



St Joseph's Catholic High School

Student Representative Council Student Handbook 2018

Making a Better School

SJCHS Student Representative Council Student Handbook

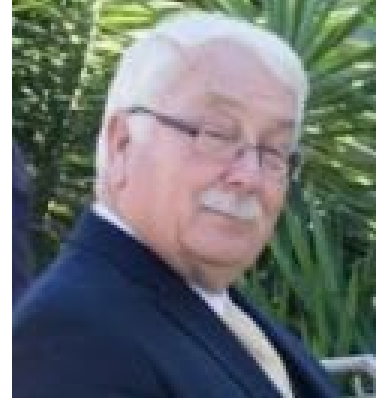


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Introduction

Leadership is critical to any group, and this is especially so of a school. The Student Representative Council provides leadership to the school community and especially for the students.

The model for this leadership is Christ. We seek to develop in our student leaders the Christ like values of service, charity, humility and faith - values which will make them good leaders, and values that will make Saint Joseph's a better school. If they follow Christ and apply the example of the Gospels to their roles as SRC members then the school community will be well served by its leaders.



Mark Baker

A handwritten signature in black ink, appearing to read 'F.M. Baker', with a long horizontal line extending from the end of the signature.

Acting Principal

What is an SRC?

When students are given the opportunity to actively participate in their education, they are happier and feel that teachers, other students and the wider school community value their opinions. The establishment of a Student Representative Council (SRC) enables this vision to be realised within the school.

An SRC is defined as “...a group of students elected by their fellow students [who] represent all students...and organise ways for students to participate and contribute to their school community” (NSW Department of Education and Communities).

At St Joseph’s, the SRC is a group of students elected by their peers to represent the best interests of the student body and be their voice to make St. Joseph’s a better school.

Our SRC aims to liaise with the school community to collect relevant information, make decisions and implement action in order to improve all aspects of the community that is St Joseph’s Catholic High School. It consists of 36 members.

Students in the SRC at St Joseph’s:

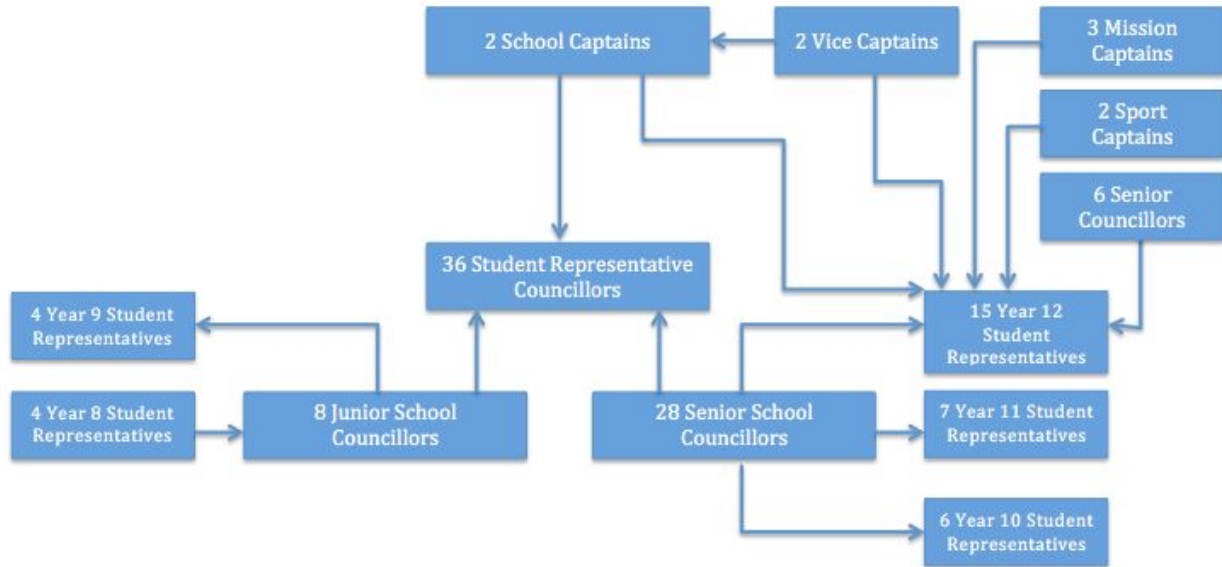
*Act justly...*to ensure that students are given a voice

*Love tenderly...*to be inclusive of all students

*Walk humbly with our God...*to be active members of our Catholic school community

Structure

The Student Representative Council is made up of students from each year group, elected by each year group, as follows:



Mentoring

Year 12 Student Representative Councillors also act as mentors to younger SRC members. Each year group will be allocated Year 12 Student Representatives who will act as role models for the elected SRC members of that year group. They will educate, mentor and support their allocated younger members in order for them to perform their role to the best of their ability. The two School Captains and Vice Captains will oversee this mentoring process and assume various roles in the absence of their fellow representatives.

Charter

The charter below, outlined by the NSW Department of Education and Communities, explains how an effective SRC works.

<p>Involved students</p> <p>Students should be active citizens of the school community and have their ideas and opinions routinely sought and respected.</p>	<p>Making real decisions</p> <p>Student representatives from Year 7 to Year 12 are encouraged to contribute to and participate in decision-making in their school.</p>	<p>For everyone</p> <p>Opportunities for participation and leadership must be inclusive of gender, special needs, cultural background and socio-economic status.</p>
<p>Chosen fairly</p> <p>The methods used to involve students in decisions affecting their lives should model Australian democratic representative practices.</p>	<p>Faithful Students</p> <p>Students will be prepared for, supported and guided in their leadership and decision-making roles. This is done through the RE curriculum and opportunities for students to engage in the Catholic life of the school, using Jesus as a role model for their leadership position.</p>	<p>Appropriately recognised</p> <p>The skills, values, knowledge and attitudes that students learn from participation in school life are vital to their future role as citizens of a democratic society.</p>

Who should be in the SRC?

Whether you are just starting on an SRC for the first time, or continuing with one, you need to be thinking about who should be an SRC member. Ideal student representatives have many wonderful qualities - so many that we couldn't list them all here. So they're grouped together into skill sets, some of which contain a mix of skills and other attributes below:

<p>Private communication</p> <p>Good student representatives are capable of engaging with people on an individual level. They can talk with everyone in a one-on-one situation. They are approachable, personable, good listeners and can hold their own in a tense negotiation.</p>	<p>Public communication</p> <p>This is about communicating with a wide range of audiences. Ideal student representatives understand the student body as a whole and the diversity within it. They are confident public speakers.</p>	<p>Organised</p> <p>Being busy people, good student representatives are naturally organised. They manage their time well so as to balance meetings and behind-the-scenes SRC work - but still get their homework done and on time. They are strong on implementing decisions and actions of the SRC and great at organising events down to the last detail.</p>
<p>Passionate</p> <p>Ideal SRC representatives bubble with passion and enthusiasm. Their positive spirit is infectious, both throughout the SRC and with the entire school body. They have a clear sense of purpose about what it means to represent all students and are great at motivating others to get on with the job or support SRC decisions.</p>	<p>Creative thinkers</p> <p>Good SRC representatives don't always do and say the same old things. They can look at a problem or issue from different perspectives and make 'out of the box' suggestions for action. They are also prepared to play the devil's advocate role, raise a dissenting point of view and not just go along with the crowd.</p>	<p>Committed</p> <p>The best SRC representatives go the distance. They don't just make a lot of noise and plans at the start of their term and then just drop out when exams roll around. They follow their projects through from start to finish, including writing up an evaluation and some hand-over notes for the next SRC representative.</p>
<p>Team players</p> <p>Successful SRC representatives are great at working with others. They know that to succeed requires a team effort, and don't just go for personal glory. They have the patience for difficult meetings where there are different viewpoints and play a unifying role that brings the SRC to a collective decision.</p>	<p>Visionary</p> <p>Great SRC representatives are dreamers. They are ambitious about what the SRC can achieve and see the bigger picture of how the SRC should be positioning itself within the school community. They also see the steps along the way and take initiative to map out a plan for how to get there.</p>	<p>Advocates</p> <p>Good SRC representatives are strong advocates. They have a deep concern for representing all students and listen carefully to all concerns. The best SRC representatives are willing to represent all points of view, regardless of their personal convictions.</p>

Roles and Responsibilities

The role of the SRC at St Joseph's Catholic High School is to:

- help identify and address the needs of the student body
- represent the school at school, Diocesan and public functions
- contribute to whole school assemblies, year meetings and homeroom
- be involved in the Catholic life of the school
- be a role model for their peers

Role Description

Student Representative Councillors:

Help identify and address the needs of the student body

- Attend fortnightly SRC meetings and extra meetings to communicate student opinion
- Provide opportunities for students to communicate their ideas
- Work with their Year Coordinator to address year group related matters
- Collaborate with the SRC Coordinator to identify ways in which the school community can be improved
- Recognise the diversity of students' cultural backgrounds

Represent the school at school, Diocesan and public functions

- Greet guests to the school, and escort them to various event locations
- Attend diocesan-wide events
- Participate in formal school ceremonies

Contribute to whole school assemblies, year meetings and homeroom

- Help to set up before a school event, and pack up afterwards
- Ensure that students are given input into Year Meeting Assemblies
- Assist their homeroom teacher to distribute notes and read out notices

Be involved in the Catholic life of the school

- Help to implement social justice initiatives and encourage their peers to contribute to them
- Read morning prayer during homeroom over the PA
- Take on roles in school liturgies and masses
- Lead by example through active participation in school liturgies and masses
- Participate in Youth Ministry events and activities

Be a role model for their peers

- Uphold the school's rules and regulations
- Adhere to the school's uniform and grooming policy
- Try their best academically
- Ensure that they are inclusive of all students
- Participate in the extracurricular life of the school
- Adopt a positive attitude and promote a positive school culture

School Captains:

- Represent the SRC and the school at official functions
- Speak at school assemblies
- Chair SRC meetings
- Coordinates SRC actions and has an 'overview' of what the SRC is doing
- Ensures that all SRC are involved and work as a team
- Talk with the SRC Coordinator, the school's leadership team and with teachers, as appropriate, about issues discussed by the SRC
- Utilise the Vice Captains to support them in their role
- Deliver an opening speech upon the commencement of their role and a final speech on their handover at the investiture ceremony for successors
- Oversee the mentoring process of younger SRC students

Vice Captains:

- Support the School Captains as required
- Perform the duties of the School Captains in their absence
- Remind SRC members about upcoming meetings and events
- Ensure that actions decided by the SRC are followed up and completed

Mission Captains:

- Liaise with the REC, Mission Coordinator, Liturgy Coordinator and Youth Mission Coordinator to promote the Catholic life of the school
- Educate students and raise awareness about social justice issues
- Organise and implement whole school, year group and class social justice initiatives
- Encourage the school community to 'Act Justly'
- Assist in the implementation and running of school and year group liturgies and youth ministry activities

Sports Captains:

- Assist in the organisation and running of the sporting events for students and staff
- Attend meetings with the house captains to formulate, discuss and implement ideas for sports carnivals and school community days
- Assist with the selection, coaching and taking photographs for sporting events
- Assist in building school and house spirit at sporting events and community days
- Produce a sports iMovie for the Annual Sports Awards Presentation Assembly at the end of Term Three

Electing a Student Representative Council

Members of the SRC come from all years and they are elected by their peers in a democratic process. Elections are held during Term 3 each year for Years 7-11 representatives for Term 4 and the first three terms of the following year.

Students that continually demonstrate whole school values and leadership qualities will be encouraged to apply for the SRC. All students interested in becoming members of the SRC must complete an application form and return it to the SRC Coordinator before the specified closing time and date. Applications will not be accepted after the specified closing time and date.

Applications will be discussed between the Year Coordinator, SRC Coordinator and Principal and students will be shortlisted and notified via email. All candidates are required to present a speech outlining why they would be suitable for the role. Year 12 candidates will also attend a Leadership Day.

Following this, students and staff will vote for their preferred candidate through Google Forms or similar. In the event of a tie, the Year Coordinator, SRC Coordinator and Principal will make the final decision. Students will be informed of the outcome by the Year Coordinator. The successful candidates will sign the *SRC Roles and Responsibilities Agreement* before their investiture ceremony where they will be officially inducted. If an SRC member fails to meet the requirements outlined, he/she may be removed from office at the discretion a review committee made up of the Year Coordinator, SRC Coordinator and Assistant Principal who will make a recommendation to the Principal.

SRC 2018

School Captains

Lleyton Callaway

Teresa Carter

Vice Captains

Jacob Nunes

Bridget Hennah

Mission Captains

Sophia Davlourous

Toumanda Fohrman

Abbey Quintal

Sports Captains

Izak Parkes

Chloe Pateman

Senior Councillors

Taylah Allen

Jessica Dowsett

Ashley Hayes

Jasmine Noonan

Emma Rossi

Grace Wheeldon

Year 11 Representatives

Kirra Britten

Alannah Dedis

Colin Heapy

Adam Pigram

Brooke Smith

Cameron Storch

Tara Walker

Year 10 Representatives

Jayden Allen

Bianca Cacciola

Jeffrey Jerald

Mayha Podolski

Jason Tanaka

Ethan Westlake

Year 9 Representatives

Aidan Dickerson

Claudia-Lorraine Lucas

Madison Mitchell

Ruby Oliver

Year 8 Representatives

Finlay Galway

Teya Garcia

Neave Keenan

Kaylee McGeehan

Pledge

I do hereby promise that I will uphold the Christian values of St Joseph's Catholic High School to the best of my ability. I promise that I will honour the position to which I have been elected.

In accordance with the ethos of the school, I pledge to act justly, love tenderly and walk humbly with my God.

Today I make this pledge as a member of the SRC 2018 with the St Joseph's School community as my witness.

Meeting Structure

Before the meeting

Consult with students and generate ideas or concerns that you may wish to bring to the next meeting.

A call for agenda items will be made via Google Classroom to all student representatives prior to the meeting. This is your invitation to submit an agenda item for discussion. There should be no more than two agenda items listed for discussion in order for each item to be addressed adequately in the time frame.

Ensure that you have read the agenda prior to the meeting and monitor the Google Classroom document for additional information to ensure that you are well informed prior to the meeting and have the opportunity to make a note of any questions or concerns that you may wish to raise on behalf of your peers.

At the meeting

SRC meetings will be held fortnightly in room C07 or another room as advised by the SRC Coordinator and will run for approximately 20 minutes.

A Chairperson will be elected from the student representatives in attendance at the start of each meeting. You are encouraged to consider Chairing at least once during your term.

A Secretary will also be elected to take attendance, list apologies and record the minutes.

The agenda

The meeting will follow the agenda, used to inform student representatives of the business to be conducted at the meeting and the decisions to be made. The agenda ensures that the meeting has direction.

If you have raised an agenda item, you will be invited to introduce the items and provide brief background information, including why you raised the item, who it affects, what the issue is and what some possible solutions and recommendations are. Then it will be over to the SRC to discuss the item, providing their feedback and posing questions - from this discussion you may gain new insights to address the concern or pioneer your idea.

Other business can be introduced at the completion of all set discussion, time permitting. This allows you the opportunity to raise any issues not already covered in the meeting. Important or controversial issues should not be introduced at this stage - these should be included on the agenda of the next meeting.

Always make note of the main outcomes of the items discussed at the meeting to relay back to your peers.

After the next meeting

Minutes are published on the SRC Google Classroom page and on Sentral. After the meeting, student representatives must review the draft minutes in preparation for their next meeting. It is also important that you get in contact with your peers, in particular any students who raised an issue, and ensure any outcomes are conveyed to them.