

Dear All,

I am writing to inform you that we are looking to set up a School Council for this academic year. We are asking Year 6 children to play an active role in this and require a chairperson, vice chairperson, secretary and treasurer.

Should you be interested in these roles, I ask that you write to myself and Miss Lane, outlining why you would be the ideal candidate.

Here is an overview of the job roles.

The Chairperson

- You will be in charge of the School Council and help decide on the agenda – a list of items for discussion.
- You will run the meetings making sure everyone has a chance to have their say.
- You will make sure that decisions are agreed fairly and that a majority of councillors support the decisions.
- You will make sure that we discuss everything that is on the agenda and that meetings keep to time.
- You will be aware of things we are unable to decide on without first consulting others or carrying out further research.

Deputy Chairperson

- You will help the Chairperson decide on the agenda for the meetings.
- You will support the chairperson whenever necessary.
- You will stand in for the Chairperson or secretary if either of them is absent from the School Council meetings.

Secretary

- You will carry out the paper work and administration.
- You will help the Chairperson and Deputy Chairperson in deciding the agenda for the meetings.

- At the meetings, you will write the minutes – a record of the most important points raised, any decisions made and how these decisions were reached.
- You will make sure that each councillor has a copy of the minutes so that they can report back to their classes.
- You will be responsible for the School Council file and keep it safe and up to date - the minutes from each meeting are kept in it.

Treasurer

- You will manage any money raised alongside a teacher.
- You will be in charge of any fundraising events.
- You will report to the School Council on any financial matters.

We do hope that you will apply for a position in writing and persuade us why you would be the ideal candidate. We look forward to reading your applications.

Please ensure your applications are with myself by Monday 1st November.

Kind regards

Mrs Thomas