

T1. SRC CONSTITUTION

1. Name

The name of our organisation is:

2. Aims

The *purpose* of the SRC is to:

Activities: The SRC will: *(what sorts of things the SRC will do)*

3. Membership

3.1 *Representation*

The SRC is composed of

3.2 *Conduct*

Representatives will (e.g. attend meetings regularly, report to home groups)

3.3 *Termination of membership*

If an SRC representative (e.g. *does not attend meetings, etc.*)

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4. Elections

4.1 *Appointment to the SRC is by (e.g. election/volunteering/appointment):*

4.2 *Method of appointments*

4.3 *When appointments will be made (e.g. when elections are held)*

5. Positions

(The SRC will, each year, elect the following positions from among its members)

5.1 *Executive positions (chairperson, secretary, treasurer, etc.)*

5.2 *Representatives on other bodies*

5.3 *Other positions*

6. Role statements of officers (or a general statement referring to an attachment)

7. Role of SRC support teacher

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8. Meetings

8.1 *Frequency of meetings*

Meetings of the SRC shall be held...

8.2 *Annual General Meetings (AGM)*

This meeting shall be held...

8.3 *Special meetings*

A special meeting of the SRC shall be held if

8.4 *Quorum*

In order for decisions to be made by a meeting of the SRC, there needs to be representatives present

(often a percentage of the total):

8.5 *Voting rights*

Each representative shall exercise one vote...

8.6 *Meeting procedures* (or a general statement referring to an attachment, e.g. meeting procedures shall be determined by the SRC from time to time and attached to this constitution):

9. Committees

The SRC shall establish committees and working parties as required...

10. Amendments to the constitution

Amendments to the constitution shall be made... (*how?*)

T2. GROUP AGREEMENT

INDIVIDUAL COMMITMENTS

If I am unable to complete something, I will:

If I am unable to continue on the SRC, I will:

In working as a member of the SRC, I will:

GROUP AGREEMENT

To make sure we achieve our SRC goals – on time, and to the best possible standards – we will:

For the safety of all those involved – including the physical safety of people and property – we will:

To protect people's privacy or reputation, we will:

To enable everyone to feel included, valued and respected, we will:

To make sure we have school support, we will:

T3. BRAINSTORM OF SRC ACTIVITIES

Activity	Last year's activities	This year's activities		
		Election promises made	Opportunities for activity this year	Other ideas
Curriculum				
Social activities				
Physical infrastructure				
Rules				
Advocacy				
Fundraising				
Social culture and wellbeing				
Community action				
Interschool/SRC networking				

T4. SRC YEAR PLANNER

TERM _____

Week no.	Monday	Tuesday	Wednesday	Thursday	Friday
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

TERM _____

Week no.	Monday	Tuesday	Wednesday	Thursday	Friday
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

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T4. SRC YEAR PLANNER /pg 2

TERM _____

Week no.	Monday	Tuesday	Wednesday	Thursday	Friday
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

TERM _____

Week no.	Monday	Tuesday	Wednesday	Thursday	Friday
1.					
2.					
3.					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					

T5. SRC REPRESENTATIVE FEEDBACK SHEET

Class or year group:

Date:

SRC Meeting

Class Meeting

Issues: I need to report these from the SRC to the class for their responses

Issues raised by the SRC: (I'll need to report these to the class)	Feedback from the class: (What the class said in response)

Report the SRC responses to the class

Take these responses back to the SRC

Ideas: I need to take these from the class to the SRC for discussion

Response of the SRC to these issues: (I'll need to report these to the class)	Issues from the class: (The class wants these taken to the SRC)

T6. SRC MEETING AGENDA

Meeting Date and Time:

Meeting Place:

1. Attendance

2. Apologies

3. Agenda review

- *Purpose and aims of the meeting*
- *Chairperson / facilitators*

4. Previous meeting's minutes

Moved that the minutes of the meeting of _____ be accepted.

(moved: _____ ; seconded: _____)

Decision (*agreed / not agreed*)

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T6. SRC MEETING AGENDA /pg 2

5. Matters arising from minutes (report on actions from last meeting)

6. Correspondence

a. In

b. Out

7. Reports

8. General Business

9. Date and time of next meeting

T7. SRC MEETING MINUTES

Meeting Date and Time:

Meeting Place:

Chairperson:

Minute taker:

Attendance:

Apologies:

Agenda Item	Discussion	Decision	Action (by whom & by when)
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T7. SRC MEETING MINUTES /pg 2

Agenda Item	Discussion	Decision	Action (by whom & by when)

Date, time and place of next meeting:

T8. TACKLING AN ISSUE: DIVAE PLANNING

DEFINE: Topic name and description

What is meant by the topic? Who is raising it? Why is it an issue?

INVESTIGATE: Finding out about the topic

What is happening now? What has happened before? What are our experiences? Who could we ask?

VISION: Our goals and/or the changes needed

What should it be like? 'A school/world where...'. What needs to change to bring this about?

Summarise on 'Vision' and 'Changes' posters

ACT: The action to be taken

What is meant by the topic? Who is raising it? Why is it an issue?

Develop an action plan

EVALUATE: Reflecting on the outcomes

What is meant by the topic? Who is raising it? Why is it an issue?

Write a description of your action, including your reflections

T9. ACTION PLANNER

Action title: *Name of our action*

Action team: *Coordinator and support team*

Goal: *What we want to achieve*

Why?: *Reasons, possible arguments against our plan, our responses to these arguments*

Audience: *Who we need to involve or convince; who will benefit and how (particular group, year level, whole school, whole community)*

What we will do: *Summary of planned action*

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T9. ACTION PLANNER /pg 2

Action steps: *the steps we will take*

Step	What?	Who will do it?	By when?	Resources needed?
1.				
2.				
3.				
4.				
5.				
6.				
7.				

Resources: *Funds that are needed; cost of the plan; other resources or support we'll need*

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T9. ACTION PLANNER /pg 3

Support: *Who can help us?*

Links: *Links to other groups*

Evaluation: *How we will know if we succeeded; and how we will report on the completion of the action*

Celebration: *How we will celebrate completing the action; and how we will acknowledge the students and staff who have helped us*

T10. SRC RESOURCES

Resources	We have	We need to get	Who or where from? How?
Enthusiastic SRC members			
SRC support teacher			
Support from the student body			
Support from the principal and staff			
Time for SRC members			
SRC budget (funds)			
SRC room			
SRC meeting room			
SRC filing cabinet			
SRC laptop/computer			
SRC digital camera			
SRC minute/record book			
Folders for SRC members			
SRC noticeboard			
SRC mail-slot/pigeonhole			
Access to the photocopier			
SRC website			
SRC column in newsletters			
SRC badge			
SRC members' photos on display			
SRC page in school diary			
SRC training events			
Access to SRC networking			

T11. FINANCE PLANNER

Account name

Starting date

Starting amount

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Date	Description	Amount received	Amount spent	Balance

Total received	Total spent	Final balance

PLUS any future income known: +

Sub-total =

MINUS any commitments known: -

Total funds available: =

As of date: _____

T12. SOLVING PROBLEMS

Step 1: Define – what is the problem or issue?

Define outcome – what do we want to happen?

Step 2: Who are people we could ask for help or advice?

Who	Names	The help or advice we could ask for
Family		
Friends		
School or Community		
Other		

Step 3: What has already been tried?

What are some possible solutions?

Solution A

Solution B

Solution C

Solution D

Continues page over →

Step 4 (Choose) We will try this first

Action 1:

Action 2:

Action 3:

Action 4:

And then, just in case:

Second Solution

Action 1:

Action 2:

Action 3:

Action 4:

Evaluate:

How did it go? What happened?

What now?

