



Student Leadership: Procedures and Guidelines

This is the student voice in the school's decision-making process. The BPS School Parliament is intended to provide opportunities for meaningful student participation and leadership, voice and decision making. Student leadership helps young people find their voices, participate in decision-making, and understand their rights and responsibilities as active citizens. It assists students to have a real impact on their learning and school environment and prepares them to participate meaningfully in their community.

At Beechwood PS we:

- value and engage student voice within teaching and learning, school planning, operations and governance.
- involve students in conversations and decisions about what and how they learn and how their learning is assessed!
- develop student participation and leadership skills and nurture character to support their active citizenship.
- provide inclusive student leadership opportunities within the classroom, school and wider community.
- provide opportunities for student participation and leadership that celebrate difference, diversity, and that recognise, respect and respond to identity and cultural background.
- provide opportunities for all students to actively contribute to the school and their community through mentoring, student service learning and volunteering.

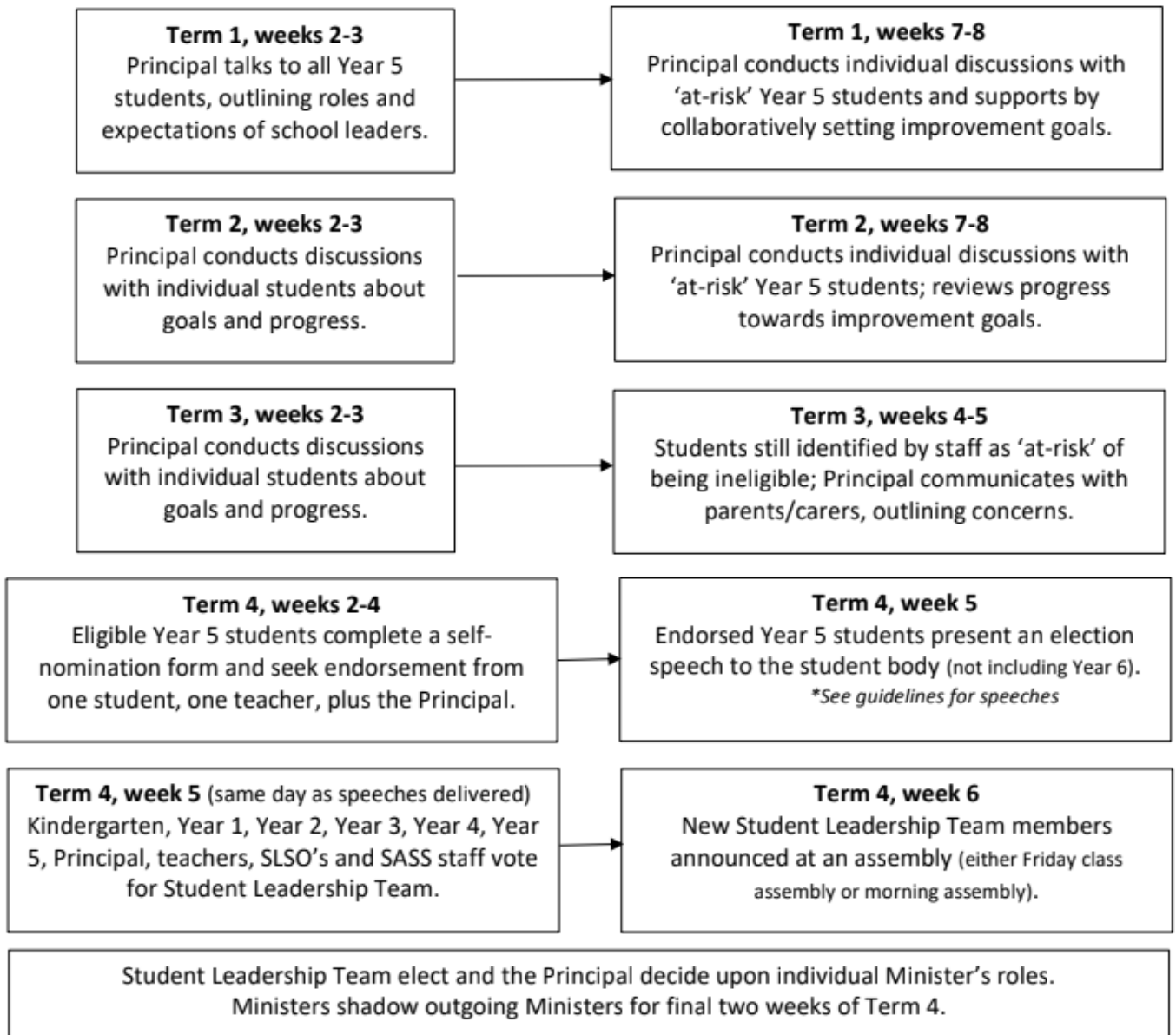
BPS Parliament Ministers are expected to:

- develop and share their own opinions about current issues and to engage in debate, discussion and critique of those issues.
- be involved in identifying and defining behavioural expectations.
- engage in conversations and decisions about teaching, learning and assessment.
- be involved in decision-making bodies of the school such as the School Council
- participate as school ambassadors or representatives beyond the school.
- participate in peer support, buddying, mentoring or coaching programs.
- take on leadership roles within the school such as Ministers.
- join as members and participants in key school processes such as staff or school leadership appointment panels.
- develop and implement projects to change and improve practices, school operations, culture or climate.
- undertake research and consultation about aspects of the school operation, culture, climate or practice that may need change or improvement.
- participate in school change or reform processes.
- engage with local government and the wider community.

The Process for Becoming a Member of the School Leadership Team

Becoming a member of the BPS Student Leadership Team is to be viewed as a reward for senior students who have consistently demonstrated excellent behaviour, attitude and engagement in all aspects of school life.

The process throughout the year:





Guidelines for Students Presenting an Election Speech

The following guidelines must be followed by students who are presenting an election speech to the rest of the school:

- a speech must be prepared in advance.
- all language and ideas within the speech must be appropriate for the audience.
- speeches must be respectful to all school and community members.
- speeches should go for approximately 1-2 minutes.
- no bribes or props are to be used during a speech.
- speeches should focus on students' leadership qualities; realistic goals around school improvement or how a student wishes to improve the school in some way; why a student would make a good leader; student participation in school activities/events, etc.

Note: If a student's speech (or delivery) does not meet the guidelines and is considered inappropriate in any way, the principal (or delegate) may withdraw the endorsement and remove the student's name from the voting process.

The Voting Process

On the same day that speeches are given, each student from Kindergarten to Year 5, along with all teachers, SASS staff, SLSO's and the Principal are given an opportunity to vote for two nominees on a voting slip. Leadership positions will be filled through a democratic process. Student's votes will be tallied by the Principal and the Assistant Principal, with the student with the highest number of votes awarded the position of Prime Minister; the student with the second highest number of votes is awarded the Leader of the Opposition position; the student with the third greatest number of votes is awarded the Treasurer's position, and so on until all Ministers positions are filled. Those nominees that do not receive the number of votes to become a Minister, will be awarded a position as a Shadow Minister.

BPS Student leadership meetings are held approximately every third week (the week before an assembly). All Year 6 students along with two representatives from each class, become members of the school Parliament while the meetings take place. Student Leaders each have a portfolio and work with the Chief Ministers to implement the decisions passed in the student leadership meeting. Ministers each take on an area of portfolio responsibility with the school Principal determining ministerial positions in line with school requirements. The principal also determines the number of ministers and areas of responsibilities, and these may change annually (depending on circumstances and cohorts).

Student Leadership Roles

The roles and responsibilities of each Minister (and their respective Shadow Minister) are:

Prime Minister: Responsible for:

- conducting meetings and ensures all requests, questions or suggestions arising from meetings are acted upon.
- ensuring that Ministers and Shadow Ministers are performing their roles appropriately.



- providing assistance and support whenever required
- awarding 'Tree-mendous' award winner each Monday at the morning assembly
- participating in the running of special school assemblies or events, such as Parliament Assemblies, Excellence Assemblies, ANZAC Day ceremonies, etc
- handing out BPS Values Awards at Parliament Assemblies
- greeting / farewelling special visitors to the school
- thanking special visitors to the school or on excursions
- any other duties requested by the Principal or Assistant Principals

Leader of the Opposition: Responsible for:

- recording Parliament meeting minutes
- awarding a 'Tree-mendous' award winner each Monday at the morning assembly
- supporting the Prime Minister to undertake all of his/her duties.
- providing assistance and support to other Ministers whenever required
- assisting with the running of the Friday Fundraiser each week
- participating in the running of special school assemblies or events, such as Parliament Assemblies, Excellence Assemblies, ANZAC Day ceremonies, etc
- handing out BPS Values Awards at Parliament Assemblies
- greeting / farewelling special visitors to the school
- thanking special visitors to the school or on excursions
- any other duties requested by the Principal or Assistant Principals

Treasurer: Responsible for:

- assisting with the running of the Friday Fundraiser each week (taking orders before school, marking off names at lunch, etc)
- liaising with and supporting staff in the school canteen and school office
- supporting the school canteen supervisor with suggestions/ideas of canteen items/food, etc
- participating in the running of special school assemblies or events, such as Parliament Assemblies, Excellence Assemblies, ANZAC Day ceremonies, etc
- greeting / farewelling special visitors to the school
- thanking special visitors to the school or on excursions
- any other duties requested by the Principal or Assistant Principals

Minister for Health and Transport: Responsible for:

- bus behaviour, road, bike and general transport safety.
- ensuring that there is soap and toilet paper available; all taps are turned off after play periods.
- supervising general health and wellbeing of school and students
- playground safety by locking front school gates each morning; checking fields during rain or extreme weather conditions (32°+ closing play equipment)
- participating in the running of special school assemblies or events
- any other duties requested by the Principal or Assistant Principals

Minister for Education and Functions: Responsible for:

- checking for tidiness on verandas and in front of classrooms
- preparing areas for meetings and assemblies
- ensuring lights and fans are switched off during play periods.



- organising special events such as mini fete, discos, stalls, etc
- putting up/taking down the Australian and Aboriginal flag daily
- participating in the running of special school assemblies or events
- any other duties requested by the Principal or Assistant Principals

Minister for Sports and Recreation: Responsible for:

- the sports shed and all sports equipment kept there.
- setting up equipment for P.E./Sport lessons (Infants and Primary), field marking and the maintenance of equipment
- making suggestions for sport purchases
- trying to settle minor playground disputes.
- assisting and supporting the Sports Coordinator (teacher) with school sport, carnivals, PSSA team training, etc
- preparing and reading a Sports Report (Infants and Primary sport) at class or Parliament assemblies
- collecting and packing away any sporting equipment
- participating in the running of special school assemblies or events
- any other duties requested by the Principal or Assistant Principals

Minister for Personal Relations: Responsible for:

- trying to settle *minor* playground disputes (refer to teacher on duty)
- greeting / farewelling special visitors to the school
- thanking special visitors to the school or on excursions
- putting up/taking down the Australian and Aboriginal flag daily
- reporting or discussing any known incidents of racism/intolerant behaviour or language, to a teacher.
- participating in the running of special school assemblies or events
- any other duties requested by the Principal or Assistant Principals

Minister for Environment: Responsible for:

- playground tidiness, lawn, tree and garden maintenance
- the strategic placement of garbage cans and recycling bins
- assisting the GA (General Assistant) and teachers with any garden, beautification or recycling programs
- participating in the running of special school assemblies or events
- addressing issues or questions asked of them in school Parliament meetings and reporting on these to the whole school via a written/verbal report at the next school assembly.
- any other duties requested by the Principal or Assistant Principals

Procedures for Inappropriate Behaviour/Attitude of School Leaders

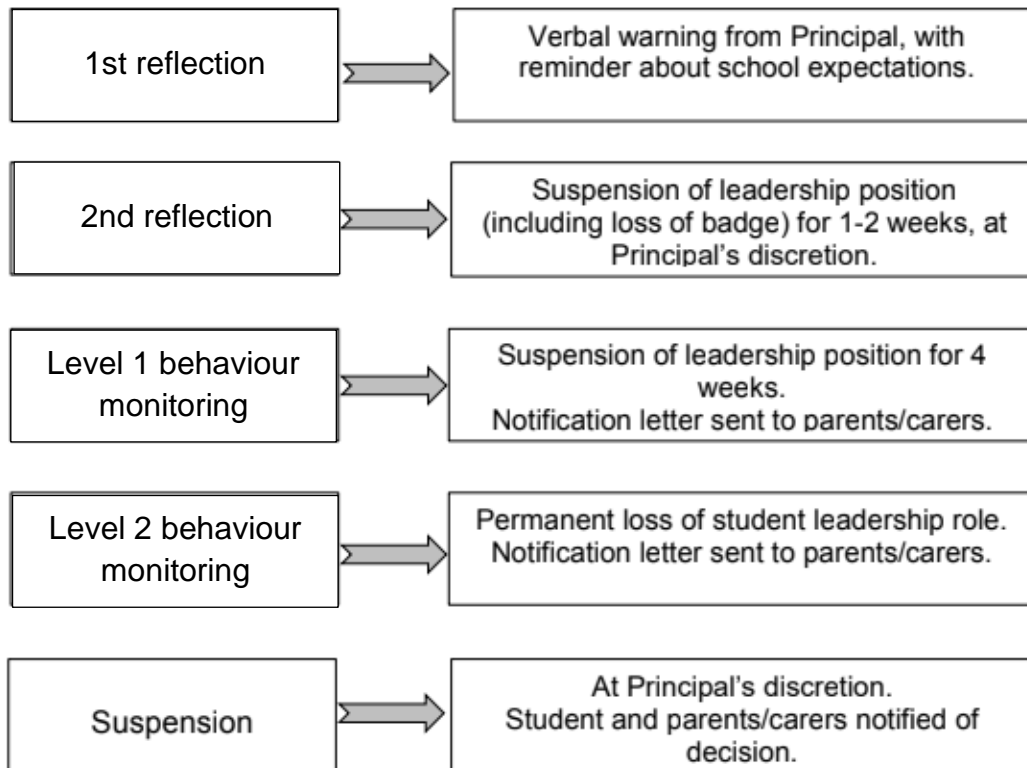
At BPS, we have high expectations for all students around appropriate behaviour, attitude, engagement and safety. Our school expectations of Best Effort, Positive Care and Respect, and Safety, reflect these.

Elected student leaders are considered to be an extension of the teaching staff, in that their role is to not only represent the student body, but to support the teachers and staff to ensure that every BPS student is known, valued and cared for. It is expected that every member of the Student Leadership



Team consistently demonstrates his/her best effort, care, respect, and safety, and that he/she role models these behaviours at all times.

If a situation arises where a student leader fails to demonstrate the school expectations, the following procedures will be followed:



In the case of a student leader losing their leadership position permanently, it will be at the Principal's discretion if and how the position is to be filled. This may include:

- The Principal designating a replacement leader from other Ministers or Shadow Ministers
- The Principal convening an internal ballot from the remaining Ministers or Shadow Ministers
- The Principal designating that no replacement is to be made

The Principal will make a decision after consultation with the Assistant Principals/Leadership Team.



BPS Student Leadership Team - Self-Nomination Form



Name: _____ Class: _____

I would like to nominate myself to be in the running for the 2020 Student Leadership Team.

- I have spoken to and been endorsed by (student's name): _____
Endorsing student's signature: _____

- I have spoken to and been endorsed by (teacher's name): _____
Endorsing teacher's signature: _____

- I have spoken to and been endorsed by (Principal's name): _____
Principal's signature: _____

**** This form needs to be handed in to the Principal by no later than week 4, Term 4.***



PARLIAMENT MEETING: ORDER OF BUSINESS

1) PRIME MINISTER'S OPENING ADDRESS

Welcome to our student leadership meeting and thank you for taking the time to participate in this very important process. I acknowledge the Birpai people, who are the traditional custodians of this land. I also pay respect to Elders past and present of the Birpai nation and extend our respect to any Aboriginal guests who are off country today.

Would the Ministers please stand for the Pledge of Office.

2) PLEDGE OF OFFICE

As an elected member for 2024, I willingly accept office in the Beechwood Public student leadership team.

I promise to carry out my duties to the student leadership to the best of my ability, bring to the attention of parliament all matters of concern to my fellow students to help make Beechwood a school where every student is safe and respected, and every student connects, succeeds and thrives.

(#Ministers sit)

3) PREVIOUS MINUTES

- Prime Minister asks Leader of the Opposition to read out minutes from previous meeting.
- Prime Ministers asks Parliament participants if anyone has any questions about previous minutes.
- Leader of Opposition records minutes of entire meeting (questions and answers).

4) MINISTER'S REPORTS

- Prime Minister asks each Minister to give a brief outline of the issues/questions that they had from the previous meeting, as well as the answers or how issues were resolved.
- Prime Ministers asks Parliament participants if anyone has any questions about Ministers reports.

5) CLASS QUESTIONS / ISSUES FOR DISCUSSION

- Prime Minister starts with Kindergarten and asks for issues / questions (students from each class stand when it is their turn).
- Each question/issue is directed at the specific Minister, depending on the topic.
- Each Minister who receives a question writes down the question and main discussion points, and this will become part of the information to include in their Parliament report at the next school Assembly.

6) GENERAL BUSINESS

The Prime Minister asks if there is any general business to discuss or resolve.

7) MEETING CLOSING

- The Prime Minister declares the meeting closed at...



- The Prime Minister thanks participants for coming and dismisses participants one class at a time, starting with Kindergarten.....Year 1, etc.

Each Minister is responsible for completely following up with the questions/issues raised that relate to their Ministerial area, as well as writing up their report for the following assembly, before the day of the assembly.

Minister's Seating Order: Prime Minister, Leader of Opp, Treasurer, Ed and Functions, Health and Transport, Environment, Sport and Rec, Personal Relations

Dear Mr / Mrs **,



As you are aware, ** is a valuable member of our student leadership team this year. This is a position that * has been elected into by the BPS school community, and one that he/she has worked hard to obtain.

It is expected that every student at Beechwood PS demonstrates our school values

- of: · Best effort
- Positive care and respect; and
- Safety

We hold our Student Leadership Team to the very highest standards, and expect every student leader to be consistently demonstrating these expectations in all school settings and situations, and to be positive role models to all other students at our school.

This letter is to inform you that * received a second Yellow card / red card today as a consequence for inappropriate behaviour at school. In accordance with our Student Leadership Team Guidelines, **'s leadership position is being suspended for one week / two weeks / four weeks. From dd/mm to dd/mm, I will hold his/her badge, and his/her Shadow Minister (or another Minister) will fulfil his/her leadership roles and responsibilities. On the dd/mm, ** will receive his/her badge back from me and will once again take up his/her leadership role. I am hopeful that during this time, ** will have time to reflect on his/her behaviour and understand the importance of being a positive role model at all times, to our younger students.

In order to prevent ** from losing his/her leadership position permanently in the future, it would be appreciated if you could discuss this with him/her at home; reminding ** of his/her responsibilities and commitment to our school's leadership team, and the importance of demonstrating the school values at all times.

Please feel free to make an appointment to discuss this with myself or Mr Small if you would like to. Thank you for your ongoing support.

Regards,

Tracey Bromfield
Relieving Principal