



Treeton C of E School

School Council

Courage to inspire

Respect to all

Faith in our abilities



Treeton C of E School

School Councillor Job Description 2025/26

What is a school council?

A school council is a group of students who are elected to represent the views of all pupils and to improve their school. At Treeton C of E a new Key Stage 2 school council is elected each year, with two nominated representatives from Year 3 to Year 6.

Aims

In the 2025/26 school year, the school council will aim to do the following;

- School council representatives will meet fortnightly to discuss their views and be heard
- Create a fundraising plan for the year and how the money will be used
- Design an action plan based on what pupils of Treeton C of E want for the school year.
- Help to organise and have a voice in some of Treeton's key events

Key school councillor responsibilities

1. Represent your year group at school council meetings with commitment and full attendance.
2. Report back to your class following a council meetings and in Key Stage 2 assemblies
3. Believe in the importance of representing your year group's point of view even if you do not agree with it yourself
4. Contribute to discussions
5. Understand the importance of teamwork.
6. Participate in making decisions about the school
7. Compile a termly newsletter to inform the school community about the school council and its role.



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School Council Roles 2025/26

Chairperson

The chairperson runs the meetings. First, they read through the last week's minutes to check they are a true reflection of what happened, and then the chair shares the meeting's agenda with the school council and works through the details on the minutes.

Vice-chairperson

The vice-chairperson is to take the chair's place at meetings if they are absent. They are also responsible for keeping a record of agendas and minutes, ensuring they are saved in to the appropriate folder on the system. These also need to be printed and added to the school council display.

Public Liaison Officers

The public liaison officers let the whole school know what is going on in school council. They work together to write the termly newsletter, and write up any news for the school council display board.

Secretary

The secretary takes notes (minutes) in all meetings and ensures there are enough copies to be looked at for the next meeting. It is also their job to do the register.

Treasurer

The treasurer sets budgets and records any money raised, donated, or spent through the school council.

Advertising/Promoting Team

This team is responsible for creating advertisements (posters, leaflets, letters, banners) and presenting to classes or leading a whole-school assembly to promote or advertise events. They are to ensure that these are displayed on the school council display board.

Committee Members

These members listen to the chairperson and contribute their own ideas and the ideas of their class and vote on any ideas that are put forward.

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