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Millthorpe Public School – Student Leadership Procedures

At Millthorpe Public School, student leadership is essential for fostering collective growth and enhancing the school community.

Audience and applicability

Through formal leadership opportunities, students are empowered to influence the school environment and act as advocates for positive change. These opportunities encourage active participation, respect for diverse ideas, and a sense of responsibility. By sharing their opinions and feeling valued, student leaders contribute meaningfully to school life, promote a positive culture and inspire their peers to do the same.

Changes since previous update

Last updated	Description of changes	Approved by
20/10/2024	Updated to reflect 2024 student leadership consultation	Penny Granger (Principal)

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1. Leadership Positions

School Captains – 2 students: 1 girl representative, 1 boy representative

School Prefects – 2 students: 1 girl representative, 1 boy representative

House Captains – 8 students: 2 representatives of either gender from each house

Student Representative Council (SRC) Members – 2 students of either gender per senior class (Years 3 to 6)

2. Leadership Qualities

Leadership skills are qualities that a student needs to have to be an effective leader. The main characteristics of a leader are:

Respect

An important part of being a school leader is for students to respect others. It is important that leaders listen to what peers and staff have to say.

Responsibility

A responsible leader is always accountable for their actions. Responsibility involves making decisions and taking action, rather than waiting to be told what to do.

Resilience

As a leader the ability to bounce back after adversity is an important attribute and skill. It involves showing empathy, self-regulation and positivity when faced with challenge.

Confidence

One of the most important leadership skills is confidence. A leader must have confidence, so they can speak in public and represent their school in the community.

Organisation

As a leader, students will need to be ready to take on extra responsibilities. They will be relied upon by others to get jobs done and require high level organisational skills.

Public Speaking

Public Speaking is a skill and a quality that every leader should develop strength in. Leaders will be required to speak with confidence, clarity and enthusiasm. Students will normally do most of their public speaking duties at assemblies in front of the whole school and out in the school community.

3. Expectations of all School Leaders

- Display leadership qualities
- Be a role model in the classroom, playground and when representing the school
- Display exemplary behaviour
- Uphold classroom expectations and the school values of respect, responsibility and resilience
- Participate and try their best in school events
- Show willingness to assist peers, teachers and the community
- Be involved in activities and show pride in Millthorpe Public School
- Represent the school, outside of school hours at community activities
- Always wear appropriate school uniform
- Exemplary attendance

4. Role Descriptions

School Captain and School Prefect responsibilities:

- Communicate with staff, students and the community, including public speaking at school assemblies and other events
- Act as a mentor, advocate, and role model to peers and younger students
- Welcome and thank visitors to the school
- Attend and actively participate in SRC meetings and planned initiatives
- Meet with the Principal and school executive to provide input into appropriate school decisions

House Captains responsibilities:

- Promote house pride and unity, fostering a sense of belonging, leading house events and activities
- Encourage all students to participate in school events and activities
- Record house points and celebrate results with the school community
- Work with other house captains to coordinate sport resources
- Welcome and thank visitors to the school in the absence of Captains and Prefects

SRC responsibilities:

- Liaise with teachers and fellow students to lead student voice by promoting citizenship and advocacy
- Attend and actively participate in all SRC meetings
- Organise, promote and volunteer at all SRC events
- Report decisions, seek feedback and share information with fellow students

5. Eligibility Criteria

School Captain, School Prefect and House Captains:

- A student in Year 5 entering Year 6 the following year
- A student who repeats Year 6 NB: if they hold a current leadership position, they must renominate
- A student who has not been suspended in Semester 2 of the election year

SRC:

- A student in Years 3 to 6
- A student who repeats in Years 3 to 6 NB: if they hold a current leadership position, they must renominate
- A student in Year 6 who does not hold another leadership position
- A student who has held a SRC position in a previous year is eligible for nomination

6. Nomination Process

School Captain, School Prefect and House Captains:

- Year 5 students will be made aware of the leadership positions, leadership qualities, role descriptions, eligibility criteria and nomination process
- Eligible students are provided the School Leader information package
- Students wishing to nominate complete the student acknowledgement and questions about leadership
- Parents complete the declaration of support
- Executive member completes the nomination checklist

- Student submits the completed nomination form by the due date
- Nominees are not permitted to campaign in any way after nominating; for example, posters, flyers, promises or chants

SRC:

- Year 3-6 students will be made aware of the leadership qualities, role descriptions, eligibility criteria and nomination process
- Eligible students are provided the SRC information package
- Students wishing to nominate complete the student acknowledgement and questions about leadership
- Parents complete the declaration of support
- Executive member completes the nomination checklist
- Student submits the completed nomination form by the due date
- Nominees are not permitted to campaign in any way after nominating, for example, posters, flyers, promises or chants

7. Election Process for School Captains, School Prefects and House Captains

Generally:

- Dates for the election process are set by the school executive and are published on the school calendar
- All eligible nominees are listed in alphabetical order and presented at an executive meeting for ratification (refer to withdrawal of nomination information)
- Nominees are announced to the student body at least 5 school days prior to the leadership speech assembly
- Nominees will present a speech to a whole school assembly, with parents welcome to attend the assembly
- In the event of serious and unexpected misadventure such as a death in the immediate family, the Principal has the discretion to allow a nominee to remain as a nominee without delivering a leadership speech
- If a nominee withdraws prior to the assembly, they will be removed from the ballot
- The nominees will present their speeches to the school in alphabetical order
- The speeches and a secret ballot will occur on the same day
- Students from Year 1 to Year 6 will vote
- Kindergarten students attend the leadership speech assembly and participate in a mock vote to help them understand the process for when they are in Year 1 and beyond
- If staff or students are absent on the day of voting, votes must be collected by the end of the following school day
- Staff only can vote in absentia to the principal or delegate
- It is not compulsory for all staff and all students to vote
- The voting process is explained to all students before they vote in class groups
- Ballot papers are collected and counted by the Principal and at least one other member of the executive
- In the event of a tie, the Principal shall cast a deciding vote
- Once School Captains and School Prefects have been decided, these nominees will be removed from the House Captain vote (as they can not hold a house captain position too)
- The Principal has the right to amend these rules at any time, especially where it is considered the authority invested in the voting students has been misused

- If an elected leader leaves or is removed during their tenure, they will be replaced, according to voting results

School Captains and School Prefects:

- For an election to take place, there must be at least three nominees from each gender
- If fewer than three nominations are received for either gender, the election will proceed with a combined ballot. In this case, the positions will be filled based on the overall vote count, ensuring there is at least one representative from each gender on the senior leadership team. This means it is possible for both school captains or prefects to be of the same gender, depending on the voting outcome.
- Applied to this ballot is a weighted voted system that is graduated depending on a students' school year, this allows the peers of the nominees to have a greater voting capacity
- Staff follow the same voting procedures and carry a greater weight in the voting system

House Captains:

- Voting for House Captains occurs immediately after the School Captain and School Prefect vote, when students gather in house groups
- Applied to this ballot is a non-weighted preferential voting system for students and staff
- House Patrons will explain the voting process to all students, and then distribute and collect the ballot papers

8. Election Process for SRC

- Dates for the election process are set by the school executive and are published on the school calendar
- In the case of a composite class, 2 candidates can be selected from the same year group
- In the event of a 2/3 composite class, the executive will determine the number of representatives from Year 3 only
- In the event of a 4/5 composite class, the executive will determine to which stage the students present their speeches and which stage will vote for the class representatives
- Nominees will present a speech to their stage peers
- Nominees are announced to the stage at least 5 school days prior to the speeches
- A student must be present on the day to give a speech
- In the event of unforeseen misadventure, the Principal has the discretion to include the absent student as a nominee
- If a nominee withdraws prior to the speeches, they will be removed from the ballot
- The nominees will present their speeches to the stage in alphabetical order
- The speeches and a secret ballot will occur on the same day
- Students in each stage will vote for 2 representatives from each class, in their stage
- The votes will be non-weighted
- There is no in absentia voting for SRC members
- It is not compulsory for all students to vote
- Staff do not vote for SRC members, except for a tie, where the Stage Assistant Principal in consultation with the classroom teacher/s, shall cast a deciding vote
- Ballot papers will be collected and counted by the Principal and at least one other member of the executive
- The Principal has the right to amend these rules at any time, especially where it is considered the authority invested in the voting students has been misused
- If an elected leader leaves or is removed during their tenure, they will be replaced, according to voting results

9. Announcement Process

School Captains, School Prefects and House Captains:

- The principal will meet with all nominees and parents, prior to the annual presentation day assembly, where they will be informed if they are successful or unsuccessful in gaining a position in the leadership team
- Students will not be told what position they will hold until the annual presentation day assembly
- Information shared with nominees and their parents is expected to remain confidential until the positions have been publicly announced at the annual presentation day assembly
- The elected School Captains, School Prefects and House Captains will be formally announced to the staff, students, parents and wider community at the annual presentation day assembly
- Parents are invited to present their child with a leadership badge at the annual presentation day assembly and the current leaders will present blazers
- Leaders will officially accept their positions at the Leaders' Induction Ceremony held in Term 1 the following year, where parents will present their child with leadership badge and witness the signing of the register

SRC:

- Following the vote, the elected SRC members will be announced to stage groups and then the whole school
- Leaders will officially accept their positions at the Leaders' Induction Ceremony held in Term 1, where parents will present their child with a leadership badge and witness the signing of the register

10. Withdrawal of Nomination or Position as Student Leader

The Principal or delegate may request a meeting with a student who nominates for or holds a position as a Student Leader and ask for them to show cause as to why their appointment should not be withdrawn. The Principal or delegate may call a meeting of this nature when the Student Leader/Nominee is not following the values and expectations of Millthorpe Public School.

Possible reasons for removal from the position of Student Leader/Nominee:

- Repeated non-compliance with the School's Discipline Code and Values
- Refusal to accept or regular failure to complete leadership team responsibilities
- Abuse of the position eg: bullying
- Suspension
- Unsatisfactory attendance or repeated lateness to / leaving early from class or school

When it is determined by the Principal or delegate that the Student Leader is not sufficiently modifying their actions to maintain their position of leadership, the Principal will withdraw the appointment and fill the position. The principal will go to the next highest ranked nominee and offer the position until acceptance is gained.

Monitoring the policy – Next review end of Term 1 2025

The school executive team monitors the implementation of this procedure, regularly reviews its contents to ensure relevance and accuracy, and updates it as needed.