

# Ashleigh School Forum Constitution

## Mission Statement:

*Working together to improve the school and ensure that every pupil has a voice on how to make Ashleigh a safe, supportive and fun environment for everybody to learn.*

## Responsibilities:

Ashleigh School Forum will be a bridge between pupils and staff. It will be responsible for discussing the thoughts and opinions of **all** Ashleigh students on relevant changes needed in the school. Members will work closely with a liaising teacher to propose these changes to the Senior Leadership Team.

## Structure:

There will be four key roles within the forum;

- **Chairman** – a pupil to lead forum meetings and liaise closely with the supporting teacher.
- **Deputy Chairman** – a pupil to aid the Chairman in their duties.
- **Secretary** – a pupil to record minutes of each forum meeting.
- **Treasurer** – a pupil to lead the budgeting, spending, collecting and counting of any money raised or used by the forum.

The forum will be made up of two pupils selected from each class in Years 1 to 5. The final four members will be the two head pupils and two head prefects selected from Year 6. These Year 6 students will also take the roles of Chairman, Deputy Chairman, Treasurer and Secretary.

### Members Selection Process:

School forum members will be democratically selected by their fellow classmates in an election. The elections within class can be done in a way that suits their teacher, but new forum members must be chosen each year. The process must adhere to the following rules:

- Potential candidates must **volunteer** for the role. They cannot be selected without consent.
- Candidates must then be given the **opportunity** to express why they would be suitable for the forum to their classmates.
- Voting by classmates must be done **anonymously** and then revealed by the class teacher.

### Forum Meetings:

All forum members must be given the opportunity to participate in forum meetings by their teachers, unless unavoidable circumstances dictate otherwise.

Forum meetings will take place whenever the Chairman and Deputy Chairman deem it necessary and will work closely with the liaising teacher to decide when these will be. **They must however take place at least once every half term.**

### Forum Communication:

Forum members will be responsible for communication with their classes. They will listen to the opinions and ideas of their classmates and relay them within forum meetings. They will then communicate the discussions had in the forum meetings back to their classmates. **It is the responsibility of the class teacher to allow time for both of these to happen.**