

Job Description for School Councillor

You will need to:

- attend fortnightly meetings and make relevant notes
– make sure your deputy will do this for you if you are away
- report back to your class referring to the minutes on our school website at www.portersgrange.co.uk
- lead discussion in your classroom about any issues in the meetings
- organise a suggestion box for your classroom so that your classmates can pass on their ideas
- give Mrs Blainey all suggestions and comments before the meeting so that an agenda can be drawn up
- ensure that council meeting minutes are available in your classroom – your folder should be available for your classmates to see

Above all, remember that it is your job to let your classmates know what the council is doing. You should make them feel involved in helping to improve our school.

You need the stamina and commitment to continue with this responsibility throughout the whole school year.



