

PENSHURST PUBLIC SCHOOL



Student Leadership Policy

Rationale:

School life provides many opportunities for young people to develop leadership and representation skills, including as leaders in school governance.

Formal student leadership and student representation programs provide important benefits for individual students and schools. Student leaders have the potential to influence the school environment and the behaviour of their fellow students by becoming advocates for positive change in the school community.

In fact, students report that when they actively participate in school life, and their ideas and opinions are listened to and valued, they feel respected and encouraged to make further contributions. They have:

- increased communication skills
- greater commitment to the school from the wider student body
- positive influences on the climate of the school
- strengthened school spirit
- increased cooperation from students.

Background

At Penshurst Public School, there are a variety of ways for students to become leaders within the school setting. As part of a school culture of distributed leadership, the school encourages these leadership roles to be spread amongst the student body. Students can only take up one of the leadership roles within the year. It is important that students are aware of this so that they can prioritise the role they wish to apply for. **These procedures, where a child can hold only one leadership role within the school during a school year, has been the custom and practice at Penshurst Public School for many years. Should a student already hold a leadership role in the school, they MUST relinquish their current leadership role in order to be eligible for nomination/election to a different leadership position in the school.** These roles include:

Student Leadership Team (8 student members)

- Year 6 Captains (girl captain, boy captain)
- Year 6 Vice – Captains (girl vice-captain, boy vice-captain)
- Year 6 Prefects (2 x girl prefects, 2 x boy prefects)

House Teams (Guwing, Badu, Gili, Diramu)

- House Captains (girl captain, boy captain)
- House Vice – Captains (girl vice-captain, boy vice-captain)

NB: Students standing for election are not currently holding another leadership role in the school.

Student Representative Council (SRC):

- Two elected representatives from each class (Year 2 to Year 6)

NB: Students cannot hold SRC leadership positions across consecutive years and are not currently holding another leadership role in the school. As part of their responsibilities, members of the student leadership team are automatically members of the SRC.

Environment Leaders

- Two elected representatives from each class (Year 2 to Year 6)

NB: Students cannot hold Environment leadership positions across consecutive years, and are not currently holding another leadership role in the school

Library Monitors

- Are non-student elected volunteer positions, selected by the librarian based on availability and competency. Students can hold this role in addition to another leadership role.

The principles at Penshurst Public School are:

- All students can develop leadership skills.
- Students will be encouraged to apply leadership skills to initiatives that strengthen the school community and the communities in which they live.
- Leadership programs can build students' confidence that their views are important to staff and that they have a voice on what happens in the school.

Student leadership programs will be most effective when they:

- are planned and developmental;
- receive active support from teachers, parents, and peers;
- encourage a range of leadership styles inclusive of cultural differences; engage all groups in the school;
- provide fair access and participation for all students including equal participation for boys and girls;
- encourage more experienced student leaders to support those who are less experienced; draw on the expertise and resources of the wider community, and
- are perceived as relevant and valuable by the students and the school

Vacancies

Should a student leader leave the school or have their leadership title removed because of student wellbeing procedures, including inability to properly fulfill leadership responsibilities, the following will apply.

- Student Leadership Team: with reference to gender, students in the leadership team will ascend in title, in order of rank and succession. The reserve, as determined from the student elections, will move into the prefect position dependent on meeting the criteria for membership on the leadership team. This also applies if more than one vacancy exists.
- House Captain and Vice-Captains: process is the same as student leadership vacancy positions. A re-election is an option here for a vacancy to be filled.
- Environment Leaders: process is the same as student leadership vacancy positions. A re-election is an option here for a vacancy to be filled.
- Library Monitors: the teacher/librarian has discretion in further nominating an alternate student to accommodate any vacancy. This also includes leaving a position vacant.

Should there be insufficient candidates available to stand for positions, including vacancies, school executive discretion will be applied to ensure leadership positions are adequately filled.

Section 1

Year 6

School Captain

Vice–Captain

Prefect

Procedures

NB: the timeline below is indicative and will be adhered to as much as possible. At times, due to circumstances outside the school's control, variations to the timeline may occur.

Timeline:

Term	Action
1	Inform all Year 5 students of the criteria which will enable them to be eligible for candidacy. Criteria listed below table.
1	Monitor Year 5 students' eligibility for nomination.
2	Monitor Year 5 students' eligibility for nomination.
3	Monitor Year 5 students' eligibility for nomination.
4	Monitor Year 5 students' eligibility for nomination.
4	<p>Year 5 meet as a collective group in the hall. Students are reminded of the criteria for students who can and cannot be nominated to stand for election.</p> <p>Teachers check all nominated students against the criteria for nomination eligibility, including signing of contract. The Year 5 child nominated stands up and either accepts the nomination or politely declines the offer. A maximum of 10 girls and 10 boys can stand for elections. If there is more than this amount, a pre-election will occur with Year 5 voting for the best candidates to be put forward.</p> <p>Notice of Intention to nominees. This is also signed by their parents /caregivers.</p> <p>Students who return their Notice of Intention and intend to run for election are given a nominee information letter.</p>
4	Nominees announced. Badges, indicating nominee for student leadership team, given out.
4	<p>Students are to present a speech at a school assembly. Each student is given a 2-minute restriction.</p> <p>Leadership Elections. Students in Years 2-6 will vote. Each student voting will be marked off a class list. No further votes will be accepted after this. Votes will attract a specific weighting.</p>
4	<p>Candidates informed by teacher leaders/principal as to whether they are successful or not in gaining a leadership position. If the child is away, they will be informed the following morning. Unsuccessful candidates are informed of other leadership opportunities in the school. Leadership Team candidates announced to the school.</p>
4	Meeting Leadership Team to discuss acceptance speeches. Speeches are checked by respective teacher leaders.
4	<p>The Captains, Vice – Captains and Prefects will be represented by a girl and a boy in each position. Their specific role will be announced at the Presentation Day, and they will be presented with their badge and take the oath</p>

Nomination of Candidates

Students can be nominated if they fulfil the following essential criteria:

1. Aim high and do their best.
2. Maintain acceptable and responsible standards of behaviour at all times. (Have no Reflection Times during the year or multiple Expectation Reminders). This will be applied fairly and consistently across all Year 5 students.
3. Co-operate with teachers, parents, and other students.
4. Demonstrate being a good school citizen by fulfilling their responsibilities and participating in school events.
5. Treat all students as they would like to be treated.
6. Follow school rules.
7. Behave responsibly while representing our school on excursions and events.
8. Demonstrate being a good sport and encourage fellow students to do the same.
9. Maintain acceptable schoolwork standards.
10. Dress consistently in the appropriate school uniform.
11. Receive classroom and playground awards in Terms 1, 2 and 3.

Selection Procedure

a) Nomination Process:

- Students in Year 5 are reminded of the criteria for students who can and cannot be nominated to stand for election.
- The nominations are sought during a Year 5 Leadership Training Day.
- A maximum of 10 girls and 10 boys will stand for elections.
- Students must meet eligibility criteria to accept nomination. This includes review of incident reports. Students who have experienced significant and/or repetitive behaviour incidents are informed by the teacher prior to nominations that they are unable to accept nominations but will still participate in the leadership training.

b) Lobbying of Candidates:

- Students are not allowed to lobby peers in the playground, or via social media. If found to be doing so, their nomination may be removed.
- Each candidate will be limited to a 2-minute speech which is prepared at home.
- The speech is presented at a special school assembly.
- Students will present their speeches as they appear on the ballot paper/form.

c) Polling Day:

- Voting will take place by secret ballot back at individual classrooms straight after the speeches.
- The electorate will consist of students in Years 2-6, plus all school staff members. No votes will be accepted after this.
- The electorate's voting members will select, by means of a secret ballot, one boy and one

girl as to who they believe should be a Student Leadership Team member. In accordance with the number of respective votes, the top 4 boys and top 4 girls, by vote count, will form the Student Leadership Team.

- The captains are the boy and girl who received the highest number of votes.
- The vice – captains are the boy and girl who receive the second highest number of votes.
- The prefects are the boy and girl who received the third and fourth highest number of votes.
- Should there be a tie between respective student leadership positions on the student leadership team, a count-back process will occur commencing with teacher votes. Should respective student leadership positions remain inconclusive, count-back of Year 5 votes will proceed. Should positions remain inconclusive, count-back of Year 3 and/or Year 4 and/or Year 6 votes will proceed. Should positions remain inconclusive, count-back of Year 2 votes will proceed.
- The final discretion on all positions rests with the principal to ensure that integrity is maintained within the Student Leadership Team and the system is fair and procedural.

d) Counting of Votes:

- A leadership committee comprising at least 2 teachers and 1 executive teacher/ principal will count all votes on site. The executive teacher/ principal will oversee the vote count to support procedural integrity. This will occur on the day of voting.
- All ballot papers (electronic and paper) will be retained by the school for 12 months.

Weighting of votes:

- 1: 0.5 ratio for students voting Year 2
- 1: 1 ratio for students voting Years 3, 4 and 6
- 1: 5 ratio for students voting Year 5
- 1:10 ratio for staff members voting

Investiture of Prefects and Captains:

- The announcement of persons elected will be made at a special school assembly
- The announcement of the school captains, vice – captains and prefects will be made at the Presentation Day Assembly.
- Parents of the succeeding student leadership team are invited to the Presentation Day Assembly.
- The newly elected captains, vice – captains and prefects will recite the oath at this assembly and receive their badges from the current Year 6 leader of that position. The elected students and their parents will sign the “Leadership Code of Conduct.”

At the Commencement of Year 6:

- The captains, vice – captains and prefects will be re-introduced to the school for their year of office at a school assembly.
- The leadership team will be reminded of their code of conduct.

Section 2

House

Captains

and

Vice-

Captains

House Captains & Vice-Captains (Year 6)

House teams are allocated to each child on enrolment at Penshurst Public School. The school will try to ensure that house teams have similar membership numbers. Siblings will be allocated to the same house team. House captains and vice-captains are elected for the following house teams at Penshurst Public School:

- Guwing
- Badu
- Gili
- Diramu

Only students in Year 6 can stand for house captain and house vice-captain. These captains will hold office for the year and not hold any other leadership role in that year. A Year 5 student can ONLY stand for nomination if there is an insufficient number of Year 6 students.

NB: In supporting the custom and practice at Penshurst Public School, within a culture of distributed leadership, students cannot hold more than one leadership position in the school.

Nomination Procedures:

Students are to remain in office for the year and hold no other leadership role. Captains and Vice-Captains must be in Year 6 while there is a sufficient number of candidates in Year 6.

Students Years 3-6, at the first house team meeting, can self-nominate and/or be nominated by other sports students. Following a short impromptu speech by nominated students, captains and vice-captains are elected using a secret ballot system. The House Captain representatives must be 1 boy and 1 girl. The House Vice Captain representatives must be 1 boy and 1 girl. The boy and girl with the most votes will be elected as House Captain. The boy and girl with the second highest votes will be elected House Vice-Captain.

Roles and Responsibilities of House Captains and Vice-Captains

- Leadership of their respective house teams, especially during sports carnivals
- Support the active participation of house team members
- Organisation of the sports storeroom during break times in a responsible manner
- Support an active lifestyle within the school community
- As leaders, model exemplary student leadership, school and NSW Department of Education values across the whole school
- Other leadership responsibilities as deemed necessary by the school.

Section 3

Student

Representative

Council (SRC)

SRC Representatives (Years 2-6 only)

What is the Student Representative Council?

Student Representative Council is a student-based civic organisation designed to help promote school spirit and leadership among students.

Students participating in the SRC will maintain a high standard of personal conduct. SRC members will demonstrate leadership qualities by serving as good examples of behaviour through their words and actions.

All SRC members will be expected to participate in approved activities, which will serve to enhance the quality of both the physical and behaviour environment of the school.

The purpose of student representative council is:

1. To develop positive attitudes and to practice good citizenship.
2. To promote harmonious relations throughout the entire school.
3. To improve student/stage/grade relationships.
4. To improve school morale and general welfare.
5. To provide a forum for student expression.
6. To plan special events or projects.

Benefits of student council include the opportunity to improve reading and writing skills, gain experience in public speaking, and learn how to positively impact schools and community environments. In addition, student council serves as a chance to meet new friends and work with a wide variety of people.

Objectives of the SRC are to:

1. Provide a democratic form in which students can address those school related issues, which affect their lives.
2. Maintain open communication between students and school staff.
3. Train students in the duties and responsibilities of good citizenship

Students must be very responsible students who are willing to work hard. As SRC members you will be called to serve other students by representing their issues. The council does not have the power to change policies, only to voice student opinion.

The SRC will be involved in many community minded projects.

1. School service: e.g. Clean up, school fundraisers
2. Community service: e.g. Charitable fundraisers, school representation
3. Student voice

Your willingness to donate your time and talents will determine the success of SRC at Penshurst Public School.

Responsibilities of Representative

The duties of the representative are to embody the council's efforts to be the student voice. Representatives must develop a dialog between students and the SRC.

Responsibilities:

- Report SRC activities to student body regularly.
- Present students' ideas and concerns to the council.

- Attend all student council functions. (fundraisers, ceremonies, etc.)
- Make special effort to inform students about upcoming SRC projects and activities.
- Encourage non-members of the SRC to participate in projects and activities.
- Be active in SRC meetings.

- Report any problems to advisors before they develop into major issues.
- Seek the opinions of teachers on various issues.
- Display appropriate Penshurst Public School behaviour.

Procedures:

Before nominations are called, the roles and responsibilities of an SRC member are outlined to the class. It is emphasised that they are not necessarily the most popular people in the class, but the ones who are able to fulfill the position as outlined below and can prepare and present a speech.

NB: In supporting the custom and practice at Penshurst Public School, within a culture of distributed leadership, students are unable to hold more than one leadership position in the school.

As an SRC member, the student should:

- Follow the school's expectation of behaviours
- model exemplary student leadership and school/NSW Department of Education values across the whole school
- Be an active and responsible student of the SRC
- Attend all meetings - whole SRC meetings and committee meetings. Some may be held during lunch
- Represent student feelings, opinions, and interests at meetings
- Participate in and help organise activities that will benefit all students in the school
- Be reliable and punctual
- Not hold a SRC leadership position across consecutive years

When students are nominated, another student is required to second the nomination - there does not need to be a boy and a girl representative, just two students irrespective of gender.

Students are asked to prepare a 1-3 min speech on one of the topics below. The time limit will depend on the age of the students. For Years 2-4 a 1–2-minute limit, Years 5-6 a 2–3-minute limit.

Topics:

- What does it mean to be an Australian?
- What is citizenship and why is it important to a country?
- Discuss the importance of protecting our country (environment / animals)
- Discuss the importance of having an SRC
- Education is ...
- Do we really need technology as much as we think we do?
- Discuss the importance of sport in schools
- What does it mean to be part of a new school?
- How important are rules/expectations in everyday life? Are some more important than others?
- How can you make a difference at PPS?

Names of elected SRC members from each class are sent to the respective SRC teacher leader/s. After all names have been received, there will be an induction assembly during Week 6 at the fortnightly assemblies. A note will go home to inform parents of the successful candidates and invite them to the assembly. At each assembly, the SRC representatives will publicly perform the SRC pledge and receive their badges.

Fortnightly SRC meetings will be held during the year.

Section 4

Environment

Leaders

Environment Leaders (Year 2 to 6)

School Priority: Environmental Education

Intended Outcome: Increase sustainability practices at Penshurst Public School

Procedures:

Before nominations are called, the roles and responsibilities of an Environment Leader is outlined to the class. It is emphasised that they're not necessarily the most popular people in the class, but the ones who are able to fulfill the position as outlined below.

NB: In supporting the custom and practice at Penshurst Public School, within a culture of distributed leadership, students are unable to hold more than one leadership position in the school.

As Environment Leaders, students are to:

- Follow the school's expectation of behaviours
- Maintain the garden areas and worm farm (where applicable)
- Be part of the Environment Committee of the school
- Attend Environment Committee meetings as required
- Perform their duties and responsibilities around sustainable practices
- Participate in educational initiatives as required by the school around sustainability and environmental awareness and practices. These may include composting, waste auditing and waste minimisation and management, led by Environmental Leaders
- Share Environment Committee news and facilitate discussion points on school environment matters to their class or school assembly.

When students are nominated (Year 2 to 6), another student is required to second the nomination - there does not need to be a boy and a girl representative, just choose two students.

Names of elected Environment Leaders (2) from each class are sent to the respective Environment Committee teacher leader/s. After all names have been received, there will be an induction assembly. A note will go home to inform parents of the successful candidates and invite them to the assembly.