



# **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; and
- provide opportunities for all students to actively contribute to the school and their community through mentoring, student service learning and volunteering.

Members of the BPS School Parliament are expected to:

- demonstrate and uphold the Beechwood PS values and expectations; Best Effort, Positive Care and Respect, and Safety; always.
- always be a positive role model.
- develop and share their own opinions about current issues and to engage in debate, discussion and critique of those issues.
- be involved in collaboration and consultation opportunities with school staff, parents and community members.
- 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.
- join as members and participants in key school processes such as staff or school leadership appointment panels.
- collaboratively implement projects to change and improve practices, school operations, culture or climate.
- undertake research and consultation about aspects of the school operation, practice or culture that may need change or improvement.
- participate in school extra-curricular activities such as sports carnivals, mufti days, fund raising activities, etc; and
- 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:

### **Term 1, weeks 2-3**

Principal talks to all Year 5 and 6 students, outlining roles and expectations of school leaders.

### **Term 2, weeks 2-3**

Principal conducts discussions with individual students about goals and progress.

### **Term 3, weeks 2-3**

Principal conducts discussions with individual students about goals and progress.

### **Term 4, weeks 2-4**

Eligible Year 5 students complete a self-nomination form and seek endorsement from one student, one teacher, plus the principal.

**Term 4, week 5** (same day as speeches delivered) Kindergarten, Year 1, Year 2, Year 3, Year 4, Year 5, Principal, teachers, SLSO's and SASS staff vote for Student Leadership Team.

### **Term 1, weeks 7-8**

Principal conducts individual discussions with 'at-risk' Year 5 students and supports by collaboratively setting improvement goals.

### **Term 2, weeks 7-8**

Principal conducts individual discussions with 'at-risk' Year 5 students; reviews progress towards improvement goals.

### **Term 3, weeks 4-5**

Students still identified by staff as 'at-risk' of being ineligible; Principal communicates with parents/carers, outlining concerns.

### **Term 4, week 5**

Endorsed Year 5 students present an election speech to the student body (not including Year 6).

*\*See guidelines for speeches*

### **Term 4, week 5 or 6**

New Student Leadership Team members announced at an assembly (either Friday class assembly or morning assembly).

Student Leadership Team elect and the principal decide upon individual Minister's roles. Ministers shadow outgoing Ministers for final two weeks of Term 4.



## 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:

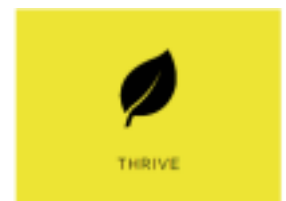
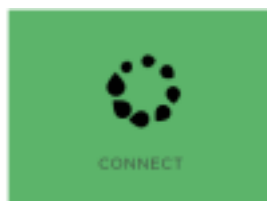
- a speech must be prepared in advance.
- all language and ideas within the speech must be appropriate for the audience; · speeches must be respectful to all school and community members.
- speeches should go for approximately 1-2 minutes.
- no bribes or props are to be used during a speech.
- speeches 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 a class 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, assisting with the running of the Friday Fundraiser each week
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the next school assembly.
- ❖ providing assistance and support whenever required.
- ❖ liaising, supporting and working with P&C members.
- ❖ 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 Awards at Parliament Assemblies.
- ❖ greeting / farewelling special visitors to the school.
- ❖ thanking special visitors to the school or on excursions; and
- ❖ 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 their duties.
- ❖ providing assistance and support to other Ministers whenever required.
- ❖ assisting with the running of the Tucker Tuesday each week.
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the next school assembly.
- ❖ participating in the running of special school assemblies or events, such as Parliament Assemblies, Excellence Assemblies, ANZAC Day ceremonies, etc.
- ❖ handing out BPS Awards at Parliament Assemblies.
- ❖ liaising, supporting and working with P&C members.
- ❖ greeting / farewelling special visitors to the school.
- ❖ thanking special visitors to the school or on excursions; and
- ❖ any other duties requested by the Principal or Assistant Principals.



**Treasurer:** Responsible for:

- ❖ assisting with the running of the Tucker Tuesday 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.
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the next Parliament assembly.
- ❖ 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.
- ❖ liaising, supporting and working with P&C members.
- ❖ thanking special visitors to the school or on excursions; and
- ❖ any other duties requested by the Principal or Assistant Principals.

**Minister for Health and Transport:** Responsible for:

- ❖ supporting with 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.
- ❖ assisting with the running of the Friday Fundraiser each week
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the next school assembly.
- ❖ 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 if sun shelter not yet erected).
- ❖ liaising, supporting and working with P&C members.
- ❖ participating in the running of special school assemblies or events; and
- ❖ 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.
- ❖ assisting with the running of the Tucker Tuesday each week
- ❖ preparing areas for meetings and assemblies.
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the Parliament assembly.
- ❖ ensuring lights and fans are switched off during play periods.
- ❖ organising special events such as mini fetes, discos, stalls, etc.
- ❖ liaising, supporting and working with P&C members.
- ❖ putting up/taking down the Australian, Torres Strait Islander and Aboriginal flag daily (including following half-mast directions).
- ❖ participating in the running of special school assemblies or events; and
- ❖ any other duties requested by the Principal or Assistant Principals.



**Minister for Sport and Recreation:** Responsible for:

- ❖ maintaining the sports shed (keeping it tidy and organised), and all sports equipment kept there.
- ❖ setting up equipment for P.E./Sport lessons (Infants and Primary), field marking and the maintenance of equipment.
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the next school assembly.
- ❖ making suggestions for sport purchases.
- ❖ trying to settle **minor** playground disputes (refer to teacher on duty).
- ❖ assisting and supporting the Sports Coordinator (teacher) with school sport, carnivals, PSSA team training, etc;
- ❖ writing and reading a Sports Report (Infants and Primary sport) Parliament assemblies.
- ❖ collecting and packing away any sporting equipment.
- ❖ liaising, supporting and working with P&C members.
- ❖ participating in the running of special school assemblies or events; and
- ❖ 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.
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the next Parliament assembly.
- ❖ putting up/taking down the Australian and Aboriginal flag daily (including following half-mast directions).
- ❖ 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.
- ❖ liaising, supporting and working with P&C members; and
- ❖ any other duties requested by the Principal or Assistant Principals.

**Minister for Environment and Agriculture:** 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 Parliament meetings and reporting on these to the whole school via a written/verbal report at the next Parliament assembly;
- ❖ liaising, supporting and working with P&C members; and
- ❖ any other duties requested by the Principal or Assistant Principals.

**Minister for Technology and Innovation:** Responsible for:



- ❖ supporting the integration of digital tools into classroom and school-wide initiatives.
- ❖ assisting with technical setup and troubleshooting during assemblies and events.
- ❖ participating in the running of special school assemblies or events.
- ❖ promoting online safety and digital citizenship among peers including use of AI, online gaming and screen time.
- ❖ collecting student feedback on new technologies or software.
- ❖ working with staff to develop innovative projects, such as coding clubs or robotics programs.
- ❖ reporting on advancements in technology use during student leadership meetings.
- ❖ addressing issues or questions asked of them in Parliament meetings and reporting on these to the whole school via a written/verbal report at the next Parliament 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 they are always a role model for these behaviours.

If a situation arises where a student leader fails to demonstrate the school's expectations, their position and role may be at risk, as determined by the principal.

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.



Appendix 1

**BPS Student Leadership Team - Self-Nomination Form**

Name: \_\_\_\_\_

Class: \_\_\_\_\_

***I would like to nominate myself to be in the running for the 2025 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.***





## Appendix 2

# 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 2025, 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 the Leader of the Opposition to read out minutes from previous meeting.
- Prime Ministers ask Parliament participants if anyone has any questions about previous minutes.
- The Leader of Opposition records minutes of the entire meeting (questions and answers).

## 4) MINISTER'S REPORTS

- The 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 ask Parliament participants if anyone has any questions about Ministers' reports.

## 5) CLASS QUESTIONS / ISSUES FOR DISCUSSION

- The 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 Parliament 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, Parks and Gardens, Sport and Rec, Personal Relations