



Great Ponton School Council Meeting – Agenda



Date: Friday 3rd February 2023

Venue: KS1 Classroom

Agenda:

1. Introductions: Introduce ourselves and discuss our role in the school, how meetings will run, how to run a class meeting, give out books. (Write who everyone is in books)
2. Rules: Set meeting rules – get ideas from children and write rules in their book.
3. Our Role: Talk about and decide what jobs and decisions pupils have a say in and which are decided by staff.
4. Topic for discussion/class meeting: School Clubs - We are starting after school clubs after half term – we would like ideas on what clubs the children would like to attend.

A great meeting is one where:

Everyone feels they were able to have their say about the important issues and were heard.

Everyone leaves knowing what they have to do and by when.

It's as short as it can be to get the top two done!

Date of next meeting: Monday 20th February 2023



Great Ponton School Council Meeting – Minutes



Date: Friday 3rd February 2023

Venue: KS1 Classroom

Attendees:

Year 1 – Amelie

Year 4 – Oliver B

Year 5 – Naya

Year 6 – Carter

Minutes:

1. Introductions: As a group, we introduced ourselves and discussed what we believed our role is as the school council. We talked about how we want to help the school improve and get better, as well as giving everyone across the school a voice and the chance to have their say.
2. Rules: Meeting rules decided as a group:
 - We don't laugh at people's ideas
 - We take turns to speak
 - We respect and listen to everyone
 - We will use voting to make fair decisions
3. Our Role: The council organised different issues into categories of how much say pupils will get in decision making.
4. Topic for discussion/class meeting: School Clubs – The school council gave their ideas of what school clubs they would like at school. The council then agreed to go back to their classes and feedback from our meeting as well as to find out what clubs the rest of the school would like to see.

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