

A. Introduction

A.1 Solihull Sixth Form College believes that the Student Council can provide a meaningful way in which students can share their views and have these considered in decisions that impact them. The Student Council is the voice of the student body. They help share student ideas, interests, and concerns with the College wide community. Another purpose of the Student Council is to give students an opportunity to develop leadership by organising and carrying out educational and charity events that contribute to the College's spirit and community.

A.2 This Constitution sets out how student opinions and views collectively described as "the Student Voice" are built into college processes. There are 5 main ways we will do this:

A.2.1 Coaching Student Voice Leaders

A.2.2 The Student Council is made up of elected Council representatives who have a specific set of responsibilities.

A.2.3 Two student governors (the Chair and Vice Chair), are full members of the College governing body known as the Local Governing Body.

A.2.4 2 formal cross college questionnaires

A.3 This Constitution also sets out how the Student Council will operate. These arrangements are underpinned by the British values of democracy, the rule of law, individual liberty and mutual respect and tolerance.

A.4 We aim to keep legal language to a minimum, but this is a formal document setting out a set of rules and regulations which must be followed by both students and the College.

B. Aims of the Student Council

B.1 The Student Council is set up to help improve the college by creating a place where student opinion can be developed, shared, and presented to the College senior leadership team, governors, staff and other stake holders.

B.2 The Student Council must set high standards of behaviour, language and debate which meet the requirements of college policies on areas like equality, diversity, and inclusion.

B.3 The Student Council will be allocated funds each year which should be used to support the social, cultural, academic and welfare needs of the student body.

B.4 The elected Student Council members will sign a contract prior to joining the council which outlines their roles and responsibilities, this is to include attendance at meetings (at least two every half term) and a positive continuous Arbor record.

C. Coaching Student Voice Leaders Elections

C.1 In November, Academic Coaches elect a Coaching Student Voice Leader.

C.2 Once a Coaching Student Voice Leader is elected, representatives are in post for a full academic year.

C.3 Coaching Student Voice Leaders must attend 3 scheduled meetings with the Student Council per academic year

D. Membership and Meetings

D.1 The meetings shall comprise:

D.1.1 Coaching Student Voice Leader

C.1.2 The elected members of the Student Council;

C.1.3 appointed members of staff acting as advisers and facilitators to the Student Council;

C.1.4 Any other student member who wishes to be part of the meeting.

D.2 The Student Council may request the presence of appropriate members of staff at meetings, including the Principal and Vice-Principals.

D.3 Any other member of the staff wishing to be part of the meeting should ask prior permission of the Chair of Student Council.

D.4 Additional meetings may be called for members of the Student Council who have signed a notice demanding an exceptional meeting.

D.5 At least once a year the Principal or a nominated deputy will attend a Student Council meeting. The Principal (or deputy) will:

D.5.1 present an Annual Report which summarises issues, concerns and comments from the student voice collected by the College through all feedback systems;

D.5.2 present an Action Plan on how the College will respond to this feedback;

D.5.3 report on progress against this Action Plan.

E. Elected Student Council Members (see Appendix 1)

E.1 The Student Council acts as the voice and leadership of the student body. It has a responsibility to act in the best interests of students and must behave fairly, openly and in accordance with all College policies.

E.2 The Student council will include the following roles as a minimum but can include additional roles agreed at a Council Meeting, for any year.

E.2.1 Chair of the Student Council and Student Governor (a Year 13 student);

E.2.2 Vice-Chair of the Student Council and Student Governors (a Year 12 student);

E.2.3 Treasurer (a Year 13 student) and Deputy Treasurer (a Year 12 student);

E.2.4 Three Year 13 Officers and three Year 12 Deputy Officers who lead on charitable fundraising, student events and publicity.

E.3 The Student Council may, in any particular year, agree different arrangements for the nomination of Student Governors from within the Council, in discussion with the Principal. There should always be one Year 12 and one Year 13 Student Governor. This ensures that both year groups are represented on the College's Local Governing Body.

E.4 The Chair of the Student Council has the responsibility for organising Student Council meetings, setting agendas and working with the College on agreed actions arising from these. They will be supported by all other members of the council. The Chair will automatically be nominated as a Student Governor, subject to approval by the Local Governing Body.

E.5 The Vice-Chair will automatically be nominated as a Student Governor, and will act as Chair in the absence of the Chair.

E.6 The Treasurer of the Student Council sets the budget for Council funds after discussion with student council members. This budget must show how funds provided to the Council will be used to meet the aims of the Student Council as set out in this Constitution and must be approved by the Student Council. The Treasurer will present this budget to the College's Senior Leadership Team for endorsement.

E.7 The Elected Events Officer will work with nominated College staff to develop and deliver a key programme of joint College/Student Council events. There will be at least three events: a charity fundraising event, a student conference, and a year 13 celebration event.

E.8 The Student Council may wish to create additional posts. Each post must have a clear and published rationale and must be formally elected in the same manner as the rest of the student council members.

E.9 Each student council member is elected to serve for two years. The Year 12 council members automatically move into the vacated Year 13 positions when they step down in May.

E.10 If any Student Council member either leaves College, or resigns, a replacement may be provided either from the existing members, or through an extra election. The flexibility provided in this approach reflects the different possibilities available at different times of the College year. Any process for replacement roles should be the subject of consultation and agreement with the College's lead member of staff for the Student Council.

E.11 Student Council meetings will normally take place each week during term time. The lead member of staff for the Student Council will support these meetings and supply a draft calendar of tasks covering the responsibilities created by this Constitution which will be at the core of the council's work.

E.12 If any member of the Student Council ceases to take an active role in the work of the Council, and fails to attend three consecutive meetings, the council can, with the support of the nominated member of staff, suspend the absent member. The suspended member has the right to appeal against this suspension, in person or in writing at the next meeting when the council members will decide to either arrange for the election of a replacement member or withdraw the suspension.

F. Finance

F.1 It is important that money allocated to the Student Council is spent appropriately and safely, and that the financial records of the Council are available for checking. To ensure this, the following process and rules must be followed.

F.2 Budget

F.2.1 Each year the Treasurer, on behalf of the Student Council, will present a budget to council members. This will show how money allocated to the Student Council will be spent;

F.2.2 This budget must be approved by the Student Council and is then taken by the Treasurer to a Senior Leadership Team meeting for approval;

F.2.3 The Treasurer must also report to the Senior Leadership and the Student Council at the end of the budget period on how the money has been spent.

F.3 The following rules are designed to support the Treasurer when the Budget is set:

F.3.1 All Student Council money must be held in a separate official College budget;

F.3.2 Money should only be spent on activities which are clearly related to the educational, social or welfare benefit of College students;

F.3.3 Donations to charities can only be made using funds raised specifically for this purpose and in accordance with the College's procedures on safe charitable giving.

G. Student Groups & Societies

G.1 Student Council members are encouraged to organise student groups / societies within the College providing they do not contravene the law or College rules and policies.

G.2 Any group / society wishing to receive the support of, and financial assistance from, the Student Council must submit to a full Student Council meeting its clearly stated aims, criteria for membership and a budget proposal.

G.3 Each student group / society should receive support and oversight from a designated member of staff.

G.4 All student groups / societies must comply with all the College's policies and procedures including the On-line Safety Policy, Equality & Diversity Policy, Health & Safety Policy, and the Student Groups & Societies Procedures.

H. Grievance Procedure

H.1 Any member of the student body with a complaint against the Student Council and other students or staff carrying out its tasks, should follow the procedure outlined below:

H.1.1 The complaint should be made in writing to the Chair of the Student Council and will then be considered by the council and a member of staff. They shall meet with the person making the complaint and respond accordingly.

H.1.2 If a satisfactory conclusion cannot be reached, the complaint shall be forwarded to the Principal who will nominate an independent person to investigate the complaint and advise on further action.

J. Equality and Diversity

J.1 The Student Council endorses the College's Equality & Diversity Policy and is committed to ensuring that all students have an equal opportunity to participate fully in the life of the College.

K. Changes to the Constitution

K.1 The Student Council Constitution is set by the College's Senior Leadership Team and can be modified by governors at a Local Governing Board meeting.

K.2 If the Student Council wish to amend the Constitution, they should consult with a nominated member of staff, and present any proposals to the Senior Leadership Team.

L. Student Council and Year Start

L.1 All classes start at the beginning of September each year and electoral arrangements allow students at least one month "settling in" before students elect their Coaching Student Voice Leaders.

L.2 Election to the Student Council takes place in November of Year 12.

L.3 In May each year, the Year 12 Student Council members automatically move into the vacated Year 13 positions when they step down. A smaller student council continues until November, when there are fresh Year 12 elections.

Appendix 1

1. Key tasks and Responsibilities for Student Council members

- a) Creating agendas and managing discussions at Student Council meetings which create a sense of interest and involvement.
- b) Allocation of budgets to projects and activities which students' value.
- c) Creating a calendar of events using allocated funds and College support.
- d) Delivering at least three annual events with College support: a charity fund raising event, a student conference and a year 13 leavers' event.
- e) Engaging with the College to ensure that the "Student Voice" is a strong element in planning and decision making. This will include the Principal reporting to Student Council on student feedback and on how the College plans to respond to this.

2. Roles of Student Council members

The roles are flexible and subject to change. The right is reserved to change roles according to the projects planned.

a) Chair

- to be the Chief of the Student Council
- be a Student Council representative on the college's Anti-Racism Group*
- to be a Student Council representative on the college's E and D Group*
- to act as the spokesperson for the students in the College after consultation with the rest of the Student Council members
- to chair meetings of the Student Council
- to oversee committees
- to liaise with Council members
- to support the Treasurer
- to liaise with the Associate Assistant Principal and the Student Development Officers
- to be a Student Governor on the Local Governing Body
- to mentor the Vice-Chair
- support the SDO team with charity and fundraising events

b) Vice-Chair

- to support the work of the Chair and deputise for in their absence
- to liaise with the Associate Assistant Principal and the Student Development Officers
- to be a Student Governor on the Local Governing Body
- to be a Student council representative on the college's E & D committee*
- to be a Student council representative on the college's Anti-Racism Group*
- support the SDO team with supervision in the refectory
- support the SDO team with charity and fundraising events

*Chair and Vice Chairs to either be on the college's E & D group and Anti-Racism Group.

c) Treasurer

- to supervise and administer the Student Council fund
- to assist named members of staff to keep accurate accounts for the Student Council fund
- to submit a budget to the College's Senior Leadership Team for approval
- to present the Student Council's accounts to the Student Council meeting at the beginning and end of each calendar year
- to have the accounts available for inspection by the Local Governing Body during the year
- to make grants which have been approved by the Student Council members to individuals, groups and College teams carrying out activities of general benefit to the student community
- to liaise with the Associate Assistant Principal and the Student Development Officers
- to mentor the Vice-Treasurer
- support the SDO team with supervision in the refectory
- support the SDO team with charity and fundraising events

c) Charity / Events Officers

- to take the lead on one of the core annual events and work with a specific lead member of staff to deliver this project
- when required to do so, to take the lead on other projects and events which may be set up using Student Council funds. These must have a lead Events Officer who is responsible for the organisation of the event
- to liaise with the Associate Assistant Principal and the Student Development officers
- to mentor the Deputy Officers.
- support the SDO team with supervision in the refectory
- support the SDO team with charity and fundraising events

d) Student voice officers

- to take lead on student voice by representing the student body
- collect feedback every term from clubs' societies
- be a Student Council representative on the college's Anti-Racism Group
- to take lead on student voice at key times of the year
- to liaise with the Associate Assistant Principal and the Student Development Officers
- to obtain feedback from societies and clubs after every term and present findings to the SDO team
- support the SDO team with supervision in the refectory
- support the SDO team with charity and fundraising events

e) Publicity officer

- to work with Chair / Vice chair and Bev Bishop with publicity matters that impact the student council
- to be involved in marketing events including fund raising events for the council
- to work with other council members on marking and publicity matters
- to write press releases
- to support the SDO team with supervision in the refectory
- to support the SDO team with charity and fundraising events

f) Ambassador

- to support the Student Council members with student voice and publicity matters
- to be actively involved in charity and fund-raising events
- to work closely with the SDO team

3. Calendar

The following Student Council business will be put into the official College Calendar:

- dates of elections of Coaching Student Voice Leaders to the Student Council
- dates of Student Council elections
- three meetings of the Student Council and Student Voice Leaders
- presentation of Student Council budget and report on the budget to the Senior Leadership Team
- presentation by the Principal to student representatives on “student voice” (at Student Council meetings)
- dates of the three core events: charity fundraising event, student conference and year 13 leavers’ celebration.

Student Council Declaration

I (insert name)	Tick
have read and understood the student council constitution.	
understand that by being part of the student council I am setting an example to all my peers	
will attend all weekly student council meetings	
will adhere to my roles and responsibilities as stated in the Student Council constitution	
will attend all lessons and participate in all aspects of my studies	
adhere to any tasks set by the chair, vice chair and complete them in a timely manner to the best of my ability	
will support equality, diversity and inclusion ethos of the college and trust	

****Failure to comply with the above will result in a review of your place on the student council**

Signed (students): _____ **Date:** _____

Signed (Chair): _____ **Date:** _____

Signed (SDO coordinator): _____ **Date:** _____

Signed SLT member: _____ **Date:** _____