



HUNTERS HILL PUBLIC SCHOOL

STUDENT LEADERSHIP PROCEDURES

2025



HUNTERS HILL PUBLIC SCHOOL

Student Leadership Team Procedure

Overview

At Hunters Hill Public School, we focus on developing our students' leadership skills through formal leadership programs and practical leadership experiences. The approach recognises that students can be leaders across many different areas and that leadership skills learnt in early primary school can lay the foundations for future leadership success.

A variety of opportunities are created for students to undertake leadership responsibilities within the school and to represent the school in the wider community.

Student leadership is based on -

- Courtesy
- Cooperation
- Consideration
- Citizenship

Student Leadership Team

Role Description:

- Provide a positive role model and leadership to the student body;
- Represent the student body at school and community functions;
- Coordinate school assembly programs;
- Encourage students to take pride in their school;
- Assist any student in need when necessary;
- Willingly help teachers and the community;
- Assist to facilitate school-based activities and initiatives.

Essential Criteria:

- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and during school activities (before, during and after school);
- Maintain a standard of dress and grooming in accordance with the school's uniform policy;
- Demonstrate school spirit and pride.

This means:

1. Wearing correct school uniform.
2. Following the school rules (before, during and after school).
3. Participating in a number of school activities.
4. Demonstrating responsibility, honesty, courtesy, reliability and helpfulness.

Student Leadership Team Structure

(Where applicable, changes may be made if there are insufficient suitable* candidates or the cohort is less than 32 students.)

Student Leaders: Four boys and four girls.

Student Leadership Team Selection Procedure:

- All students in Year 5 will be made aware of the role description and essential criteria;
- Year 5 students will nominate, by secret ballot, two boys and two girls, who they deem suitable to carry out the role and represent the student body the following year;
- Up to a maximum of eight boys and eight girls who receive the highest number of nominations will be nominated to the school staff for ratification. This process will be undertaken by the Stage 3 assistant principal, the Year 5 class teacher/s, and the principal. The principal reserves the right to add or subtract students if determined appropriate;
- All nominees will have an opportunity to address the school, introducing themselves and assisting the current school leaders to run a whole school assembly or event. No student 'election speeches' will be made. Nominees will be presented with a prepared script.
- Nominees will undertake a short interview with the principal, the current Stage 3 assistant principal, and two representatives of the current Student Leadership Team (as selected by the school executive). Nominees will be asked a maximum of three questions, which will be provided to them 5 minutes before the interview to facilitate some 'thinking time'. The interview panel will rate the nominees based on their manner and responses.
- Students in Stage 3, Year 4 students, and all school staff will vote for candidates based on their understanding of nominees' leadership skills, citizenship, behaviour, and public speaking skills;
- Votes will be tallied by two returning officers, who will then combine votes with interview ratings to determine team membership;
- The principal, executive team and the returning officer will review and ratify the outcome, reserving the right to make adjustments if deemed appropriate by all executive members and the principal.

- No communication will be entered into with parents or caregivers regarding the undertaking of process or the process outcome.

NB: If a student is absent from school due to 'School Business' commitments on either the scheduled assembly/event or interview day, alternate arrangements will be made. Unless proof of misadventure is provided and deemed reasonable by the principal and executive team, absence due to 'School Business' is the only reason that adjustments to the process will be made.

Students will be advised of the process outcome and the Student Leadership Team will be presented to the school on Presentation Day.

At the commencement of the next school year, the Student Leadership Team Role Description and Essential Criteria document will be signed by the elected students and their parents/caregivers.

Please note:

Elected student leaders agree to relinquish their position and badge for a duration of time set by the principal or executive team for a period of time if they are in breach of the school rules, selection criteria or failure to carry out roles and responsibilities.

The Principal reserves the right to make the final decision in regards to the appointment of candidates and relinquishing of their duties.

*students having, over time, demonstrated possession of the required skills and characteristics and an attitude commensurate with our school values (respect, responsibility and resilience).



HUNTERS HILL PUBLIC SCHOOL

House Leadership Team Procedure

Overview

At Hunters Hill Public School, we focus on developing our students' leadership skills through formal leadership programs and practical leadership experiences. The approach recognises that students can be leaders across many different areas and that leadership skills learnt in early primary school can lay the foundations for future leadership success.

A variety of opportunities are created for students to undertake leadership responsibilities within the school and to represent the school in the wider community.

Student leadership is based on -

- Courtesy
- Cooperation
- Consideration
- Citizenship

House Leaders

Role Description:

- Provide a positive role model and leadership to the student body;
- Represent the student body at all school sports activities and sports carnivals;
- Coordinate activities, house songs and manage teams;
- Assist in the preparation of relay teams at carnivals;
- Encourage students to take pride in their house colours;
- Encourage students to participate in all sporting activities and carnivals;
- Provide sports equipment to students on a rostered basis at lunch times;
- Help teachers in coordinating special sports days;
- Willingly help teachers to maintain sports store and sports equipment.

Essential Criteria:

- Ability to speak confidently and spontaneously in public;
- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintain a standard of dress and grooming in accordance with the school's uniform policy;
- Demonstrate school spirit and pride.

This means:

1. Wearing correct school uniform.
2. Following the school rules.
3. Participating in school sports activities.
4. Showing trustworthiness, honesty, courtesy, reliability and helpfulness.

House Leaders Structure

(Where applicable, changes may be made if there are insufficient suitable* candidates.)

House Leaders: Two boys and two girls from each sport house; Chisholm, Farrer and Lawson.

House Leaders Selection Procedure:

- At the beginning of each school year, all students in Stage 3 will be made aware of the role description and essential criteria;
- Students nominate themselves for the role of House Leader;
- House Meetings will be held early in Term 1 when House Leaders will be elected. Meetings will be attended by students in Years 3 -6 and supervising teachers.
- Student nominations will be taken on the day of House Meetings.
- Students nominated for House Leader prepare a brief presentation (no longer than 30 seconds), referring to the Role Description and Essential Criteria statements, to make to the Years 3-6 students in their given house, outlining their desire and suitability for the role;
- Students will be given 15 minutes to prepare their presentations during the day prior to House Meetings;
- Elections are informal;
- After making their presentations, nominated students turn away from their team members who undertake voting which is carried out by 'heads down, hands up';
- Supervising teachers will tally votes;
- The two students receiving the highest number of votes will be elected as House Leaders. In the event of a tied vote count for the second position, or a three-way tied vote for the first position, a further voting process will be undertaken, with only the tied candidates being voted for.

NB: If a student is absent from school due to 'School Business' commitments on the day of House Meetings, alternate arrangements will be made. Unless proof of misadventure is provided and deemed reasonable by the principal and executive team, absence due to 'School Business' is the only reason that adjustments to the process will be made.

The House Leader Role Description and Essential Criteria document (refer attached) will be signed by the elected students and their parents/caregivers.

Please note:

Students already elected to the Student Leadership Team are ineligible to nominate.

Elected student leaders agree to relinquish their position and badge for a duration of time set by the principal or executive team for a period of time if they are in breach of the school rules, selection criteria or failure to carry out roles and responsibilities.

The Principal reserves the right to make the final decision in regards to the appointment of candidates and relinquishing of their duties.

*students having, over time, participated in school sports events and/or teams, and demonstrated sportsmanship, possession of the required skills and characteristics, and an attitude commensurate with our school values (respect, responsibility and resilience).



HUNTERS HILL PUBLIC SCHOOL

Student Representative Council (SRC) Procedure

Overview

The role of SRC members is to promote the views of students and to encourage students to become actively involved in their school. Being an SRC member is an important and responsible role in the school. It is an opportunity for leadership and teaches skills that support students to become competent leaders. Students are able to have a say in what is important to them at school, what is working well, what needs improvement, and what we could change. The SRC also provides activities and special events for children to enjoy, as well as raising money for a nominated charity or the school. Representatives have an opportunity to solve problems, debate, make decisions and put plans into action.

Procedures

Members of the SRC

One member of staff acts as Coordinator.

Each class from Years 2-6 elects two students (a boy and a girl) as its representative. Elections are held in Terms 1 and 3, with representatives holding their position for a semester.

Kindergarten 1 boy and 1 girl to serve for 12 months (Year 6 representatives)

Year 1 1 boy and 1 girl to serve for 12 months (Year 6 representatives)

NB: In the event of a 1/2 composite class, they may be represented by Year 2 representatives.

Year 2 1 boy and 1 girl SRC representative – change each semester

Year 3 1 boy and 1 girl SRC representative – change each semester

Year 4 1 boy and 1 girl SRC representative – change each semester

Year 5 1 boy and 1 girl SRC representative – change each semester

Year 6 1 boy and 1 girl SRC representative – change each semester

NB: In the event of a composite class in Years 3 -6, 1 girl and 1 boy will be elected from the class, one representative being from each year group.

The class representatives represent their own class on any matter concerning the student body. They also bring class concerns to SRC meetings.

Election of Class SRC Members

All children from Years 2-6 are eligible to be elected as class representative members of the SRC; however, a student cannot be a SRC representative if they have been on the SRC the previous year. In class, teachers discuss the responsibilities of being the class SRC representative. Class elections take place early in Terms 1 and 3, and are run by the class teachers.

Students self-nominate and are asked to present a 1 minute speech in front of their class on why they want to be a student representative, what they can bring to the SRC and ideas that they would like to implement.

Students vote for their preferred representative.

In the event of a drawn vote, all students will vote again between the tied candidates to determine which student is elected to the position.

Upon completion, names of elected representatives are sent to the SRC coordinator and executive staff. Parents of the SRC members will be notified and invited to an assembly when the representatives receive their badges.

Each class should keep note of the runner up in their election. These students can be called upon to replace the SRC rep if they leave or go on extended leave throughout the semester. They will not receive a badge.

Election of SRC Executive Members

After the Student Leaders and House Leaders have been elected, the SRC Executive Team will be chosen by the SRC Coordinator and the School Executive.

There are four members of the SRC Executive Team.

The SRC Executive Team will be selected to perform the following roles:

- Chairperson
- Secretary
- Publicity Officers

SRC Meetings

The SRC meets fortnightly at a time dictated by the demands of the school timetable.

The meeting is chaired by the SRC Coordinator (staff) and Chairperson (student). The Chairperson follows an agenda produced by the Coordinators, but contributed to by any member of the SRC. All

members are given time to express their ideas and opinions and a plan of action is devised to address any needs or to facilitate any activities planned.

Minutes are taken by the Secretary. SRC representatives keep a record of items they need to report back to their class in their 'Bringing Issues to the SRC' booklet. Publicity Officers report to the student community at school assemblies on SRC matters.

Each SRC representative is responsible for their class SRC folder which contains the SRC procedures and 'Bringing issues to the SRC' book. This book is used by SRC representatives as a form of communication between the representative and their class. This folder must be brought to each meeting.

SRC Meetings Code of Conduct

SRC representatives must:

- be present at all meetings;
- respect all members at SRC meetings;
- listen actively to others;
- help each other and be courteous;
- consider all ideas fairly;
- work collaboratively as a team.

The SRC:

- Is a group of students in the school elected by their fellow students.
- Allows all student concerns and ideas to be heard.
- Solves problems and brings about change.
- Gives teachers opportunities to hear students' ideas and concerns.
- Gives students more responsibilities.
- Fundraises for specific purposes such as Stewart House and school resources.
- Acknowledges special events and community days such as NAIDOC Week and Harmony Day.

Responsibilities of SRC Representatives

- Attend meetings and come prepared.
- Listen to others and take the opportunity to have their say.
- Bring issues from the class to the SRC meeting when necessary.
- Report back to the class following meetings.

- Follow through with action plans as decided by the SRC, staff or school committees.
- Represent our school appropriately.

Responsibilities of Teachers in Support of the SRC

- Allow class time each fortnight for representatives to report back after meetings, and provide help if required.
- Read the minutes of each meeting and remain up to date with the issues/requests/solutions raised in SRC meetings.
- Follow through with issues/requests brought to the class from the SRC.
- Provide opportunities for the class to discuss issues (class and school) either via a formal class meeting or circle time.

Responsibilities of SRC Coordinators

- Prepare an agenda for fortnightly meetings.
- Support students in their role as SRC representative.
- Inform staff members of issues/requests/solutions raised in meetings.
- Inform the school community of fund raising, community events and school decision making via the school newsletter or website.
- Liaise with executive members of staff and the P&C (as relevant) with regards to school decision making.



HUNTERS HILL PUBLIC SCHOOL

Library Monitor Procedure

Overview

At Hunters Hill Public School, we focus on developing our students' leadership skills through formal leadership programs and practical leadership experiences. The approach recognises that students can be leaders across many different areas and that leadership skills learnt in early primary school can lay the foundations for future leadership success.

A variety of opportunities are created for students to undertake leadership responsibilities within the school and to represent the school in the wider community.

Student leadership is based on -

- Courtesy
- Cooperation
- Consideration
- Citizenship

Library Monitors

Role Description:

- Provide a positive role model and leadership to the student body;
- Attend during rostered duty times;
- Process the borrowing and returning of library books;
- Shelve library books;
- Process the borrowing and returning of library games at lunch time;
- Keep the library in good order by tidying books, games, chairs, and display books;
- Assist the librarian with simple library tasks eg putting up displays, checking library shelves are in order, labelling.

Essential Criteria:

- Ability to maintain acceptable standards of work and behaviour in class and school activities;
- Maintain a standard of dress and grooming in accordance with the school's uniform policy;
- Demonstrate school spirit and pride.

This means:

1. Wearing correct school uniform.
2. Following the school rules.
3. Showing trustworthiness, honesty, courtesy, reliability, and helpfulness.

Library Monitors Structure

(Where applicable, changes may be made if there are insufficient candidates)

Library Monitors: 6 - 8 Year 6 students.

Library Monitors Selection Procedure:

- At the beginning of each school year, all students in Year 6 will be made aware of the role description and essential criteria;
- Students nominate themselves for the role of Library Monitor;
- The librarian consults with relevant classroom teachers to discuss each student's demonstrated ability to carry out the role of Library Monitor as per the role description.
- Student nominations are then confirmed by the librarian should the student be deemed to be able to carry out the role.
- Should there be more than 8 nominating students, the librarian and classroom teacher will assign points for each role in the role description (1= sound, 2= high, 3 = outstanding). The 8 students with the highest total of points will be selected as a Library Monitor.

NB: If a student is absent from school due to 'School Business' commitments on nomination day, they may nominate on the first day of their return to school.

The Library Monitor Role Description and Essential Criteria document (refer attached) will be signed by the selected students and their parents/caregivers.

Please note:

Students already elected to the Student Leadership Team as Student Leaders or House Leaders are ineligible.

Selected library monitors agree to relinquish their position and badge for a duration of time set by the principal or executive team for a period of time if they are in breach of the school rules, selection criteria or failure to carry out roles and responsibilities.

The Principal reserves the right to make the final decision in regards to the selection of candidates and relinquishing of their duties.