the highest polling unelected nominee for the position of Year Representative in their year level.

Executive Members shall be replaced by the highest polling unelected nominee for their Executive position.

7.1.2 Proper Attendance

Executive and General Members of the Campus SRC are expected to attend meetings on time and conduct themselves in an inclusive, proactive and professional manner.

Executive and General Members of the Campus SRC are expected to bring writing materials with them to meetings and to record information about SRC activities and decisions to report back to their year level and solicit feedback from them on SRC activities and decisions.

7.2 Chairing

The Chairpersonship of meetings of each Campus SRC shall alternate between the President and Vice President of the Campus SRC.

The Chairperson of meetings of Campus SRC Committees shall be the Committee Chair.

The Chairperson shall conduct the meeting in an impartial manner and shall not have a vote on any motions arising out of the meeting.

7.3 Motions

Decisions of the Campus SRC and Campus SRC Committees shall be recorded as motions. Any member of the Campus SRC may propose or second a motion.

Motions must be voted on by all representatives present. A majority (50% + 1) is required to pass motions at meetings of the Campus SRC at Campus SRC Committees.

All motions proposed at Campus SRC meetings must be minuted by the Secretary of the Campus SRC.

<h2>8. AMENDMENTS</h2>

Amendments to this Constitution must be approved by a majority (50% + 1) of each Campus SRC.

Any proposed amendments must be forwarded to the Secretary of each Campus SRC. The Secretary of the Campus SRC must circulate the proposed amendment at least one week prior to voting. Each Campus SRC must vote on any proposed amendment within two weeks of the Secretary receiving the proposed amendment.

CHARTER FOR BAYSIDE P-12 SRCs

➤ **Involved students**

Students are to be active citizens of the school community and have their ideas and opinions routinely sought and respected

➤ **Making real decisions**

Students from Prep to Year 12 are encouraged to contribute to and participate in decision-making in their school.

➤ **In many places**

Representative students can inform decision-making throughout the College and in the wider community.

➤ **For everyone**

Opportunities for participation and leadership must be inclusive of gender, special needs, cultural background, sexuality, and socio-economic.

➤ **Chosen fairly**

The methods used to involve students in decisions affecting their lives should model Australian democratic and representative practices.

➤ **Well supported**

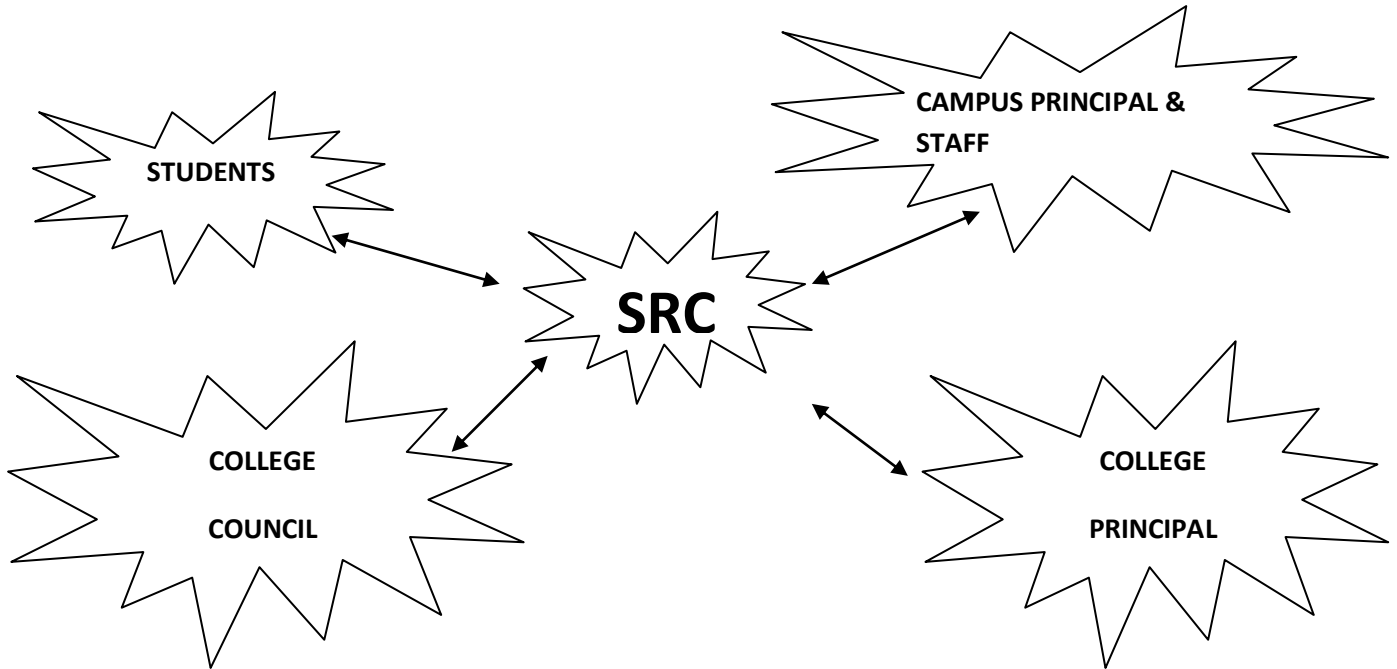
Students will be prepared for and supported in their leadership and decision-making roles through all aspects of the curriculum, in classroom, whole school and out-of-school activities.

➤ **Appropriately recognised**

The skills, values, knowledge and attitudes that students learn from participation in school life are vital to their future role as citizens of a democratic society and will be appropriately recognised.

Where does our SRC fit within the school community?

The SRC is a formal leadership structure which has a responsibility **to liaise and communicate** with a number of groups within the broad school community.



- The SRC is a voting member of the College Council.
- SRC representatives are also able to attend other meetings of College and Campus Committees

The SRC will be enhanced if

- Minutes of the SRC meetings are written up promptly and circulated to members of the SRC, the principal/college council, and displayed for the information of all SRC
- Face to face meetings are focussed on an agreed agenda
- Approved SRC activities are advertised using posters, school newsletter/website, local newspaper (in consultation with principal)
- Forums are conducted on specific issues to canvass students' views or to introduce particular initiatives
- SRC members seek support for major initiatives by writing to relevant groups and inviting them to discuss any issues raised
- Opportunities are sought for SRC representation on school committees and working groups

Student Leadership: Training Forums

Aim:

- to provide training to enhance student skills in their role as SRC members
- to develop leadership skills necessary to undertake the role of SRC
- to work as a Campus and whole College SRC

First Training

Who	When	What	Where
Elected Executives Members 15 students + 3 teachers SRC Coordinators	December (after election)	Jump Start (VicSRC) Skill development sessions <ul style="list-style-type: none"> • Public speaking • Motivating others • Boosting your image • Running sharp meetings • Organising events Examples of highly successful SRCs Sessions for teachers-SRC Coordinators	Victoria University, Queens St campus
			Cost: \$300
			\$30 per person (VicSRC Members) Every 5th student free

Second Training

Participants: Whole College SRC Members (55 students)

Conducted: Early Term 1 (3rd March)

Held at a venue of campus e.g. Altona College PD Centre (catering provided)

Convened by a college team of SRC co-ordinators and STRIDE Foundation (9489 1611) www.Stride.org.au

Other members of College can be coopted e.g. SWC co-ordinators

Overview of Program

Session 1 – Keynote Address

Invited guest/s who hold significant leadership roles e.g. College Principal/Business /Sport Leader

Session 2 – Team building Activity

Session 3 – Workshops / Activity

- Skills to help an SRC work effectively
- Communication
- Goal setting and action plans
- Problem solving
- Dealing with difficult members
- How should an SRC work?
- Meetings
- Promotion of SRC

Session 4 – reporting back from workshop activity

Session 5 – Campus Base SRC Activity