



The Helston Community College Students' Union Constitution

An outline of the main principles, responsibilities and
structure of the Students' Union

THE HCC STUDENTS' UNION
February 2014

Inspired by the full college council and student community of 2012-13 and 2013-14

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Introduction

This Constitution serves to outline plans for the future direction of 'student voice' and 'student leadership' at Helston Community College (and to some extent across the 'Southerly Point' Co-operative Education Trust).

Aims and responsibilities

Focus of the Students' Union

To help bring about an ethos of **aspiration, ambition, achievement** in a supportive, vibrant and engaging school environment, in which **every child matters** and has the right to a meaningful 'voice'. This will enable them to make positive contribution to the future of their college and local community, and to their own education and social life.

Ethos

Co-operative values

Democracy, Equity, Participation, Responsibility, Social justice, Solidarity

Pro-social behaviours

Compassion, Decency, Dignity, Integrity, Respect for others, Self-respect

Following these will mean that a good example can hopefully be set for others to follow, making the college a place in which many pupils can be proud and feel both safe and comfortable

Goals and objectives

- Creating opportunities, and fulfilling potential
- Encouraging success, and raising standards
- Upholding ethical and moral conduct, by promoting co-operative values and pro-social behaviours both in practise and in principle (please see above)
- Building positive relations between staff and students
- Making 'student voice' an important part of the vibrant life of Helston Community College and within the wider community
- Showing pride in being part of the 'Southerly Point' co-operative education Trust, along with a number of other local schools and external partners
- Supporting 'SKIP' (the co-operative school council) in its work and being involved with its activities
- Discouraging attempts to hinder progress
- Advancing the work and aims of the college and the co-operative Trust



Duties

- For those in positions of responsibility, including Prefects and Senior Prefects, to act as positive role models to their peers and pupils in younger year groups, by maintaining a proactive work ethic and acting altruistically both within and outside of college
- For students to serve as ambassadors for the college and treat visitors with politeness, friendliness and courtesy
- For student reps to obtain and accurately put forward the views and suggestions of their peers, and ensure that these are taken into account when decisions are being made
- To promote the work of the Students' Union using an effective range of methods
- To pursue a policy of honesty and openness
- To emphasise a strong belief in co-operative values and pro-social behaviours
- To build strong links with other schools and colleges, as well as ties with the local community
- To create a diverse range of opportunities for pupils that want them, regardless of their age or background
- To follow a mutually-agreed anti-bullying definition and college policy, and condemn prejudice; whilst helping the college to offer support to both the victims and perpetrators of bullying and cyber-bullying
- To consider the ethical and environmental implications of any decisions made or action taken
- To liaise and work with pupils, staff, governors, parents, politicians, businesses, charities, schools, services, and members of the local community in ensuring that progress can be made, which will have a positive impact upon the college community

Areas for consideration

- **Lessons and learning**
- **Clubs and extra-curricular activities**
- **Fundraising and raising awareness**
- **Behaviour, rewards and sanctions**
- **Assemblies**
- **Facilities and resources**
- **Publicity and communication**
- **College and co-operative culture**
- **AOB (Any Other Business), e.g. school trips**



Structure of the Students' Union

Summary of the stages

Stage 1- Year group councils

Stage 2, Part 1- The HCC Full College Council

Stage 2, Part 2- Working parties

Stage 3- The HCC Staff-Student Liaison Group

Stage 1: Year group councils

- Each year group (7-11) will have a year group council, though the Sixth Form may choose to have a combined Sixth Form student council. Year 11 must have a year group council in addition to its Prefect/Senior Prefect team.
- Year group councils will consist of **2 members from each tutor group** (ideally 1 male and 1 female).
 - Members will be elected in tutorial at the start of each academic year, in September; the election results must be kept by tutors throughout the year for verification and will be discarded at the end of the year. Any pupil may stand for election, and each pupil is entitled to one vote. All votes will be equally weighted. Only pupils may vote.
 - If a year group council rep is removed or resigns, the person who received the second-highest number of votes will take their place and may serve until the end of the academic year in question.
- **Membership may last either for one term (Autumn, Spring or Summer), or for a full academic year (September-July).** It will be for each tutor group to decide whether to choose their rep(s) at the start of each term or to keep the same rep(s) for the whole year.
- Meetings will occur at least once per half term and last for at least 15 minutes, or until all points have been covered.
- Majority required in a year group council vote: **More than half.**
- **At least 6 pupils** must be present in order for a year group council meeting to go ahead.
- Each year group council may choose **up to 2 reps** (ideally 1 male and 1 female) to represent their year group matters on the Full College Council; however if they wish, a year group may decide only to have **1 representative.**
- The Sixth Form student council may send up to 4 representatives to sit on the full college council. There should be 2 Year 12 representatives, as well as 2 from Year 13 (the 'President' and 'Vice-President' of the Sixth Form).
 - The President and Vice-President of the Sixth Form should be elected through speeches in Year 13 briefing; all pupils present at the briefing may have a vote and all votes will be weighted equally. This should take place on the day of the speeches.
 - There will be no such thing as 'special votes', and only students may vote.
 - The winner of the election will become the President and the person receiving the second-highest number of votes will become the Vice-President. The Assistant Head (Post 16) will meet with the successful candidates for an informal discussion to ensure that they are appropriate for the positions to which they have been elected.
 - The President of the Sixth Form will chair meetings of the Sixth Form student council (or the Vice-President in the President's absence).
- If a member wishes to resign then they should contact their tutor and Head of Progress as soon as possible.
- It will be assumed that pupils who miss 3 meetings without giving valid apologies wish to stand down from their position.
- Pupils who miss 3 meetings without giving apologies will be required to stand down from their role. Apologies should be sent to the Head of Progress by 8:45am on the day of the meeting.



Stage 2, Part 1: The HCC Full College Council

The College Council is a group of students from each year group, who are democratically elected to represent the views and opinions of all students, to increase students' enjoyment of their college experience and to improve the school for all.

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- The Full College Council will consist of the following members:
 - 14 year group representatives: 2xYr7, 2xYr8, 2xYr9, 2xYr10, 2xYr11, 2xYr12, 2xYr13 (the President and Vice-President of the Sixth Form).
 - The Head Girl (or the Deputy Head Girl in the Head Girl's absence).
 - The Head Boy (or the Deputy Head Boy in the Head Boy's absence).
- **Membership lasts for one academic year (September-July).**
- Meetings occur at least once per half term and may last for up to 100 minutes, or at least until all agenda items have been covered.
- **At least 7 members** must be present in order for a full college council meeting to go ahead.
- At the start of each new academic year, the council should choose whether to elect a different Chair at the start of each meeting, or to elect a Chair and Vice-Chair to serve for the whole of the year.
- If a member wishes to resign then they should contact their Head of Progress as soon as possible.
- It will be assumed that pupils who miss 3 meetings without giving valid apologies wish to stand down from their position.

Stage 2, Part 2: Working parties

- Open membership: any member of the student community may join, but they will be expected to attend meetings regularly and should resign if they no longer wish to be involved.
- Working parties will aim to meet as needed, as some may need to meet more frequently than others. A list of the working parties and the dates of their meetings should be updated and publicised at the start of each half term.
- They will receive topics from the Full College Council and make recommendations to the Staff-Student Liaison Group.
- Any student may set up a working party, as long as it relates to one of the areas mentioned on Page 3.
- Majority required in a vote: **More than half.**
- **At least 3 members** must be present in order for a working party meeting to go ahead.
- Each group *may* choose to elect a Chair and a Vice-Chair.
- Apologies should be sent to the Chair of the group concerned by 8:45am on the day of the meeting.

Stage 3: The HCC Staff-Student Liaison Group

- **Staff:** the Head teacher and members of the College's Senior Leadership Team
- **Students:** the Head Girl, the Head Boy, the Deputy Head Girl, the Deputy Head Boy, the Former Head Girl, the Former Head Boy, the President of the Sixth Form, the Vice-President of the Sixth Form, a rotating House Captain (this will rotate between each of the 6 houses), and all 4 members of 'SKIP' from Helston Community College.
- This group will ideally meet 3 or 4 times per academic year (or as needed); ideally after all other groups have met at least once since the last Staff-Student Liaison Group meeting.



- **At least 6 members** must be present in order for a meeting to go ahead (a minimum of 4 pupils and 2 staff).
- Initially, this group will be chaired by the Head teacher. Apologies should be sent to the Chair by noon on the day before the meeting.

'SKIP' Representation

- Matters relating to the work of 'SKIP' may be considered at each stage. Furthermore, the co-operative council reps from Helston Community College will also be on the HCC Staff-Student Liaison Group (Stage 3).
- 'SKIP' has its own Constitution which came into effect on January 31st, 2013 (and was updated on January 23rd, 2014). Whilst the students representing Helston Community College may propose amendments to the 'SKIP' Constitution, any amendments to this Constitution will need the approval of 'SKIP'.
- From November 2013, Helston Community College may send 4 representatives to co-operative council meetings, which usually occur at least once per half term. An amendment to the 'SKIP' Constitution, passed on November 19th, 2013, stated that Helston Community College and Mullion School could now send 4 representatives to meetings instead of 2. It was agreed that each primary school would continue to send 2 pupils.

Proposed: Helston Community College

Seconded: Halwin School

Received majority approval

It was RESOLVED that Helston Community College and Mullion School would each be entitled to send 4 representatives to 'SKIP' meetings in the future

Amendments to the Constitution

An amendment to this Constitution may be made if it receives the approval of the Staff-Student Liaison Group.

Key Proposal

It is **PROPOSED** by FRAZER DELVES and **SECONDED** by DR P J MCGOVERN that this Constitution is brought into immediate effect.

Outcome of the decision on whether to formally accept this Constitution

YES

NO

