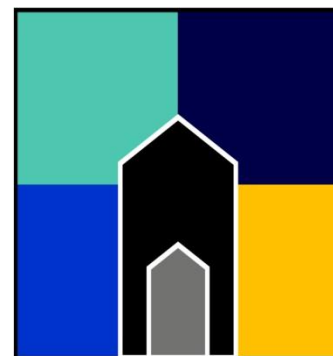




An Daras
Multi Academy Trust



An Daras Multi-Academy Trust

Pupil Forum

The An Daras Multi Academy Trust (ADMAT) Company
An Exempt Charity Limited by Guarantee
Company Number/08156955

Status: XXX	
Recommended	
Version	v1.1
Statutory	Yes
Adopted v1.1	Autumn 2016
Review v1.1	Autumn 2017
Advisory Committee	LGAB/School Improvement and Strategic Development Committee
Linked Documents and Policies	

St Stephens Community Academy

Pupil Forum Policy

Reviewed and adopted – **September 2016**

Reviewed by the ADMAT Board of Directors – **XXX 2016**

1. Mission statement

The purpose of having a pupil forum is to encourage:

- Citizenship, democracy, fairness, rights and responsibilities of all children in the school.
- The opportunity to work considerately, fairly and cooperatively using democratic procedures to make and implement decisions in areas which affect their lives in school.
- All children a means to express their views on issues in school which affect them and those around them.
- All children to have an opportunity to have an input on school policy.
- Children to work and learn together, and play a positive role in their local and wider community.

2. Members of the pupil forum

2.1 There will be 2 children selected from each year group (F-6), 3 children will be chosen from Year 6 and 2 additional children will be chosen as advocates for the ARB unit. There will also be a member of staff who will act as Link Teacher (Miss Goodman).

2.2 To become a pupil forum member, children need to write a manifesto and present this in front of their class. The class will then complete a secret ballot, and the top 4 children will be selected to have an interview with the head teacher, the head of governors and the pupil forum link teacher. Elections are held at the end of the academic year, as this allows future pupil forum members to shadow current members.

3. Positions within the pupil forum

3.1 Chairperson: The chair will structure and run all council discussions, and ensure that all members of the council who wish to speak have the opportunity to do so.

3.2 Secretary: The secretary will minute the meetings, noting down any decisions or actions that need to be carried out.

3.3 Treasurer: The treasurer will look after the pupil forum budget. They will be responsible for keeping track on what money has been spent and what money has been money raised. They will also have the opportunity to count the money raised, alongside the link teacher.

3.4a Class representatives: The 2 (or 3) class representatives in each year group have a direct responsibility to:

- Bring the opinions and ideas of their class to the meeting.
- Share opinions and ideas to the pupil forum, even if these ideas differ from their own.
- Report the minutes from the meeting to their class, at least on a fortnightly basis.
- Help out when necessary e.g. running events.
- Being available and welcoming to all children, to encourage new ideas.
- Organising and running charity events.

3.4b Class representatives Tour guides:

Some children will be offered training to be a tour guide. These children will have a training session with the head teacher to ensure that they know what they need to do and say when showing new people around the school. These children may be taken out of lessons to show prospective children/staff members and visitors around the school.

3.5 The link teacher:

The link teacher's role is to facilitate the smooth running of the meetings. The link teacher will take care not to dominate the meeting, and will only intervene when appropriate. The link teacher will:

- Organise class elections and be part of the interview process.
- Organise training of the pupil forum members.
- Act as a link between the pupil forum, the SLT and the school governors.
- Provide support on writing the agendas and minutes.
- Be at meetings to give advice and feedback when necessary.
- Oversee events and ensure they are running smoothly.

3.6 All Children in the School:

All children in the school will:

- Elect 2 children in their classes whom they feel will make the best class representatives.
- Express their opinions and ideas about pupil forum decisions and issues they would like them to discuss.
- Listen to the feedback from pupil forum meetings given by their class representatives.
- Participate in events which the pupil forum may organise.

3.7 Class Teachers:

Class teachers will support the pupil forum by:

- Organising the election of the class representatives for their class at the end of the academic year.
- Allowing the class representatives to attend pupil forum meetings.

- Allowing time for class representatives to feedback about the meetings.
- Encouraging children in their class to understand the key concepts of citizenship, fairness, democracy, co-operation, rights and responsibilities in order that they feel involved with the pupil forum and recognise the benefits of the pupil forum.

4. Pupil Forum Meetings

The pupil forum will meet in full every fortnight on Wednesday in the meeting room at 1:15pm-2:00pm.

5. The Agenda

At each meeting the Pupil forum will set an agenda for the next meeting. This agenda will reflect issues raised in class meetings and may include:

- Feedback from class meetings about the previous pupil forum meetings.
- Feedback from any events in operation and from meetings with relevant staff or pupils.
- Discussions and decisions around issues agreed in setting the agenda at the previous meeting.
- Organise any jobs that need doing as a result of these decisions.
- Setting the next meeting's agenda.
- Any other business.

6. Communication

The pupil forum can communicate with the other members in their school community and the wider community in a variety of ways.

- The Class Representatives will feedback from the pupil forum meetings to their class.
- The minutes of the meetings will be displayed on the pupil forum display, as well as in each class' folders.
- Announcements in assemblies will be made as often as possible.
- Announcements will also be made in the school's newsletter and will be posted on the school's website.
- Suggestion boxes are available in every classroom.
- The pupil forum display board will be kept up to date.
- The Link Teacher will enable the School Council to communicate with the staff of the school.

Policy first agreed – **November 2016**

Policy published on website – **November 2016**

Signed: Chair LGAB

Signed: Head of School

Signed: Executive Head Teacher

Date: