Policy B21: Positions of Responsibility (girls)

Prefect duties, powers & responsibilities

This policy has been written in line with Standard 19 (Prefects) of the National Minimum Standards (NMS) for Boarding Schools (September 2011) endorsed by the Independent School’s Inspectorate (ISI). This policy covers:

- 21.1. Positions of Responsibility
- 21.2. Prefects
- 21.3. Monitors
- 21.4. School Councillors
- 21.5. House Representatives
- 21.6. International Councillors
- 21.7. Charity Representatives
- 21.8. Guardian Angels
- 21.9. Other Monitors, Leaders, Captains and Clubs & Society Officers
- Appendix 1: QM School Council Constitution

NMS Standard 19: Prefects

19. Any prefect system (or equivalent) gives prefects (or equivalent) appropriate specific duties and responsibilities that are appropriate for them, with adequate staff supervision and measures to counter possible abuses of the role.

21.1. Positions of Responsibility for Girls

Girls are encouraged to take responsibility and become good decision makers. A variety of positions of responsibility are available in school to give girls the authority to contribute to the life of the school and make a difference. Girls do not need to hold a position to organise an event, run a society or encourage others to do well. Leadership opportunities come in many different forms and we are proud of the many unrecorded or publicised ways in which girls contribute to the school and wider community through acts of kindness or charity. Holding a position of responsibility does not provide special privileges. The rewards will come from doing a good job and receiving the thanks and respect of those being served or supported. A full training programme is provided for Prefects. Girls holding all Positions of Responsibility are supported by relevant members of staff and provided with guidance according to their roles.

21.2. Prefects

These positions of responsibility are held by girls in the Upper Sixth. Girls are selected following a rigorous process which includes letters of applications, voting and references (from girls and staff throughout the school) and interviews. Appointments are made for one year and girls may hold more than one office if appropriate. The Head and Deputy Head Girls meet weekly with the Head Master. Senior Prefects meet with the Head Master or Deputy Head and the Head of Upper School each week during full term to discuss matters which affect the girls in the school. Department Prefects meet with the relevant Head of Department each week to discuss and the work of and student contribution within the department. Job descriptions are provided. The following posts are usually available:

**Senior Prefects**
- Head Girl (Chair of the School Council)
- Deputy Head Girl (Chair of the International Council)
- Deputy Head Girl (Chair of the Charity Committee)
- Chapel Prefect (Sacristan and Chair of the Chapel Committee)
- Scholars Prefect (Chair of the King Society)
- School House Captain
- QM Hall House Captain
- Garry House Captain
- St Aidan’s House Captain
- Pitlochry House Captain
- Duncan House Captain
Policy B21: Positions of Responsibility (girls)

Department Prefects
- Events Prefect
- International Prefect
- Library Prefect
- Marketing Prefect
- Art Prefect
- Choir Prefect
- Dance Prefect
- Drama Prefect
- Music Prefect
- Sport Prefect

Deputy House Captains
- School Deputy House Captain
- QM Hall Deputy House Captain
- Garry Deputy House Captain
- St Aidan's Deputy House Captain
- Pitlochry Deputy House Captain
- Duncan Deputy House Captain

Responsibilities of all Prefects

All Prefects must:

- act as role models to all girls within the school, living true to the School's ethos and promoting its aims through high standards of academic work, commitment to the pastoral care of others and involvement in enrichment activities
- show compassion and consideration for others, dealing sensibly with concerns, acting to prevent any form of bullying or discrimination
- have awareness for the health and safety of everyone in the community and undertake to pass on any concerns raised with you to safeguard the well-being of all
- return to School early at the start of the year for a briefing and induction and then be available to help with the return/arrival of the younger girls
- meet regularly with girls in the year group to which they are assigned as part of their general Prefect duties; welcome and sit with the girls and encourage and accompany them at whole school events
- attend Prefects meetings and training when required to help you to better fulfil your role and to represent the girls in the school
- attend school events, chapels and assemblies, showing good example through manners, awareness of others' needs and adhering to the school's code of conduct and dress code
- arrive early at Chapel/Theatre and help supervise the silent seating of girls into rows before services, assemblies, concerts and other events
- attend and support their Houses on Friday evenings and at House events throughout the year, assisting those organising events

How to apply for a Prefect's Post

Girls should complete all sections of the application form and send it, along with a typed letter to the Headmaster (headmaster@queenmargarets.com) by a specified time and date in the Easter Term. The stages of the appointment process include:

- Briefing to school about applications
- Job Descriptions and information available to girls
- Deadline for applications to Dr Silverwood and Interviews begin
- List of candidates published for voting and references
- Deadline for voting and reference writing by school community
- Discussions and selections made
- Successful & unsuccessful candidates (where possible) seen by Head Master
- Prefects announced in Assembly and welcomed at Speech Day
Head Girl – Job Description

The following summarises the main tasks of the Head Girl, however we hope that the incumbent will take a lead and develop the role and deliver progress and success in areas about which they are passionate, for the benefit of the girls and the School. The Head Girl has a major role to play in school communication and may find herself representing other girls’ views and supporting others at times of crisis as well as making announcements in assembly. She may also make use of the ‘whole school’ email address when she wishes to circulate information to the whole community (the Head Girl must do this on behalf of other girls where necessary).

- Act as a role model to all girls within the school, living true to the School’s ethos and promoting its aims through academic, pastoral and enrichment activities and attending school activities/chapels/assemblies, showing good example through manners, awareness of others’ needs and dress codes
- Take initiative in whole school issues like charities, community service, sustainability and environmental impacts; seek solutions not complaints
- Provide support and leadership for the Deputy Head Girls as they support integration throughout the school and to all other Prefects, ensuring they are coping well and balancing their school roles and their personal development and progress
- Help to ‘kick start’ any events or initiatives that anyone wants to organise; this may mean finding the right people to help them or organising things yourself
- Meet with the Headmaster and Deputy Head Girls each week
- Meet with the Headmaster and other Senior Prefects regularly
- Act as Chair of the School Council, running the meetings and directing objective discussion of school issues to provide clear guidance to the Headmaster and Deputy Head; the Chair should ensure that the Secretary performs her role efficiently, collecting agenda items, providing briefing materials and distributing notes from the meeting
- Draw up lists and rotas where necessary to ensure the smooth running of activities and events
- Attend as many school functions and performances as possible, meeting with visitors and parents
- Give presentations in assembly (including celebration of birthdays and other notable events and successes) and to year groups from time to time
- Make a speech at Speech Day and, where called upon, votes of thanks or speeches at other important events (e.g. Open Days)
- Act as the unofficial Year Group Representative for UVI; ensure that all the Cottages are consulted on year group issues and also ensure that the following are organised by members of the year group:
  - leavers’ hoodies
  - year book / video
  - special events and dinners as agreed with the Headmaster
- Be an enthusiastic house member and get to know the issues arising and support prefects in your own house; support of the prefect team is crucial
- Be aware of school events, issues and girls in all year groups, as individuals
Deputy Head Girls – Job Description

The following summarises the main tasks of the Head Girls, however we hope that the incumbents will take a lead and develop their roles and deliver progress and success in areas about which they are passionate, for the benefit of the girls and the School. The Deputy Head Girls have a major role to play in school communication and may find themselves representing other girls’ views and supporting others in times of crisis or making announcements in assembly.

- Act as role models to all girls within the school, living true to the School’s ethos and promoting its aims through academic, pastoral and enrichment activities and attending school activities/chapels/assemblies, showing good example through manners, awareness of others’ needs and dress codes
- Take initiative in whole school issues like charities, community service, sustainability and environmental impacts; seek solutions not complaints
- Take responsibility for Integration throughout the School; this task will be split between the two Deputy head Girls:
  1) Integration between Year Groups – the DHG responsible for this must meet regularly with year groups and assist the Housemaster/mistresses and Heads of Houses as they organise events and activities that integrate girls from different year groups; the DHG should advise the Headmaster on this issue from a girls’ perspective
  2) Integration of New Girls – the DHG responsible for this must meet regularly with new girls and assist Housemistresses and Tutors as they support new girls to the school, many of whom will be International Students, living in the UK for the first time; the DHG should advise the Headmaster on this issue from a girls’ perspective and should sit on the International Council
- Help to ‘kick start’ any events or initiatives that anyone wants to organise; this may mean finding the right people to help them or organising things yourself
- Provide support for the Head Girl and leadership to all other Prefects, ensuring they are coping well and balancing their school roles and their personal development and progress
- Monitor the attendance of Prefects at functions and in Chapel, ensuring that responsibilities are fully met
- Meet with the Headmaster and Head Girl each week
- Meet with the Headmaster, Deputy Head and other Senior Prefects regularly
- Draw up lists and rotas where necessary to ensure the smooth running of activities and events
- Attend as many school functions and performances as possible, meeting with visitors and parents
- Give presentations to year groups from time to time and, where called upon, votes of thanks or speeches at other important events (e.g. Open Days)
- Be an enthusiastic house member and get to know the issues arising and support prefects in your own house; support of the prefect team is crucial
- Be aware of school events, issues and girls in all year groups, as individuals
- Keep track of all House results and House points awarded to girls, providing information for the website and termly statistics for the Headmaster
House Captains – Job Description

The following summarises the main tasks of the Captains, however we hope that the incumbents will take a lead and develop their roles and deliver progress and success in areas about which they are passionate, for the benefit of the girls, their House and the School.

- Act as role models to all girls within the School, living true to the School’s ethos and promoting its aims through academic, pastoral and enrichment activities and attending school activities/chapels/assemblies, showing good example through manners, awareness of others’ needs and dress codes
- Show initiative and leadership in whole school issues like charities, community service, sustainability and environmental impacts; seek solutions not complaints
- Working closely with the member of staff who is the Head of House, take responsibility for the preparation and organisation of House meetings, suppers and teas
- Help to ‘kick start’ any events or initiatives that anyone wants to organise; this may mean finding the right people to help them or organising things yourself
- Ensure that House activities are inclusive and help to promote integration of the year groups and of new and international students
- Make sure that trophies and cups won by the House are placed in the correct cabinet for display
- Provide reports of House events and successes to the Head of House
- Maintain the House Boards and notices and provide regular website updates to the Marketing Department
- With the Head of House, write reports for the website (at least every three weeks), ‘Q Magazine’ (termly) and ‘The Margaretian’ (yearly)
- Provide support for the Head Girls, helping them to get support from members of your House for duties and other responsibilities in School
- Provide support for the Deputy House Captains(s) and House Monitors, ensuring they are coping well and balancing their House roles and their personal development and progress
- Meet with the Head of House, Deputy House Captain(s), House Monitors (and other House officials, as appropriate) weekly at an agreed time
- Meet with the Headmaster, Deputy Head, Head Girls and other Senior Prefects once every three weeks
- Draw up lists and rotas where necessary to ensure the smooth running of activities and events for the House and, in liaison with the Head Girls, for the whole school
- Attend as many school functions and performances as possible, supporting your House in House events and ensuring that girls representing the House always have supporters; the Captain should sit with House members at these events
- Give presentations to the House from time to time and, where called upon, votes of thanks or speeches at other important events
- Be aware of school events, issues and girls in all year groups, as individuals
Department & Society Prefects

The following is a list of the departmental prefects, with the member of staff to whom they report listed alongside.

- Chapel Prefect (Sacristan) – information from Rev’d Owen
- Scholars’ Prefect – information from Dr Silverwood
- International Prefect – information from Dr Silverwood
- Marketing Prefect – information from Mrs Hicks
- Events Prefect – information from Mrs Hart
- Library Prefect – information from Mrs Hall
- Charity Prefect – information from Mrs Cameron
- Art Prefect – information from Mr Alcock
- Choir Prefect – information from Mr Bowyer
- Dance Prefect – information from Miss Leadley
- Drama Prefect – information from Mrs Whitcombe
- Music Prefect – information from Mr Bowyer
- Sport Prefect – information from Miss Davies

The Department & Society Prefects are selected by the relevant departments. Separate job descriptions are available from the Head of Department, with whom the Prefect should meet each week. The Prefect will be required to make announcements in assembly from time-to-time and will be asked to provide reports for the website, ‘Q Magazine’ and ‘The Margaretian’ for their area of interest. It is important that these prefects act as role models and promote the work and activities of the department they represent.

If you would like to be considered for one of these posts you should go and see the member of staff indicated above to find out more about the role. You must then indicate your interest by writing a letter of application to the Headmaster, setting out your reason for applying and provide evidence to support your application. Exemplar Job Descriptions follow.
Marketing Prefect – Job Description

Would you like to represent the school at events? Write for the school website and publications? Advise on communicating with future pupils and their parents? Gain some valuable experience for a future career in marketing, PR, journalism or advertising? If so, consider applying to become a Marketing Prefect for 2012-2013.

Appointment
The Marketing Prefect is appointed by the Director of Marketing and Admissions subject to the approval of the Headmaster.

Line Management/Relationships
The Marketing Prefect reports to Mrs Hicks, the Director of Marketing and Admissions and will attend part of the brief weekly Marketing & Admissions Team meeting. She may also be asked to contribute to the half-termly Marketing Forum which is open to all staff. She will need to build good working relationships with prefects, monitors and staff and girls who co-ordinate events across the school, in order to help keep the website up-to-date.

Responsibilities
The Marketing Prefect will have the chance to learn about the work of the Marketing Department and contribute in a number of ways:

- **Website news**
  Liaise with Miss Warner to provide news articles about events that take place in school. This will sometimes involve writing the articles personally and sometimes delegating this task to other girls.

- **School Ambassador**
  Attend all school open days and lunches for prospective parents and events when children from Prep and Primary schools are visiting (lessons permitting). Occasionally it may be necessary for the Marketing Prefect to attend an event during a timetabled lesson. Where this is the case, permission for absence will need to be sought from your teacher, and the work must be made up as soon as possible.

- **Tour Guide**
  Act as senior “tour guide” setting an excellent example and providing guidance to younger girls who take tours on Open Days. Be prepared to take prospective parents and pupils on tours of the school, sometimes at short notice. Provide feedback from visitors and advice on how this can be improved.

- **Communication with prospective parents**
  Help the department to develop literature and areas of the website for prospective pupils and parents that are up-to-date and informative.

- **Photography**
  It would be a great advantage if the Marketing Prefect was able to take photographs at school events, for use on the website and in publications.

Person Specification

**Essential**

- Keen to be an ambassador for QM and a positive role model for younger girls
- Excellent communication skills, comfortable with talking to a range of people
- Good writing skills with accurate spelling and punctuation and good attention to detail

**Desirable**

- Interest in/knowledge of photography or graphic design
- Interest in/knowledge of website development
- Keen to explore careers in marketing or related areas
Scholars' Prefect – Job Description

Would you like to represent the school at events? Write for the school website and publications? Advise on stretching and challenging girls in the school who hold academic scholarships? Gain some valuable experience for a future leadership role? If so, consider applying to become the Scholars’ Prefect for 2012-2013.

Appointment
The Scholars’ Prefect is appointed by the Headmaster to be Chair of the King Society.

Line Management/Relationships
The Scholars’ Prefect will be an Academic Scholar who attends weekly meetings of the King Society.

Responsibilities
The Scholars’ Prefect will have the chance to learn about running a society and develop leadership skills. They will also:

- **Website news**
  Liaise with Miss Warner to provide news articles and reports about King Society events and other academic achievements of girls in the school

- **School Ambassador**
  Attend all school open days and lunches for prospective parents and events when children from Prep and Primary schools are visiting (lessons permitting); she will promote the academic life of the school and be knowledgeable about the academic curriculum, examination results and university destinations of old girls of QM

- **King Society**
  Help to plan, run and attend King Society meetings and events; make suggestions for topics and activities throughout the year; organise the annual dinner and other such events for the society

- **Academic Societies and Trips**
  Encourage other girls to play active roles in academic societies and on academic trips and visits; suggest names of potential visitors to the school to enrich the academic experiences of girls

Person Specification

**Essential**

- Membership of the King Society as an academic scholar
- Keen to be an ambassador for QM and a positive role model for younger girls
- Love of learning and aspiration to attend university to study an academic course
- Excellent communication skills, comfortable with talking to a range of people
- Good writing skills with accurate spelling and punctuation and good attention to detail
International Prefect – Job Description

Would you like to represent the school at events? Represent the views of others? Celebrate bilingualism and understanding of other cultures and faiths? Advise on communicating with future pupils and their parents? Gain some valuable experience for a future career in marketing, PR, journalism or advertising? If so, consider applying to become the International Prefect for 2012-2013.

Appointment
The International Prefect is appointed by the International Students’ Coordinator subject to the approval of the Headmaster.

Line Management/Relationships
The International Prefect reports to the International Students’ Coordinator and will meet with the Coordinator weekly to discuss the integration of and provision for international students at QM. She may also be asked to contribute to the half-termly Marketing Forum which is open to all staff. She will need to build good working relationships with prefects, monitors and staff and girls who co-ordinate events across the school, in order to have a good knowledge of what is going on in school and to help keep the website up-to-date.

Responsibilities
The International Prefect will have the chance to learn about the work of the Marketing Department and contribute in a number of ways:

- **International Council**
  Attend meetings of the international Council, providing leadership for international students and communicating and representing views of the international students at QM

- **School Ambassador**
  Represent international students at QM at events, Open Days and special occasions, as required

- **Tour Guide**
  Act as “tour guide” for international students and their families, setting an excellent example and providing guidance to younger girls who take tours on Open Days; provide feedback from visitors and advice on how this can be improved

- **Communication with prospective parents**
  Working with the Marketing Prefect, help to develop literature and areas of the website for prospective pupils and parents who live overseas that are up-to-date and informative

Person Specification

Essential

- Keen to be an ambassador for QM and a positive role model for younger girls
- Excellent communication skills, comfortable with talking to a range of people
- Ability to represent the views of others at meetings
- Good writing skills with accurate spelling and punctuation and good attention to detail

Desirable

- Keen to explore careers in marketing or related areas
- Keen traveller, who can advise younger girls on safe transport arrangements
- Able to promote other cultures and show interest in other countries and languages
Deputy House Captains

The House Prefects act as Deputies for the House Captains.

- School Deputy House Captain
- QM Hall Deputy House Captain
- Garry Deputy House Captain
- St Aidan’s Deputy House Captain
- Pitlochry Deputy House Captain
- Duncan Deputy House Captain

Deputy House Captains – Job Description

The Deputy House Captains will undertake roles requested by the Heads of Houses and delegated by the House Captains. Generally they will also:

- Act as role models to all girls within the School, living true to the School’s ethos and promoting its aims through academic, pastoral and enrichment activities and attending school activities/chapels/assemblies, showing good example through manners, awareness of others’ needs and dress codes
- Show initiative and leadership in whole school issues like charities, community service, sustainability and environmental impacts; seek solutions not complaints
- Working closely with the House Captain, House Monitors and member of staff who is the Head of House, taking responsibility for the preparation and organisation of House meetings, suppers and teas as appropriate
- Help to ‘kick start’ any events or initiatives that anyone wants to organise; this may mean finding the right people to help them or organising things yourself
- Ensure that House activities are inclusive and help to promote integration of the year groups and of new and international students
- Support the House Captain in all their work for the House
- With the House Captain, help to write reports for the website (at least every three weeks), ‘Q Magazine’ (termly) and ‘The Margaretian’ (yearly)
- Meet with the Head of House, House Captain, House Monitors (and other House officials, as appropriate) weekly at an agreed time
- Draw up lists and rota where necessary to ensure the smooth running of activities and events for the House in liaison with the House Captain and Monitors
- Attend as many House events as possible and ensure that girls representing the House always have supporters; the Deputy Captain should sit with House members at these events
- Be aware of school events, issues and girls in all year groups, as individuals
21.3. Monitors

These positions of responsibility are held by girls in Year IV. Girls are selected following a rigorous process which includes letters of applications, voting and references (from girls and staff throughout the school) and interviews. Appointments are made for one year and girls may hold more than one office if appropriate. The Head and Deputy Head Monitors meet weekly with the Head Master. The Monitors meet with the Head Master or Deputy Head and the Head of Lower School each week during full term to discuss matters which affect the girls in the Lower School. Job descriptions are provided. The following posts are usually available:

- Head Monitor (Secretary to the School Council)
- Deputy Head Monitor (Secretary to the International Council)
- Deputy Head Monitor (Secretary to the Charity Committee)
- Chapel Monitor (Secretary to the Chapel Committee)
- Scholars Monitor (Secretary to the King Society)
- School House Monitor
- QM Hall House Monitor
- Garry House Monitor
- St Aidan’s House Monitor
- Pitlochry House Monitor
- Duncan House Monitor

21.4. School Councillors

This is the title given to the seven (one per year group) elected members of the School Council. These girls meet with the appointed members of the School Council (Head Girl, Head Monitor and Head Master or Deputy Head) once every three weeks in full term to discuss any matters of importance in the life of the school. Further details are available in the School Council Constitution (Appendix 1).

- Upper Sixth School Councillor
- Lower Sixth School Councillor
- Year V School Councillor
- Year IV School Councillor
- Year III School Councillor
- Year II School Councillor
- Year I School Councillor

21.5. House Representatives

Each year group (except the Upper Sixth and Year IV who shall be represented by House Captains and House Monitors respectively) in the school shall elect a representative for each (vertical) House. Representatives within the year group shall meet regularly with their elected School Councillor, International Councillor, Charity Representative and the Head of Year / Housemistress / Housemaster in order for the year group’s ideas to be taken forward to Council meetings. House Representatives shall meet regularly with House Representatives from all other year groups under the leadership of the House Captain. The House Captain and House Monitor shall meet each week with the Head of House (a member of staff) and shall collectively attend the House Officers meeting at which the programme of events for Houses is decided.

- Lower Sixth School House Representative
- Lower Sixth QM Hall House Representative
- Lower Sixth Garry House Representative
- Lower Sixth St Aidan’s House Representative
- Lower Sixth Pitlochry House Representative
- Lower Sixth Duncan House Representative
- Year V School House Representative
- Year V QM Hall House Representative
- Year V Garry House Representative
- Year V St Aidan’s House Representative
- Year V Pitlochry House Representative
- Year V Duncan House Representative
- Year III School House Representative
216. International Councillors

This is the title given to the seven (one per year group) elected members of the International Council. These girls meet with the appointed members of the International Council (Deputy Head Girl, Deputy Head Monitor and Head Master or Deputy Head (Pastoral)) once every three weeks in full term.

- Upper Sixth International Councillor
- Lower Sixth International Councillor
- Year V International Councillor
- Year IV International Councillor
- Year III International Councillor
- Year II International Councillor
- Year I International Councillor

21.7. Charity Representatives

The school’s Charity Committee meets each half term to discuss, organise and reflect upon charitable events and giving in the school and to coordinate charitable initiatives in the wider community. Each Year Group has a Charity Representative. Appointed members of the committee are: Deputy Head Girl, Deputy Head Monitor, Deputy Head (Pastoral), Chaplain and another member of staff.

- Upper Sixth Charity Representative
- Lower Sixth Charity Representative
- Year V Charity Representative
- Year IV Charity Representative
- Year III Charity Representative
- Year II Charity Representative
- Year I Charity Representative

21.8. Guardian Angels

New girls are given a Guardian Angel (a girl currently at the school) who will get to know the girl before she arrives and be a friend, mentor and buddy, to help the new girl integrate and settle in at QM. The Guardian Angel will be able to give advice on how to seek help and encourage the new girl to pass on information specific to her needs at the school. Guardian Angels write to new girls before they start at QM and meet with them on ‘New Girls’ Day’.
21.9. Other Monitors, Leaders, Captains and Clubs & Society Officers

**Music Monitors**
Girls may be appointed to these posts to help develop and promote the musical life of the school.

**Leaders**
It is often helpful to assign leadership role and tasks to girls for particular projects or on particular trips. These are a great opportunity for the girls to develop skills and show their potential for Prefect duties in the future.

**Sports Captains**
Girls may be appointed to these posts to help develop and promote the sporting life of the school.

**Clubs & Society Officers**
Girls may be appointed to these posts to help develop and promote a specific area of the life of the school. These are a great opportunity for the girls to develop skills and show their potential for Prefect duties in the future.

Dr P R Silverwood  
Head Master

Date Agreed: 2012-09-01  
Review Date: 2013-09-01
Appendix 1: QM School Council Constitution

1. Aims

The School Council is set up to provide opportunities for girls from all age groups at QM to:

- Work together for the good of the school community and further development of the school;
- Pass on their views, ideas and concerns directly to the Head Master and Deputy Head;
- Develop their leadership and thinking skills;
- Discuss and provide feedback on matters of concern with their peers in a constructive manner;
- Take responsibility for whole-school issues;
- Work on a formal committee;
- Engage in debate and contribute to school life.

2. Membership of the School Council

The following shall form the membership of the School Council:

- Head Master, Deputy Head, Head Girl *(Chair)* and Head Monitor *(Secretary)*;
- Elected: UVI Councillor, LVI Councillor, Year V Councillor, Year IV Councillor, Year III Councillor, Year II Councillor and Year I Councillor.

3. Election to the School Council

The following procedure will take place to elect School Council Representatives:

- Representatives will be elected by ballot of their Year Group at the start of each academic year;
- Candidates should put themselves forward for election by giving their name to the Head of Year who will conduct a secret ballot;
- The candidate who gets the most votes will serve for one year on the School Council;
- Records of the voting are to be kept by the Head of Year and the candidate with the second highest number of votes (the Deputy School Councillor) should be ready to stand in for the Councillor, if necessary;
- Any member of the School Council who commits a serious breach of school rules will be required to stand down for the remainder of that academic year; they will be replaced by their Deputy.

4. Meeting & Agenda

Meetings of the School Council will be held approximately every three weeks during term-time:

- Meetings will be notified in the School Calendar, on the Weekly Bulletin and through Assembly;
- Items for the agenda should be sent, via Councillors, to the School Council Secretary, at least 3 days before a meeting;
- The agenda will be published before the meeting by the School Council Secretary, having been checked by the Chair of School Council and the Head Master;
- ‘Matters Arising’ from the previous meeting should be discussed and time made available for ‘Any Other Business’ to be discussed, although major items must be tabled in advance for discussion;
- The Head Master and Deputy Head have the right to request an extraordinary meeting of the School Council to discuss a serious matter of concern which affects a significant proportion of the school community.
5. Minutes

Minutes of the meetings will be written by the School Council Secretary and checked by the Chair of School Council and the Head Master:

- Minutes will be circulated to all Council members, Housemasters/mistresses, Heads of Upper and Lower School, Heads of Year and members of the Senior Leadership Committee;
- Feedback will be issued, via Councillors, to all Year Groups;
- All staff and girls will have access to the full minutes, upon request, from the School Council Secretary.

6. Responsibilities of the School Councillors

The following are the responsibilities of elected members of School Council:

- Invite girls in the Year Group to put forward suggestions for discussion;
- Discuss issues of concern or development within the Year Group and with the Head of Year/Housemistress;
- Decide which ideas should be put forward to the Council and send a note to the School Council Secretary asking for the item to be placed on the agenda for a future meeting;
- Attend the meeting, enter into discussions and present information/evidence pertaining to ideas put forward by the Year Group in question;
- Be able to debate whole school issues objectively and work with other Councillors to provide clear guidance that will benefit the School as a whole;
- Advise on changes to School Rules and guidance that will affect the lives of the girls whilst they are at QM;
- Provide wise counsel to the Head Master and the Deputy Head if called into session to investigate any disciplinary or other issue;
- Take notes and feedback details of the meeting to the Year Group at an early opportunity;
- Read the minutes as produced by the School Council Secretary and note any corrections/omissions;
- Act as a visible role-model in school, taking opportunities to help the development and integration of the whole school community.

7. Training

The Head Master and Deputy Head will provide training to members of the School Council. Much of this will be done in the context of the Council meetings themselves and advice will be given how to approach discussions with other girls. The Chair and Secretary will be guided in their duties. Training topics should include:

- Child Protection and Safeguarding;
- Active Listening;
- Giving feedback;
- Running, recording and contributing to meetings.