

Protocol for School Council Visits (Amended September 2007)

Revision to existing procedure

As the requests for school council visits no longer come from officers it is suggested that the Members Forum meeting for each district select a school to have a meeting at County Hall. That does not preclude schools from inviting councillors to attend school council meetings at schools where the local councillor takes part in the meeting or uses it as a means of celebrating success at the school in terms of achievement with presentations of certificates etc.

Requests for school council meetings

These will come via the Members Forum meetings, although there is a current backlog of four school council visit requests to be actioned. It is anticipated that there will be at least one single school council visit from each of the seven districts.

All requests should go through to Hilary Clarke (0115 9773615) (hilary.clarke@nottscc.gov.uk). Hilary will leave the detailed arrangements to Diane Wright to complete. These will consist of an information note to the schools asking for any special dietary or special needs and a programme for the day with information on the use of photographs etc. As a matter of course all local Members and oppositions spokespersons are invited to attend the civic lunch.

Contact with schools

Phil Kirkland, Citizenship Consultant within Children and Young Peoples Service, will make advance contact with each school. He will discuss with the headteacher the content of the visit, primarily the school council meeting, and ensure that the school comes fully prepared. As a rule, meeting content will centre on three areas: current business; past successes and future plans. Elected members are asked to contribute to the discussions offering parallels with the County Council democratic process where they can. Members are also well placed to ensure that the meeting mirrors the formality and protocol of a County Council meeting.

Programme for the event

- Welcome by the Cabinet Member for Children and Young People's Services
- Lunch in the civic suite with the Chair of the County Council
- School council meeting in the Council Chamber

- Tour round County Hall (time will depend on how much of County Hall is visited)

Outcome from the visit

On return to their respective school each school council will be expected to discuss what they got out of the visit. Phil Kirkland supports the school council in disseminating the learning outcomes to the rest of the school community. Each pupil will receive a certificate of attendance and there will be a certificate for the entire school.

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