



Roles and responsibilities of a Pupil Forum Member

Do you think you could represent your class as a member of the St. Stephens Community Academy Pupil Forum?

The role of a Pupil Forum Member:

- You will attend regular fortnightly meetings with other Pupil Forum members from each class.*
- You will take ideas and suggestions your class have to discuss at Pupil Forum meetings.*
- You will bring back ideas, information and suggestions to your class and encourage your class to listen, discuss, share their views and, where necessary, vote on actions that need to be taken.*
- You will help to organise charity events throughout the year.*
- You will encourage the pupils in your class to be aware of their school environment and to respect and care for it.*
- Some of the more senior Pupil Forum members will be responsible for specific tasks:*
 - Pupil Forum Chairperson (leads the meetings).*
 - Pupil Forum Secretary (writes the minutes of the meetings).*
 - Pupil Forum Treasurer (manages the money - with link teacher).*

Once chosen to become a member of the Pupil Forum, you will have the opportunity to apply for one of the above roles. This involves filling in an application form and having a formal interview.

Specific qualities needed to become a Pupil Forum Member:

As an individual, you may bring lots of additional skills and abilities to this role in particular, however to be a successful Pupil Forum member you need to:

- Be reliable.*
- Be proud of our school and want our school to be the best it can be.*
- Listen carefully to the views of others and take their ideas on board.*
- Represent the majority view of your class even if you don't agree!*
- Commit time to this role and accept that you may need to do things during break times and/or lunchtimes.*
- Be enthusiastic.*
- Be kind and respectful.*

- Be patient.

If you think this role is for you, then be brave and put yourself forward as a candidate to your class teacher. Miss Goodman will inform class teachers when this time is (end of Summer Term 2).

What you need to do next:

- You will need to talk to your class for 2 minutes to explain *why* you want to be on the Pupil Forum, and explain *how* you will make the school better.
- Your class will then secretly vote on their favourite candidates.
- Class teachers will take the top 4 candidates and pass these onto Miss Goodman.
- Miss Goodman will then interview these candidates to make sure they know what is expected of them, and whether they will be able to represent their class fairly.
- Miss Goodman will then inform the school who the Pupil Forum members are during celebration assembly.