

# STUDENT COUNCIL

# **SUPPORT STAFF MEETING**

**BOARD  
OF  
MANAGEMENT**

# SUPPORT STAFF MEETING

## INSTRUCTIONS FOR SUPPORT STAFF MEETING

You are a group of people who keep the school running. Your members include the caretakers, security person, evening watch person, gardener, cleaners. At your meeting one of your members has a very good idea about asking for a room in the school where you could keep your belongings, have a cup of tea, have a notice board etc. You are having a meeting about this. Read your role card and be ready to join in the meeting.

## SPEAKING ORDER

- |             |             |
|-------------|-------------|
| 1. MEMBER 1 | 4. MEMBER 4 |
| 2. MEMBER 2 | 5. MEMBER 5 |
| 3. MEMBER 3 | 6. MEMBER 6 |

### MEMBER 1

You have had a great idea about having a special room for the support staff. At your meeting you say

- It would be good because it would be somewhere to sit for a cup of tea
- Somewhere to leave your coat
- Somewhere to sit down for break time
- You could even have a notice board to let everyone know things that are happening

### MEMBER 2

You say

- You agree with Member 1
- You don't need a big room
- But you would like lockers in it to keep bags and keys and stuff like that

### MEMBER 3

You also like the idea and you say

- It would be nice to be able to leave a message for someone
- It would make it easier to get to know people if there was somewhere like this room to go to for a break.

### MEMBER 4

You say

- You really like the idea but how do you get a room you cant just go and take one

### MEMBER 5

You answer Member 4

- You know that there are a couple of rooms that are not being used but they would need to be cleaned up
- You suggest going to the principal to ask for the use of one of these
- You would be happy to help clean up the room

### MEMBER 6

You say

- You don't mind talking to the principal
- You would also help to clean up the room
- You know where there are unused chairs and old tables in the school
- You will make an appointment with the principal
- You will let people know as soon as you know anything

**STAFF**

**MEETING**

## CLASS 3

This class introduces students to the idea of a Student Council and how it can provide a voice for students. Through a simulation (in which there is a part for everyone) students will see that other groups within the school structure have a mechanism by which they can suggest ideas and have them discussed. If the school has an active, effective Student Council then they would have the same mechanism open to them, which would allow their voice to be heard. This activity allows for 30 students to take part. If you have less than that in your class you can double up on the parts within the groups. You might also consider having the same person play the part of Principal for all of the meetings as it shows the pivotal role played by the principal in the running of the school.

# ACTIVITY

- Photocopy the signs and role cards on the following pages.
  - Cut up the signs and role cards.
  - Stick the signs up on the wall or on the back of chairs in five different parts of the room.
  - Distribute a role card to each student but make sure to distribute the 5 Individual Student Role Cards randomly around the classroom.
  - Instruct the students to read their own role card and to go and sit with their group.
  - Ask the different meeting groups to sit in consecutive order which will help to avoid confusion with the speaking order
  - Once in their groups students are to read the instruction card to find out what their meeting is about.
  - Students holding individual student role cards should be left on their own with nobody to talk to.
- Although there is a student council sign, there is no council in the school therefore these students have nowhere to go with their idea.
  - When all of the groups have finished carrying out their meeting ask the individual students to introduce themselves according to their role card.

### RUNNING ORDER

1. PARENTS ASSOCIATION
2. TEACHER STAFF MEETING
3. BOARD OF MANAGEMENT
4. SUPPORT STAFF MEETING

- When the simulation has finished allow the students a few minutes to discuss their thoughts on this situation

### FOLLOW – UP ACTIVITY

1. Ask the students to think about what a Student Council might mean to them and to write a statement or design a symbol which explains their understanding of a Student Council.

# PARENT'S ASSOCIATION

## INSTRUCTIONS FOR THE PARENTS ASSOCIATION MEETING

You are the Parents Association of your school and one of the members has an idea for buying defibrillators for the school (they are the machines that can get a persons heart to start working again and could save a life) and you are discussing this at your meeting. Read your role card and be ready to join in the meeting.

## SPEAKING ORDER

1. MEMBER 1
2. MEMBER 2
3. MEMBER 3
4. PRINCIPAL
5. MEMBER 4 CHAIRPERSON

### PARENTS ASSOCIATION – MEMBER 1

You have had a great idea about buying a defibrillator for the school

You say

- Other schools and sports clubs are buying defibrillators
- You have found out that they cost less than 2000euro.

### PARENTS ASSOCIATION – MEMBER 2

You ask

- How many should you buy?
- How would the Parents Association raise the money to buy these machines
- It would be nice to think that the Parents might help to save someone's life some-time

### PRINCIPAL— PARENTS ASSOCIATION

You say

- You like the idea very much
- You will say it at the next staff meeting and ask for people to volunteer to be trained to use the machines
- You think that the PE teachers would welcome something like this
- We need to think about where the machines would be kept in the school

### PARENTS ASSOCIATION – MEMBER 4

As the Chairperson—you ask

- If everybody is happy to buy the defibrillators
- If maybe you could do a raffle to raise the money
- The principal to report back on what the staff say
- For suggestions for where to put the machines
- You say that you will talk about it again at the next meeting

### PARENTS ASSOCIATION – MEMBER 3

You say

- That you think it is a great idea and you ask the principal about training people in the school

# **PARENTS ASSOCIATION**



# BOARD OF MANAGEMENT

## INSTRUCTIONS FOR BOARD OF MANAGEMENT MEETING

You are all members of the Board of Management and somebody has suggested doing up the science lab at your Manage meeting. You are discussing this between you. Read your role card and be ready to join in the meeting

## SPEAKING ORDER

- |                |                |
|----------------|----------------|
| 1. CHAIRPERSON | 6. MEMBER 3    |
| 2. PRINCIPAL   | 7. PRINCIPAL   |
| 3. CHAIRPERSON | 8. MEMBER 4    |
| 4. MEMBER 1    | 9. CHAIRPERSON |
| 5. MEMBER 2    |                |

## CHAIRPERSON OF THE BOM

1. You say that it has been suggested that the Science lab in the school is in a very bad condition and might need some work. You ask the principal about this
2. Once the Principal has spoken you ask
  - What do the other members at the meeting think about rebuilding a science lab for the school.
3. After BOM Member 4 you say
  - That you will talk to an architect
  - You ask the principal to talk to the teachers
  - And you tell everyone that you will talk about this again at the next meeting.

## BOARD OF MANAGEMENT MEMBER 1

You say

- That the principal should talk to the science teachers in the school and find out what they need.

## BOARD OF MANAGEMENT MEMBER 2

You agree with Member 1 and you suggest

- Once you know what is needed an architect could plan it out and then a builder could give you an idea of the price.

## BOARD OF MANAGEMENT MEMBER 4

You say

- That you think this would be a very good thing for the school and should be done straight away

## PRINCIPAL – BOM

1. You say

- That the science lab is very old and does not have the equipment that it should have
- You would be delighted to get a new lab and that the students and teachers would be happy too

2. In answer to Member 3 you say

- That people are not doing science for their leaving cert because of the lab and not being able to do experiments properly.
- However most of the students do science for the junior cert
- Work on the toilets will start soon as this was something that was agreed at the meeting before Christmas but that you are still waiting on the plumber!

## BOARD OF MANAGEMENT MEMBER 3

You ask

- Should money be spent on this when not many do a science subject for the leaving cert?
- Wouldn't it be better to spend money on the toilets which everybody use and are in an awful state?

# STUDENTS

## STUDENT 1

You say

- You are a second year student in your school.
- The people in your area have been fundraising recently for a new community centre which will have a lot of facilities for young people such as a meeting room, games room, computer room etc.
- You know that they still haven't reached their money target.
- you think that the students should help out with the fundraising as it will benefit them
- You could do a simple no-uniform day which would raise a lot of money
- You would like to talk to somebody about your idea but you are not sure who.

Who represents you?

## STUDENT 2

You say

- You are a third year student in your school and you are finding it very difficult to study.
- You can do your homework but you don't know how to do revision properly. You spend time reading the books but don't remember what you have read 5 minutes later.
- That your brother in 6<sup>th</sup> year had a day in school for doing study skills and that this would be a good idea for 3<sup>rd</sup> years as well.
- You wonder how to find out if other people were interested and if it was possible to do something like this in the school.
- You would like to talk to somebody about your idea but you are not sure who.

Who represents you?

## STUDENT 3

You say

- You are in 5<sup>th</sup> year and you have just changed school. You have an idea for a homework club in the evenings after school like your old school.
- You used to go to it when you were in first and second year and it was great for getting help with some of the homework
- This school does not have a club like this. It has after school study but it is too long for first and second years
- You are sure that if there was a homework club for an hour every day that the younger students would go to it and find it very useful.
- Sometimes parents can't help with the homework that students get, but other students or teachers could.
- You would like to suggest your idea to somebody but you are not sure who.

Who represents you?

## STUDENT 4

You say

- You are a first year student and you have an idea. In your National School all students had a uniform and a school tracksuit but there is no school tracksuit in this school.
- You think it would be a good idea if the students had a school tracksuit they could wear when they are doing PE but that they could also wear when they are training with their teams or going to play matches.
- It could be a sensible tracksuit and everybody would look the same. It also might be more practical than some of the things that people wear for PE and could save parents money
- You would like to talk to somebody about your idea but you are not sure who.

Who represents you?

## STUDENT 5

You say

- You are a 2<sup>nd</sup> year student and you think that it would be a good idea if the students had picnic tables outside so that they could sit down and eat their lunch on a fine day.
- There is an area where you could easily put in lots of tables and bins for any rubbish.
- You don't know how much they cost but you do know that there are lots of places selling them.
- You even know somebody who makes them who might do a special price for the school
- You would like to suggest your idea to somebody but you are not sure who.

The Principal is very busy and is not going to do something just because you say you would like it. Your form-teacher thought it was a great idea and told you to go and work on the idea but you are only one person – you need help if you are going to do anything about this issue. Your friends also think it is a lovely idea, but have no idea what to do about it.

Who represents you?

# TEACHER STAFF MEETING

## INSTRUCTIONS FOR STAFF MEETING

You are all teachers in a school and you are having a staff meeting. At the meeting someone suggests that TVs and DVD players be bought for every classroom in the school. You are discussing this at your meeting. Read your role card and be ready to join in the meeting.

## SPEAKING ORDER

- |              |              |
|--------------|--------------|
| 1. MEMBER 1  | 6. MEMBER 5  |
| 2. MEMBER 2  | 7. PRINCIPAL |
| 3. MEMBER 3  | 8. MEMBER 6  |
| 4. PRINCIPAL | 9. MEMBER 7  |
| 5. MEMBER 4  |              |

### STAFF MEMBER 1

You think it would be a great idea to have a TV and a DVD player in every classroom in the school. At your staff meeting you tell people about your idea.

#### And you say

- There are not enough in the school and you can never get a TV when you want it.
- It means that you wouldn't have to go looking for one when you need it.
- It would really help everybody and be good for the students

### STAFF MEMBER 3

#### You say

- That you are a history teacher and that if you had a TV and DVD player in the classroom there would be lots of films that you could show students

### STAFF MEMBER 2

#### You say

- You are a CSPE teacher and that you need a TV in the classroom for keeping students aware of what is happening around them.

### STAFF MEMBER 4

You agree with the Principal that it is expensive and that there could be problems minding the TVs and DVDs.

#### You suggest

- That the school buys maybe 10 TVs which would be enough
- Get a small storage room and give every teacher a key to the room to be able to get in

### PRINCIPAL

#### 1. You say

- It is a very good idea but that it would cost too much money to do this
- There is an issue about minding the TVs if the room was not being used
- Ask does anyone have an idea how to get over that?

#### 2. You thank

- Staff member 5 and say that you will suggest this at the next Board of Management meeting
- There might not be any money left if they are going to build a new science lab
- You would support a fundraiser
- There is a room that could be used for storage.

### STAFF MEMBER 5

#### You say

- That you agree with number 4
- That it would be good for everybody in the school to have more TVs and DVD players
- You would organise a small fundraiser to help to pay for them