

# The Christian School (Takeley)

DFE No. 881/6041  
Registered Charity No. 1148518  
Company Limited by Guarantee No. 8165830



## The Community Council

### **Community Councillors**

- a) The Community Council meeting is set up by the head teacher to represent the community voice through termly meetings.
- b) The Community Council meeting might consist of a mix of members of the following:
  - i. The Trust
  - ii. members of the SLT (one being the head teacher)
  - iii. members of teaching staff
  - iv. Current parents, past parents and past pupils (by election)

### **Key roles of Community Councillors:**

- To ensure clarity of vision, ethos and strategic direction
- To report to the Trustees and Head Teacher on the educational performance of the school and its pupils
- To report to the Trustees and Head Teacher on the financial performance of the school and make sure its money is well spent
- To accompany the headteacher on school walkarounds and to report on what they see

They may also be asked to carry out a number of other important duties, which include:

- The interviewing of staff
- Contributing to policy on the school's curriculum and collective worship
- Reviewing standards for pupils' behaviour and discipline
- Making sure school buildings are welcoming and safe
- Reviewing and monitoring the school's aims and policies

### **Who can be an elected Community Councillor?**

Community Councillors don't have to have children at the school to be a member. They have to be over 18, be a member of the Trust by application and pass a formal check for your suitability to be working within a school. Though the position carries no proprietorial or managerial responsibility, checks will be done to ensure councillors are entitled to hold such a role. No specific qualifications are required but there are certain expectations; energy, enthusiasm, time and a real desire to help provide children with the best possible education.

It is important that members work as part of a team, and can give commitment to the school.

### **Term of office for elected Community Councillors**

The term of office for an elected member is normally four years. There is a full Community Councils meeting once a term (for approximately 2 hours).

### ***Expectations.***

### **The elected Community Councils can expect the school to:**

- understand and respect their role and purpose
- recognise the shared commitment to school improvement and securing the best outcomes for every child

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- respect elected members as volunteers who bring other skills, experiences and perspectives, and value their contribution
- work openly with them and provide clear, concise and relevant information on which to base reports
- enable all members to become involved in the life of the school
- contribute to the induction, training and development of members
- ensure that where educational jargon is unavoidable it is at least explained

## **The school expects the Community Councils to:**

- respect the professional expertise of the head teacher and staff
- work openly in partnership with the head teacher and staff for the benefit of the school and its pupils
- demonstrate its commitment, collectively and individually
- act and take decisions that are in the best interests of the school and not those of self, individuals or groups
- support the school with parents and in the community
- recognise the need for both Community Council induction and ongoing training and development

## **The expectation of individual Council members is that they will:**

- enhance the work of the Community Councils to enable a strong focus on raising standards, so that every child achieves their potential
- demonstrate their commitment by getting to know the school and becoming involved in school life and activities
- take personal responsibility for their ongoing training and development
- prepare for meetings so they are well informed, having at minimum read all of the papers sent out with the agenda
- attend meetings and play an active part
- support the school with parents and in the community
- recognise the corporate status of the Community Councils and the concept of collective responsibility
- respect confidentiality and the need to act with circumspection

## ***Code of conduct***

The elected members, in common with all volunteers at the school, are bound by the staff code of conduct, and agree to abide by the school ethos and values, Safeguarding and in particular are thought of as staff with respect to the e-safety policy. All these policies are freely available on the school web site and printed versions are available from the school office.

Community Council induction will include the expectation that training in Safeguarding, Safer Recruiting, Data Protection, Diversity and Prevent legislation is done. Council members are also subject to a prohibition from school management check (section 128 barring) which will be done when they are made members. DBS checks are necessary at this stage as this is a regulated activity. PC members will review and sign the code of conduct on an annual basis, ideally at the first meeting in the autumn term and Safeguarding will be an agenda item in each meeting.

Reviewed: May 2018