

MINUTES OF MEETING

Title: School Council meeting	Secondary	Date: 11/10/2023
Attendance:	Adults: HA, PP	Students: Ceza, Anthony, Ruby, Leo
Apologies:		

Agenda – discussion points	Action Agreed	By When
<ol style="list-style-type: none">1. Welcome2. Get to know each other3. Go through how and when meetings will be held4. Familiarise pupils with the classroom5. Rules6. Thank you		
<ol style="list-style-type: none">1. Holly and Pam welcomed pupils into the meeting and thanked them all for coming.		
<ol style="list-style-type: none">2. Everyone in the group chatted for a while and got to know each other's names and what class and year they were from.		
<ol style="list-style-type: none">3. Pam discussed with pupils how the previous school council meetings went. We discussed having an agenda, celebrating successes, using school council books and what type of things school council members had achieved previously. Pupils were happy to find out that the reason most classes have brand new fidget toys were as a result of school council meetings. Ceza showed his school council book to the group and was supported to explain what the books are used for, we have asked for school council books and hope to give each pupil their own book to bring to meetings in Term2.		

MINUTES OF MEETING CONTINUED

<p>4. Holly showed the pupils the classroom and explained that the meetings will be held in P16HA every other week. Went through fire evacuation procedure and showed pupils where the evacuation point is in the event of a drill or fire.</p>		
<p>5. Went through rules for when we are in a meeting. Discussed confidentiality and gave examples of why it is important not to share sensitive information that may be shared within the group. Pam showed the pupils how to do the '3 knock rule' for when people are speaking, to allow for turn taking. Reminded pupils that we must always be kind and considerate and follow the 3 most important school rules of being 'safe, ready and respectful'.</p>		
<p>6. All pupils were thanked for attending. Pam and Holly explained that being a school council member is something to be really proud of as it is helping the school community as a whole.</p>		
<p>Actions to take before next meeting;</p> <ul style="list-style-type: none"> • Get school council books for each pupil • Arrange refreshments for next meeting and check with teachers for allergies • Arrange practice drill for next term's meeting 	<p>HA</p>	<p>Next meeting</p>