



Things done well make the best memories
SIR NORTON KNATCHBULL – 1637

Student Voice & Student Council Policy

Policy Owner	Richard Hoyte, AHT
Reviewed by	Richard Hoyte
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Delegated authority	Headteacher
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1. Rationale

Norton Knatchbull School values the views and opinions of its students. The School Council is a forum for ideas, suggestions and enquiries from students. The students of the school should be consulted on new initiatives and ideas being considered by the school leadership and should be given an input in to the appointing of new staff.

2. Purpose

Aims of the School Council:

- a) To involve students in the decision-making processes in the school by consultations processes and forums for discussion on issues relevant to school life.
- b) To come up with new ideas to improve the school community.
- c) To enable students to experience a formal schedule of meetings, their rules, and procedures.
- d) To give students responsibility.
- e) To give leadership opportunities to students in each year group
- f) To contribute to the School Improvement Plan.

Aims of the Student Leadership structure:

- a) To provide students with the opportunity to develop their leadership skills.
- b) To lead the student body by taking on board the views of students in each year group.
- c) To develop a strong culture of participation in House events.
- d) To contribute to the School Improvement Plan

3. Implementation

a) Procedures for the School Council:

- Each form elects one representative.
- These representatives attend a Year Council meeting (held every term) and, facilitated by a member of the Year Group Pastoral Team.
- This meeting will discuss issues that the representatives have brought forward from their form.
- The Year Council will decide on items they want to put on the agenda of the School Council meeting.
- The Year Council will elect one of its members to go forward and represent the views at the School Council Meeting
- The School Council meets every term (usually the week following the Year Council meetings).
- The School Council meeting will be chaired by the Head boy/girl.
- The Assistant Headteacher leading on Student Voice will attend the meeting.
- The Assistant Headteacher leading on Student Voice and the Head boy/girl will select items for the agenda and may include other items for discussion. These will be sent out to students a week before the meeting to allow for feedback from the form to be taken.
- The Assistant Headteacher leading on Student Voice and the Head boy/girl will record and agree minutes of the meeting. Once agreed they will be stored on the Student Council Teams.
- The minutes are shared with the Leadership group and the Leadership provide responses to the items on the minutes.
- Feedback will be given to the rest of the school through the published minutes and through assemblies by the year representatives where this is appropriate.
- Copies of the minutes will be sent to the Senior Leadership Team, Governors and other relevant staff.

- The Head boy/girl will feed back to SLT and Governors if and when required.
- School Council Minutes will be an agenda item of SLT and Education Meetings every two terms, following School Council Meetings.
- Feedback on points raised will be fed back to the School Council.
- When appropriate; initiatives of the School Council will be implemented.

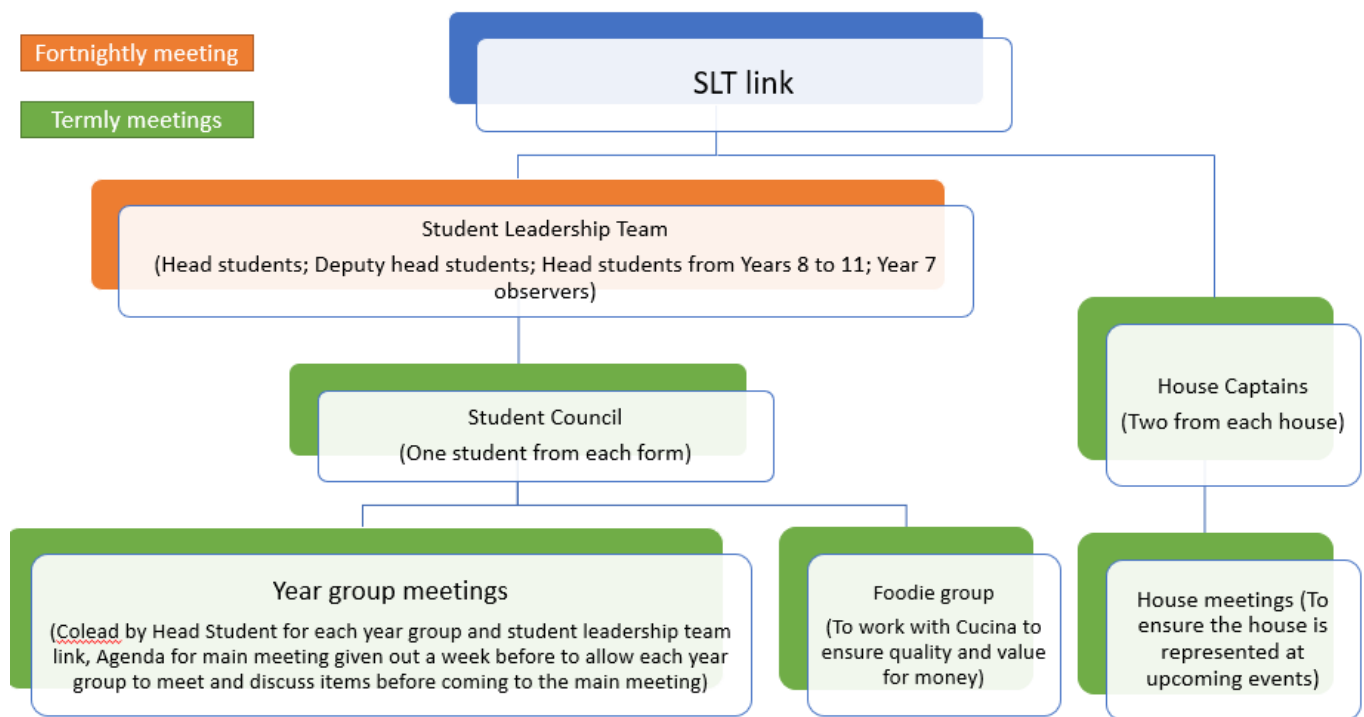
Procedures for selection process of the Student Leadership Team:

- Year 12 students receive presentation and emailed regarding upcoming student leadership opportunities during term 4.
- Application deadline is at the end of the first week back in Term 5.
- All students that apply to be part of the Student Leadership Team must take part in the hustings during Term 5.
- Once hustings are complete, students and staff will be encouraged to express two preferences. Students and staff are not allowed to express their two preferences for one person.
- Students with the strongest expressions of preference will be taken through to a two-stage interview process, one with the Head Teacher and Assistant headteacher in charge of Student Voice/Council, the other with representatives of the student council and the outgoing head boy/girl. Before making the final decision on who to take into the round of interviews consideration will be given to the length of time students have been at the school and the possible impact this has had on expressions of preference.
- The Head teacher and Assistant headteacher in charge of Student Voice will make the final decision on roles taking into account students' performance in each stage of the process along with current academic record of the candidates.
- While there is no set structure of the Student Leadership team we will where possible appoint a Head boy and Head girl so long as it is felt that both students can fulfil the role to which they are appointed.
- Once decision has been made, unsuccessful candidates who made it to interview will be offered senior roles within the Student Leadership Structure.

Procedures for selection process of the House Captains:

- The role of the House Captain is open to all Year 12 and Year 13 students to apply for, and their term will run for a full academic year.
- Link members of the Senior Leadership Team will speak to members of their house at the start of the year and explain the following selection process along with the expectation of the role.
- Interested students must present their plans for success at the first House Assembly of the year.
- Students in the house will then be able to express their preference for one favoured candidate.
- The two or three students with the highest votes in each house will then be appointed as house captains for the rest of the year.
- Each form will also select one student to become Form Captain whose role it is to ensure each form participates in all house events.

b) Roles and Responsibilities regarding the School Council and House structure



The above structure was created through working with the student council in 2022 and should be reviewed in line with this policy being updated. Previously there has been a large emphasis on Year 13's fulfilling a lot of the responsibilities who need to ensure they have a balance between their schoolwork and wider school roles. Therefore, a number of new roles have been created and amended:

Foodie Group will work directly with the canteen to ensure that there is quality of food and value for money.

Student Leadership Team

This is made up of the head students and deputy head students who are year 13 students (hustings during Year 12). This group will discuss progress towards overall targets set at the start of each year and any major concerns each year group has.

Student council

Student council will continue to be chaired by the head students. Year group meetings will take place before each meeting so they can review the agenda and collate their concerns. The foodie group will also fall under the student council remit with students being assigned (one form each year group) to this on a rotation. They will then feedback to all students at the main council meeting

House captains

House Captains will be selected during Term 1 and will lead the house for the following year.

House meetings will take place once a term and will see the house captain meet with the form captains for each of the year groups to ensure all house events are participated in and highlight upcoming events.

The Assistant Headteacher leading on Student Voice - will coordinate the scheduling and running of Year and School Council meetings. He/she will promote the views of the School Council to the SLT and other staff when appropriate.

c) Interview Panels.

Where it is felt appropriate by the Senior Leadership team, the School Council (and on some occasions additional students) will be asked to act as guides and participate in an interview panel for prospective new members of school staff.

d) Additional roles of the School Council

When it is felt appropriate, the School Council (and on some occasions additional students) will be asked to take part in a variety of representative duties in the school and the wider community (e.g. Remembrance Day ceremonies, meeting dignitaries, representing the school at local area meetings).

4. Links to other Policies/Documents

- Behaviour Policy
- Teaching and Learning Strategy
- Anti-bullying Policy