



Meeting Guidelines:

As a School Council, we meet monthly to talk about our school. We share our own ideas and those of our classmates and we aim to raise funds to support different causes. When we meet, it is important that there are guidelines we follow to make sure the meetings run in an orderly fashion and that everyone gets their say.

- The Chair / Co Chair will open the meeting and there will be a set agenda of things to discuss.
- All decisions will be decided through a voting system, with the most popular choice being the chosen option.
- During each part of the meeting, all councillors will be given the opportunity to share their views and ideas.
- Only one person can speak at a time, this means that everyone's views will be listened to.
- Councillors are able to raise 'Any Other Business' at the end of a meeting.
- Councillors must share the views and ideas of their classmates.

After the meeting:

- The Head of School will update the School Website and School Council noticeboard with the latest minutes of the meeting.