



Kahibah Public School

Student Leadership Policy & Practices

Updated September 2022

KAHIBAH PUBLIC SCHOOL LEADERS POLICY & PRACTICES

This document outlines the current policy and practices for voting students into Student Leadership positions and Student Council positions at Kahibah Public School. This document was created in 2022 in collaboration with staff and a P&C representative of the Kahibah Public School Community. Parents/carers and staff members were invited to review the current document where they could provide feedback over a two-week period. The Student Leaders were also consulted on key elements of the plan before it was updated. At the end of the two-week period, the plan was presented by the Principal, to the P&C. Implementation of the document will continue with the document being evaluated as needed.

Honi Faasisila – Principal

Evan Finlay – Assistant Principal

Nadine Tagaroulis – Assistant Principal

Lauren Brash – Teacher

Kelly Bruce – Teacher

Georgia Dawson – Teacher

Alison Bull – Teacher Librarian

Carol Callen – Learning & Support Teacher

Vanessa Muirhead – P&C Representative

SCHOOL CAPTAINS & PREFECTS SELECTION PROCEDURES

Aim: To elect a body of 8 students to be the student leadership team of Kahibah Public School for the upcoming year, consisting of 2 Captains and 6 Prefects. Where possible, an equal number of girls and boys as prefects with a girl and boy School Captain.

1. Eligibility of Students for Nomination

All Year 5 students who have not been suspended within the current year or been on a Behaviour Monitoring Card within the current year are eligible to apply. Students will submit a supporting statement document by the due date. Individual applications will be approved by the panel.

2. Essential Criteria to be Considered

The candidate should:

- Demonstrate an ability to uphold the school's Core Values of Respect, Responsibility and Excellence.
- Participate positively in school activities.
- Display an ability to speak effectively and respectfully in any social setting (publicly, to peers, to mixed ages, informally and formally).
- Demonstrate consistency in behaviour and attitude by setting a good example for others.

3. Role Description & Responsibilities

The candidate:

- To provide positive leadership to the student body.
- To represent and speak publicly on behalf of the student body at Student Council meetings and various school functions.
- To represent the school at community functions or as directed by the Principal.
- To act, dress and behave in a manner suited to the role.
- To maintain consistent behaviour in line with the nomination criteria. Possible suspension of leadership role for breaches of behaviour expectations.

4. Process

TIMEFRAME	ACTIVITY	RESPONSIBILITY
Term 4, Week 2	Nomination criteria explained to students and supporting statement sheets distributed (Appendix 1).	Principal & Stage 3 Assistant Principal
Term 4, Week 3	Nomination sheets returned to Stage 3 Assistant Principal.	Stage 3 Assistant Principal
Term 4, Week 4	Selection panel meet to ratify nominees. Principal will contact parents/carers of any students who won't be invited to make a speech.	Principal, Stage 3 Assistant Principal & P&C Representative
Term 4, Week 5	Students invited by letter to prepare a speech.	Stage 3 Assistant Principal
Selection panel to formulate ballot paper with order of speeches to be determined randomly. Stage 3 Assistant Principal to distribute ballot papers on the day and prepare visual representation for class whiteboards that includes each candidate's photo which teachers will use to assist with voting on the day. Students place up to 8 crosses on paper next to preferred candidates.		

ELECTION DAY		
Term 4, Week 6	Candidates present speeches. Kindergarten and Year 1 students are invited to listen to speeches at teacher's discretion.	Stage 3 Assistant Principal & Stage 3 Classroom Teachers
	Students in Years K-5 return to their classes and vote.	Class Teachers
	Class teachers count their own class's ballot papers and return total and counted papers to Stage 3 Assistant Principal.	Class Teachers & Stage 3 Assistant Principal
	Votes tallied on a spreadsheet. Must have votes from at least 20% of teachers to secure a leadership position.	Stage 3 Assistant Principal & Principal
	Inform applicants of outcome.	Principal or Principal delegate

5. Term 4 Presentation Day Ceremony

- Principal speaks to all candidates before Presentation Day and advises the 8 successful candidates but does not reveal who has been voted as Captains.
- Letters to be sent home to the parents/carers of the 8 successful applicants inviting parents/carers to attend the annual Presentation Day ceremony.
- On Presentation Day the Stage 3 Assistant Principal introduces the new Prefects.
- On Presentation Day the Principal introduces the new School Captains.

6. Term 1 Student Induction

- To be conducted in the first 3 weeks of the school year.
- Stage 3 Assistant Principal to organise.
- Parent/carers are invited to attend the induction.
- Prefects recite the school pledge and parents/carers are invited to pin badges.
- Presentation of certificates.
- New School Captains to make a speech.

Appeals Process

- Any appeals are to be directed to the Principal whose decision will be final and in accordance with the process and policy.

SPORT HOUSE CAPTAINS SELECTION PROCEDURES

Aim: To elect 2 Sport House Captains and 2 Sport House Vice Captains from each sporting house, with one boy and one girl in each role, where possible.

1. Eligibility of Students for Nomination

Year 6 students who are NOT Captains or Prefects are eligible to nominate themselves.

- If there are not enough Year 6 nominations, then go to Year 5 students.
- If there are not 2 girls and 2 boys from Year 6 other combinations of girls and boys will be considered.
- Teachers to explain that the role isn't just for carnivals but also involves organisation of sports shed and other sports related jobs.
- Once students have voted and decided, the teacher fills in the small sheet that identifies the Sport House Captains and send it to the Stage 3 Assistant Principal.
- Students in Years K-5 are eligible to vote.
- Each nominee to present a short self-introduction to their sporting house on why they should be elected captain of their sporting house.

2. Essential Criteria to be Considered

The candidate should:

- Demonstrate an ability to uphold the school's Core Values of Respect, Responsibility and Excellence.
- Participate positively in school activities.
- Display an ability to speak effectively and respectfully in any social setting (publicly, to peers, to mixed ages, informally and formally).
- Demonstrate consistency in behaviour and attitude by setting a good example for others.

3. Role Description & Responsibilities

The candidate:

- To provide positive leadership to your sporting house.
- To help maintain and distribute sporting equipment.
- To maintain consistent behaviour in line with the nomination criteria. Possible suspension of leadership role for breaches of behaviour expectations.

4. Process

TIMEFRAME	ACTIVITY	RESPONSIBILITY
Term 4, Week 7	Nomination criteria and guidelines explained.	Teachers & Stage 3 Assistant Principal
ELECTION DAY		
Term 4, Week 7	Sport House candidates present a short self-introduction. Students in Years K-5 vote. Teachers fill in the small sheet that identifies the Sport House Captains and return it to Stage 3 Assistant Principal.	Teachers & Stage 3 Assistant Principal
	Votes tallied on a spreadsheet.	Stage 3 Assistant Principal & Principal
	Inform applicants of outcome.	Principal or Principal delegate
Stage 3 Assistant Principal to formulate ballot paper for each sporting house with the order of speeches to be determined randomly. Stage 3 Assistant Principal to distribute ballot papers on the day. Students place up to 4 crosses on paper next to preferred candidates.		

5. Term 4 Presentation Day Ceremony

- Principal speaks to all candidates before Presentation Day and advises the 4 successful candidates of each sporting house.
- Letters to be sent home to the parents/carers of the 4 successful applicants from each sporting house inviting parents/carers to attend the annual Presentation Day ceremony.
- On Presentation Day the Stage 3 Assistant Principal introduces the new student Sport House Captains and Vice Captains for each sporting house.

6. Term 1 Sport House Captains and Vice Captains Induction

- To be conducted in the first 3 weeks of the school year.
- Stage 3 Assistant Principal to organise.
- Parent/carers are invited to attend the induction.
- Parents/carers are invited to pin badges.
- Presentation of certificates.

LIBRARY MONITORS DUTIES & RESPONSIBILITIES

Aim: To elect a body of up to 8 Year 6 students with an equal number of girls and boys, where possible to become Library Monitors of Kahibah Public School.

1. Eligibility of Students for Nomination

If you are the kind of person who is organised, likes to focus on details, is responsible, gets pleasure out of helping others, and isn't afraid to admit you don't understand something when not sure what to do, then being a Library Monitor might be just the job for you. Students will need to complete the 'KPS Library Monitor Team' application form to be considered for a position (Appendix 2).

Library Monitors are responsible for showing up at their scheduled time. If you are unable to show up for some reason you need to find someone to substitute for you, except if you are at home sick.

2. Essential Criteria to be Considered

The candidate should:

- Demonstrate an ability to uphold the school's Core Values of Respect, Responsibility and Excellence.
- Participate positively in school activities.
- Display an ability to speak effectively and respectfully in any social setting (publicly, to peers, to mixed ages, informally and formally).
- Demonstrate consistency in behaviour and attitude by setting a good example for others.

3. Role Description & Responsibilities

The candidate:

- Help keep the library safe and a welcoming place, where people can come to work or just find a quiet place.
- To maintain consistent behaviour in line with the nomination criteria. Possible suspension of leadership role for breaches of behaviour expectations.

Circulation Desk

- Check out books (borrowing).
- Check in Books (returning).
- Put book(s) on shelving cart or shelves in the correct place .
- Stay at the circulation desk and wait for people to come to sign out (borrow) books. If you wish, you may assist by doing other library duties but your main responsibility is to Check in and Check out books, so keep an eye on the desk. You may be asked to assist a student, e.g. to find a book.

Shelving and Tidying Shelves

- Arrange books on the shelving cart according to type (see stickers or spine label on spine): JF for junior fiction/picture books, F for fiction/chapter books and novels (early fiction and senior fiction have stickers to help you know which shelves they go to), Graphic Novels go in the graphic novel/series display, Non-Fiction have numbers.
- Put books that are on the shelving cart away in the correct section of the library. If you are unsure of where the books go, ask the teacher-librarian. Do not shelve books unless you are sure you know where they go. It is a HUGE job to track down misshelved books!

- Shelf Reading involves reading the call numbers (whole stickers) on already shelved books to see if there are any books in the wrong place. E.g. on the A shelf there is an Anh Do book, but that belongs on the D shelf as authors are shelved using their last name!
- Tidying shelves involves shelving books that have been looked at and left lying on the end of the shelf as well as making sure that books are in the correct section.

Other Duties

- Arrange the chairs - one chair under each computer, chairs under the tables.
- Tidy displays and ensure the resources are in order with the back issues put away e.g. pencils, scrap paper and games are put away and tidy.
- Organise graphic novels keeping series together.
- Check paperback spinners and paperback picture books to ensure books are in the correct section.

4. Process

TIMEFRAME	ACTIVITY	RESPONSIBILITY
Term 4, Week 8	Library Monitor positions explained to students and Library Monitor Team application forms handed out (Appendix 2).	Teacher Librarian & Stage 3 Assistant Principal
	Interested candidates complete the application form and submit it to the Librarian by Wednesday of Week 8.	Teacher Librarian
ELECTION DAY		
Term 4, Week 8	Teacher Librarian reads through each application and panel selects 8 students for Library Monitor positions.	Teacher Librarian, Stage 3 Assistant Principal & Principal
TERM 1 FOLLOWING YEAR		
Term 1	If vacancies exist, the Teacher Librarian may offer positions to other Stage 3 students.	Teacher Librarian

5. Term 4 Presentation Day Ceremony

- Principal speaks to all candidates before Presentation Day and advises the 8 up to successful candidates chosen to be Library Monitors.
- Letters to be sent home to the parents/carers of the successful applicants for the Library Monitor positions, inviting them to attend the annual Presentation Day ceremony.
- On Presentation Day the new Library Monitors are introduced to the school community.

6. Term 1 Library Monitor Induction

- To be conducted in the first 3 weeks of the school year.
- Stage 3 Assistant Principal to organise.
- Parent/carers are invited to attend the induction.
- Parents/carers are invited to pin badges.
- Presentation of certificates.

STUDENT COUNCIL SELECTION PROCEDURES

Aim: To elect each semester, a girl and boy from each class to be Student Council Representatives at Kahibah Public School.

1. Eligibility of Students for Nomination

Members:

- The School Prefects and two members from each class. Class members cannot already have a badge. i.e. be a Prefect, Sport House Captain, Vice Captain, Library Monitor or have already held a position in the previous year.
- Class members are voted by their own class. Their term is to be for one semester. Class representatives wear a 'Student Council' badge, presented to them on assembly, for the time that they are the class rep. Student Council representatives get to keep these badges when their term has finished.

Student Council:

- The two School Captains will take it in turns to be the Chair and Secretary of the council.
- Each prefect will be given a ministerial role and will make a report at Student Council.
- Each member of Student Council is responsible for any duties or responsibilities given to them during Student Council meetings.
- Will be mentored by class teacher, student executive and Stage 3 Assistant Principal.

Class Meetings (Appendix 3):

- To be held once a month. Dates to be noted on Sentral Calendar.
- Each captain and prefect will be allocated a class and must take along the Student Council folder, that contains the meeting procedures and minutes.
- Captain/Prefect and class councillors to chair the meeting and follow procedures.
- Class teacher to appoint a timekeeper from the class to notify of 5 minutes before the end of the meeting so that items may be voted and prioritised.

Agenda Meetings:

- To be held following the class meetings.
- Student councillors to take minutes of class meetings to this meeting.
- Student councillors to note on class minutes any items taken to council.
- Ministers may add items relevant to their own portfolios.
- An agenda for the student council meeting is decided upon.
- The Secretary is responsible for circulating the agenda at the council meeting.

Council Meetings (Appendix 4):

- The councillors are responsible for setting up and packing away the Library.
- The Secretary is responsible for handing out the agenda.
- The Chairperson is responsible for placing the name cards for the councillors.
- Councillors remain standing behind their chairs until asked to sit by the chairperson.
- Council Meetings to be held once a month and to be scheduled in Sentral calendar.
- Stage 3 Assistant Principal and Principal to attend. Their job is to maintain order and help with meeting procedures.
- Chairperson to follow meeting procedures as outlined.
- Secretary to take minutes of the meeting.
- The only person that can speak is someone who has raised their hand and been asked to speak by the chairperson.
- If a person speaks out of turn, they will be issued with a warning by the Chairperson. If they repeat their action they will be ejected from the meeting by the chairperson.

- There may be 3 speakers for the issue and 3 speakers against.
- The minister involved must speak on the issue.
- The class councillors who brought the issue to council will be invited to speak.
- Chairperson to use the decision tree and decide on appropriate action for each item.

2. Process

TIMEFRAME	ELECTION DAY	RESPONSIBILITY
Term 1, Week 2	Students from each class vote for 2 Student Council Representatives (one boy and one girl) for Semester 1.	Teachers & Stage 3 Assistant Principal
Term 3, Week 2	Students from each class vote for 2 Student Council Representatives (one boy and one girl) for Semester 2.	Teachers & Stage 3 Assistant Principal

3. Semester 1 and Semester 2 Student Council Representatives Induction

- To be conducted in the first 3 weeks of each semester.
- Stage 3 Assistant Principal to organise.
- Parent/carers are invited to attend the induction.
- Parents/carers are invited to pin badges.
- Presentation of certificates.

KPS School Captains & Prefects Supporting Statements for Nomination



Name:
Proposed by:
Seconded by:

Date:
Signed by:
Signed by:

I wish to stand for a position within the Kahibah Public School Leadership Team.

Signed:

The candidate is to address the following criteria in writing on this application.

1. How I uphold the school's Core Values of *Respect, Responsibility* and *Excellence*.

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2. How I participate *positively in school activities*.

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3. How I demonstrate *pride* in the school and wear the school *uniform*.

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4. How I have displayed an ability to **communicate effectively and respectfully** in any given social setting (publicly, to peers, to mixed ages, informally and informally).

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5. How have I demonstrated **consistency in behaviour** and **attitude** that has the endorsement and support of peers and the broader community.

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6. How have I displayed an ability to effectively contribute and participate as a **team member**.

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7. Other information which supports my application.

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KPS Library Monitor Team Application Form

Full name: Class:

Please complete the following information and return to Miss Bull in the Library.

1. I would like to be a library monitor this year because:

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.....

2. Have you been a library monitor before? Yes/No

3. Do you have any other lunch time commitments that may stop you from being available to turn up to your duty?

.....
.....

4. If selected to be a library monitor I would like to help on these days:

(please tick a maximum of 3 boxes only)

Monday	Tuesday	Wednesday	Thursday

5. If I am selected to be a library monitor I would like to work with the following students:

Name: Class:.....

Name: Class:.....

Name: Class:.....

Name: Class:.....

6. If a book was damaged, what would you do? (Circle the correct answer)

- a) Fix it yourself b) Give it to Miss Bull c) Throw it in the bin

7. Put the following spine labels in alphabetical order

JF	JF	JF	JF	JF	JF
ARC	SAT	ANS	BER	CRY	MIN

8. If two children are arguing over a game, what would you do?

9. What would you do if you cannot make it to the library for your duty?

10. Would you be happy to help Miss Bull run lunchtime activities in the library

e.g. Minecraft Club? (Please circle your answer) Yes/No

Thank you for your application.

Miss Bull
Teacher Librarian



Appendix 3

KPS Class Meeting Procedures

All students in the class must be seated in a circle. The Prefect to sit on a chair and the two class councillors to sit either side. It is the teacher's responsibility to assist with keeping speakers to the point and ensure a fair go is given to all. Teacher to nominate a time keeper to call time 5 minutes before dismissal so items can be prioritised.

Class Council 1

Welcome to our class council meeting. If you have anything to say please raise your hand and do not interrupt when someone else is speaking.

Class Council 2

At our last Student Council meeting we discussed the following:
(Read previous minutes prepared by Captains)

Captain/Prefect

Please take time to think about new items you would like to discuss. We will hear 3 speakers for an issue and three speakers against an issue. Each class councillor will also contribute to the end of each discussion.

1. Does anyone have any new items to discuss? Please tell the class: Why it is important and who it will benefit?
2. Does anyone want to speak for the issues? (only three students)
3. Does anyone want to speak against the issue? (only three students)
4. (Class Rep 1) please tell us your thoughts
5. (Class Rep 2) please tell us your thoughts

(Discussion Prompts: Playground / Hall / Canteen / Classroom / Equipment / Environment)

Repeat steps 1-5 until all items have been discussed

We now must decide on which items are the most important for the Student Council to discuss at their next meeting. The items are... (Read items discussed today)

1 vote each. Raise your hand for the item you think is the most important. (read item and count votes).

Class Meeting Minutes Class: _____ Term/Week: _____ Minutes Taken By: _____

Items	Votes	Priority	Date taken to council

The number one priority is (read from list above). We now need 3 reasons why this issue is important to take to Student Council.

1. _____
2. _____
3. _____

Thank you for your thoughts. Your class members and I will take these to the next council meeting. I declare this meeting closed. Please listen to your teacher for instructions.

KPS Student Council Meeting Procedures



~ One copy for Chairperson, Secretary, supervising teachers and time keeper.

Chairperson: **Welcome to the Kahibah Public School Student Council Meeting. Please stand up and say the School Pledge with me.**

(When everyone is standing) **I pledge...**

Please be seated.

I call upon the secretary to read the minutes from our previous meeting.

Secretary: (Read the minutes from last meeting)

Chairperson: **Thank you secretary**

I will now read the report from the staff meeting. These are the matters we took to the staff and the results:

1. _____ results
2. _____ results
3. _____ results

I now call upon each Minister to make a report.

- **Minister for Education** (Minister for Education speaks)
- **Ministers for Charity** (Minister for Charity speaks)
- **Ministers for Environment** (Minister for Environment speaks)
- **Minister for Technology** (Minister for Technology speaks)
- **Minister for the Arts** (Minister for the Arts speaks)
- **Minister for Sport** (Minister for sport speaks)
- **Ministers for the Canteen/Health** (Minister for the Canteen/Health speaks)
- **Minister for Values** (Minister for Values speaks)

We will now discuss the first agenda item. Thank you _____.

Madam / Mr Secretary: **I would like to raise the issue of _____.**

I would like to call on a class representative from _____ to come to the front and discuss their item.

Class representative: **We believe this is an important issue because:**

- _____
- _____
- _____

Chairperson: **Would the Minister for _____ care to respond?**

Minister: **Responds by agreeing or disagreeing, giving reasons for or against.**

Chairperson: **Would anyone else like to address the council with reasons for this issue? (only 3 students)**

Chairperson: **Would anyone else like to address the council against this issue? (only 3 students)**

Chairperson: **Mrs Faasisila will now discuss her thoughts.**
Council Responds by agreeing or disagreeing, giving reasons for or against.
Representatives:

Chairperson: Follow the Student Council Decision Tree.

Give action necessary.

We will now discuss the second agenda item. Thank you _____.

Madam / Mr Secretary: **I would now like to raise the issue of _____**
_____.

I would like to call on a class representative from _____ to come to the front and discuss their item.

Class representative: We believe this is an important issue because:
• _____
• _____
• _____

Chairperson: **Would the Minister for _____ care to respond?**

Minister: Responds by agreeing or disagreeing, giving reasons for or against.

Chairperson: **Would anyone else like to address the council for reasons for this issue? (only 3 students)**

Chairperson: **Would anyone else like to address the council against this issue? (only 3 students)**

Chairperson: **Mrs Faasisila will now discuss her thoughts.**
Chairperson: Follow the Student Council Decision Tree.

Give action necessary.

We will now discuss the third agenda item. Thank _____.

Madam / Mr Secretary: **I would now like to raise the issue of _____**
_____.

I would like to call on a class representative from _____ to come to the front and discuss their item.

Class representatives: We believe this is an important issue because:
• _____
• _____
• _____

Chairperson: **Would the Minister for _____ care to respond?**

Minister: Responds by agreeing or disagreeing, giving reasons for or against

Chairperson: **Would anyone else like to address the council for reasons for this issue? (only 3 students)**

Chairperson: **Would anyone else like to address the council against this issue? (only 3 students)**

Chairperson: **Mrs Faasisila will now discuss her thoughts.**

Council Representatives: Responds by agreeing or disagreeing, giving reasons for or against

Chairperson: Follow the Student Council Decision Tree.

Give action necessary.

Secretary: **The results are as follow:**

Issue 1: _____ has resulted in:

(Choose 1)

The Minister for _____ will take responsibility and

Will be taken to the next staff meeting

Other _____

Issue 2: _____ has resulted in:

(Choose 1)

The Minister for _____ will take responsibility and

Will be taken to the next staff meeting

Other _____

Issue 3: _____ has resulted in :

(Choose 1)

The Minister for _____ will take responsibility and

Will be taken to the next staff meeting

Other _____

Chairperson: It is now time for any general business. This is a time where you can share your thoughts, ideas and concerns or follow up on particular issues that ministers were actioning.

Student Council: Responds to call for general business.

Chairperson: **This concludes our Student Council meeting. Our next Student Council meeting will be**
_____.

STUDENT COUNCIL DECISION TREE

