

# **SALE COLLEGE STUDENT LEADERSHIP FRAMEWORK**



*Every student will learn, achieve and succeed.*



## Student Leadership

This framework includes formal leadership roles within the college and additional leadership opportunities for students. The selection processes and role descriptions are provided within this document. Sale College encourages students to undertake leadership roles and provides a structure for developing student skills in leadership, communication and decision making.

The process of formal elections for School Captains and Vice Captains takes place in term four (during our Head Start program). Written applications using the approved proforma must be submitted by the due date, applicants will be interviewed by a panel for shortlisting, with speeches and votes being conducted in the final assembly of Head Start. All students and staff will have the opportunity to vote using the preferential voting system, directly following candidate speeches.

The Captains are responsible for representing the College at public forums, for fostering school spirit, for being a role model for other students, and for promoting student participation in College and House activities such as performing arts and sporting events. The Captains also host general assemblies and whole school events.

The work of the captains will be supported by school Ambassadors. As a group, the school captains and ambassadors will form the college's student leadership team. Their overall aim will be to work together to achieve set goals and to set the tone for the student body in promoting a sense of pride and belonging in the school. The aim of the Student Leadership Team is to empower students to become partners in school decisions that impact on their learning. Together, the captains and ambassadors have a duty to listen to and clarify issues of the greater student body and to advocate on their behalf. The student leaders have an increased sense of responsibility to help others and to model leadership principles and values. Trust, autonomy and relationships are enhanced through the development of leadership qualities.

It is the schools objective to have a culture where teachers and students work together and student voice is heard and respected. This contributes to the student's confidence and self-efficacy and provides teachers and school leaders with valuable feedback that can lead to improved practice and contribute to school improvement.



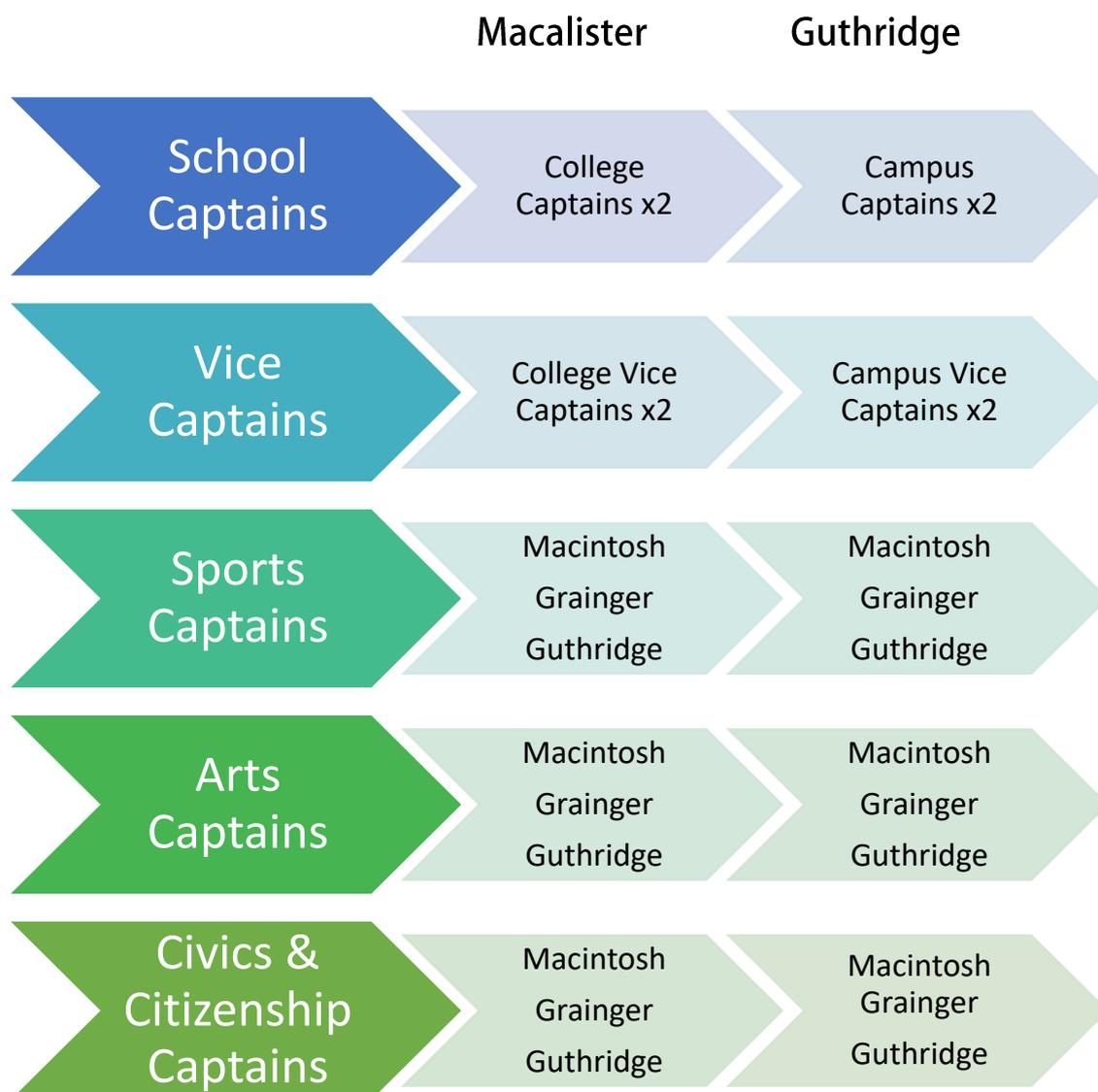
## Overall Leadership Structure

The following outlines the major positions and overall committee structure for the student leadership program.

Students on all levels are required to work cooperatively to achieve set goals, respect themselves and others, inspire and motivate their peers and promote a culture of school pride and belonging.

Students are offered various opportunities to participate in leadership within the school, from year 7 through to year 12.

The program is designed to integrate leaders from all years, thus enabling all students to develop the necessary skills of leadership to enact and inspire change.



Each area also has **Ambassadors** who work in cooperation with the Captains to achieve set goals.

2x student school council representatives



## Role Statements

All student leaders are responsible, fair minded, positive and caring representatives of, and advocates for, the student body. They actively demonstrate, promote and encourage involvement in creating a positive whole school community. They are responsible for initiating, participating in and encouraging participation in school and community events, demonstrating pride in self, school and community and demonstrating organisational abilities.

The following outlines role statements for student leaders. They are intended to be general, and will change depending on the personalities of the individuals, the needs of the school and at the discretion of the College Leadership Team.

The overall role of the student leadership team is to develop and improve the school on behalf of the student body, which they represent and lead. This is achieved by demonstrating exemplary behaviour and standards, initiating projects on behalf of the student body, representing the school at functions and being involved in school community activities.



## School & Vice Captains

The position of School Captain at Sale College is the pinnacle of student leadership in the school. As well as representing the student body, the Captains represent the whole school, its values, its good name and honour.

The School Captains are leaders, independent and reliable. They are able to inspire others; they enjoy the confidence and respect of students and teachers.

To be eligible for the position of School Captain, applicants must be able to demonstrate and sustain:

- An exceptional attendance and behaviour record
- Commitment to the school through academic and cultural involvement
- Leadership attributes and qualities
- A vision for their leadership

### **The Role of School Captain**

This role includes but is not limited to the following:

- Liaising with Year Level coordinators, student leaders/voice Coordinator/s and other school staff
- Regular meetings with the College and Campus Principals
- Liaising with the Student Leadership and Student Voice group
- Representing the student body at formal occasions both within and outside the school, such as the Debutante Ball, Anzac Day commemorations, Valedictory dinner etc...
- Representing the School at official functions, such as meetings with the State dignitaries
- Representing the student body at the School Council on occasions
- Leading school assemblies to promote the values and good name of Sale College
- Speaking to the whole school about relevant matters
- Exhibiting leadership in activities such as sporting events and carnivals
- Representing their cohort through the Captains' reports for the school magazine.
- Leading the student leadership team and Ambassador Program
- Speaking with students from all year levels to become familiar with their needs.
- Wearing correct uniform and being an outstanding model to all students within the school at ALL times.



## School & Vice Captains

### APPLYING FOR SCHOOL CAPTAIN

All college captain candidates must complete a written application form that is endorsed by both a student and staff member.

Students will then be interviewed by a panel of selected staff members.

Shortlisted students will be required to present a speech to the student body at an assembly that will be followed by the voting process.

### PROCESS OF VOTING

All students and staff will be required to vote for their College Captains.

This vote will be conducted directly after the Candidates speeches at a whole campus assembly.

Students will be given a ballot paper and asked to number the candidates in order of preference.

Votes will be invalid if any candidates name has not been numbered or it is not legible.

Votes will be counted by selected staff in line with preferential voting.

The first two nominees will receive the College Captain positions. The nominees with the third and fourth highest votes will be awarded the Vice-Captain roles.

All candidates will be notified of the vote results before the successful candidates are announced to the whole campus.

New College Captains and Vice Captains will receive their Badges at Awards Day.

If an elected captain fails to uphold the values and expectations of the college or fails to fulfil their role, they may be removed from their position.

Should an elected captain/vice-captain be removed from or leave their position one of the following may occur:

1. The position may remain vacant
2. The candidate with the next highest number of votes may be appointed to the position
3. An internal vote amongst the schools leadership team will be conducted

The process for College Captain/Vice-Captain is overseen by the campus principal who will make appropriate decisions regarding the process at their discretion.



## **Sports, Arts & Civics and Citizenship Captains**

### **APPLYING FOR A SPORTS, ARTS OR CIVICS & CITIZENSHIP CAPTAIN POSITION**

Students will be notified at assembly when calls for nominations are open.

All college captain candidates must complete a written application form that is endorsed by both a student and staff member.

Students will then be interviewed by a panel of selected staff members as well as students from the current leadership team.

All candidates will be notified of the results before the successful candidates are announced to the whole campus.

New Captains will receive their Badges at Awards Day.

If a selected captain fails to uphold the values and expectations of the college or fails to fulfil their role, they may be removed from their position.

Should an elected captain be removed from or leave their position one of the following may occur:

1. The position may remain vacant
2. The next highest ranked candidate during the interview stage may be appointed to the position
3. Calls for new nominations may be made.



## Sports Captains

Sports Captains are set to play a key role in increasing student engagement and participation in all sporting events and carnivals throughout the year.

The Sports Captains are leaders, independent and reliable. They are able to inspire others; they enjoy the confidence and respect of students and teachers.

If selected as a Sports Captain, you will be given a unique insight into how sporting carnivals are organised and implemented. You will develop leadership skills in the hope to unify your house and bring home the house cup!

To be eligible for the position of Sports Captain, applicants must be able to demonstrate and sustain:

- An exceptional attendance and behaviour record
- Commitment to the school through academic, sporting and cultural involvement
- A vision for their leadership

This role includes but is not limited to the following:

- Regular meetings with Sports Coordinators
- Liaising with the Student Leadership and Student Voice groups
- Representing the student body at all carnivals (swimming, cross country and athletics) and selected sporting events
- Representing the student body at the School Council on occasions
- Addressing school assemblies to promote the values and good name of Sale College sporting events
- Enhancing the overall participation and engagement of all students at Sale College through sports
- Encourage all students to participate to the best of their ability
- Wearing correct uniform and being an outstanding model to all students within the school at ALL times.



## Arts Captains

Arts Captains are set to play a key role in increasing student engagement and participation in all art festivals or performances throughout the year.

The Arts Captains are leaders, independent and reliable. They are able to inspire others; they enjoy the confidence and respect of students and teachers.

If selected as an Arts Captain, you will be given a unique insight into how Art events are organised and implemented.

To be eligible for the position of Arts Captain, applicants must be able to demonstrate and sustain:

- An exceptional attendance and behaviour record
- Commitment to the school through academic and cultural involvement
- A vision for their leadership

This role includes but is not limited to the following:

- Regular meetings with the Arts Coordinators (visual and Performing arts) and other school staff
- Liaising with the Student Leadership and Student Voice groups
- Representing the student body at all events representing the Arts (Music Gala, School Production, MAD festival etc.)
- Representing the student body at the School Council on occasions
- Addressing school assemblies to promote the values and good name of Sale College arts events
- Organise and coordinate events that promote the Arts
- Working with outside organisations (Wellington Shire Youth Council, Arts Victoria etc.) to promote Arts projects and events within our wider community
- Enhancing the overall participation and engagement of all students at Sale College through the Arts
- Encourage all students to participate to the best of their ability
- Wearing correct uniform and being an outstanding model to all students within the school at ALL times.



## Civics & Citizenship Captains

Civics and Citizenship Captains are set to play a key role in increasing student engagement and participation in all school based and community events throughout the year.

The Civics and Citizenship Captains are leaders, independent and reliable. They are able to inspire others; they enjoy the confidence and respect of students and teachers.

If selected as a Civics and Citizenship Captain, you will develop leadership skills in the hope to unify the student body and uphold the school values when representing the college to the wider community.

To be eligible for the position of Civics and Citizenship Captain, applicants must be able to demonstrate and sustain:

- An exceptional attendance and behaviour record
- Commitment to the school through academic, sporting and cultural involvement
- A vision for their leadership

This role includes but is not limited to the following:

- Regular meetings with the student leaders/voice coordinator/s and other school staff
- Liaising with the Student Leadership and Student Voice groups
- Representing the student body at community events (ANZAC day commemorations, charity events, etc.)
- Representing the student body at the School Council on occasions
- Addressing school assemblies to promote the values and good name of Sale College
- Participate and represent the college in community events/organisations
- Organise and coordinate and fundraisers and college based activities (eg. Lunchtime activities) for the college
- Encourage all students to participate to the best of their ability in school and community based activities
- Wearing correct uniform and being an outstanding model to all students within the school at ALL times.



## **School Ambassadors**

Ambassadors will work in conjunction with the captains and staff to represent the student body within the college. They act as an avenue to provide feedback to the schools leadership team. They advocate for, and on behalf of the students and raise any issues or concerns and are involved in discussions on matters that affect the school community. They also play a significant role in organising and running activities or events for the school community.

The Ambassadors work as a team with the Captains on areas as discussed by the Student Voice Focus Group. They actively demonstrate, promote and encourage involvement in creating a positive school community. They are responsible for initiating, participating in and encouraging participation in school and community events, demonstrating pride in self, school and community and demonstrating organisational abilities.

The overarching role of the ambassadors is to develop and improve the school on behalf of the student body, which they represent. This is achieved by demonstrating exemplary behaviour and standards and initiating projects on behalf of the student body.



## School Council Representatives

All government schools in Victoria have a school council. School councils are legal entities that are given powers to set the key directions of a school within state-wide guidelines. In doing this, a school council is able to directly influence the quality of education that the school provides for its students. The school council body is made up of a range of members, two of which are mandated student member positions.

### Key responsibilities

The school council has particular functions in setting and monitoring the school's direction. School councils have three main responsibilities:

- **Finance:** overseeing the development and expenditure of the school's annual budget and ensuring proper records are kept of the school's financial operation.
- **Strategic planning:** participating in the development and monitoring of the school strategic plan.
- **Policy development and review:** developing, reviewing and updating policies that reflect a school's values and support the school's broad direction outlined in its strategic plan.

Other key functions of school councils may include:

- Raising funds for school related purposes
- Maintaining school grounds and facilities
- Entering into contracts
- Reporting annually to the school community and the department
- Creating interest in the school in the wider community
- Representing and taking the views of the community into account
- Regulating and facilitating after-hours use of school premises and grounds
- Operating a children's service at the school.

Students have a unique perspective on learning, teaching and schooling and having student members on school council allows students to have a say in the future direction of the school and ensures student input into decision making.

Student representation on school councils will assist in the development of students' skills, including leadership skills, and communication skills.

Student members are encouraged to acquire relevant knowledge by attending the Department's free face-to-face Improving School Governance school council training to support them to undertake their role. Training is also available online.



## School Council Representatives

### Calling for Nominations

The principal will issue a Notice of Election and Call for Nominations following the commencement of Term 1 each year. Students will be elected to council for a two year term of office (The term of office of half the members expires each year, creating vacancies for the annual school council elections).

### Standing for Election

If you decide to stand for election, you can arrange for a student in Year 7 or above to nominate you as a candidate or you can nominate yourself (self-nomination) for the Student category. Once the nomination form is completed, it should be returned to the principal or placed in the ballot box provided within the stated time. You will receive a Nomination Form Receipt following the receipt of the completed nomination.

### Campaigning

Campaign literature supporting candidates for school council elections may only be distributed and posted in certain places and times as designated by the principal of your school (school resources may not be used to support candidates).

The principal may invite candidates to prepare a brief statement to be distributed with each ballot paper. The length is specified by the principal and is usually no longer than 150 words.

### The Voting Process

At least seven days before the date fixed for the closure of the ballot, the Principal will arrange delivery of the ballot papers. A securely sealed ballot box or boxes in the case of multiple school campuses will be available for the casting of votes at the school between the hours of 8.00am and 4.00pm on every school day up to and including the day of the closure of the ballot.

The two students with the most votes will serve as the Student members on school council.

### School Council Meetings

School councils must meet at least eight times a year and at least once per school term. The president chairs all meetings and all members of the council are expected to attend. You will need to discuss and arrange for transport options to and from the meeting with your parent or guardian.

The principal (in consultation with the school council president) will ensure an agenda is prepared for each regular meeting and distribute the agenda, draft minutes from the previous meeting and meeting papers such as sub-committee reports, principal's and president's report to school council members no less than five days before the meeting. All members, including Student members are expected to read all documents and prepare in advance of each meeting.



## School Council Representatives

### Code of Conduct for School Councillors

School councils in Victoria are public entities as defined by the Public Administration Act 2004. School councillors must abide by the 2016 Directors' Code of Conduct issued by the Victorian Public Sector Commission. The Code of Conduct is based on the Victorian public sector values and requires councillors to:

- **act with honesty and integrity** (be truthful, open and clear about their motives and declare any real, potential or perceived conflict of interest and duty)
- **act in good faith** in the best interests of the school (work cooperatively with other councillors and the school community, be reasonable, and make all decisions with the best interests of students foremost in their minds)
- **act fairly and impartially** (consider all relevant facts of an issue before making a decision, seek to have a balanced view, never give special treatment to a person or group and never act from self interest)
- **use information appropriately** (respect confidentiality and use information for the purpose for which it was made available)
- **exercise due care, diligence and skill** (accept responsibility for decisions and do what is best for the school)
- **use the position appropriately** (not use the position as a councillor to gain an advantage)
- **act in a financially responsible manner** (observe all the above principles when making financial decisions)
- **comply with relevant legislation and policies** (know what legislation and policies are relevant for which decisions and obey the law)
- **demonstrate leadership and stewardship** (set a good example, encourage a culture of accountability, manage risks effectively, exercise care and responsibility to keep the school strong and sustainable).

Further information on the roles and responsibilities of school councillors is available

- on the Department's external website at:  
[www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncils.aspx](http://www.education.vic.gov.au/school/teachers/management/community/Pages/schoolcouncils.aspx)
- in the School Policy and Advisory Guide at:  
[www.education.vic.gov.au/school/principals/spag/governance/Pages/councils.aspx](http://www.education.vic.gov.au/school/principals/spag/governance/Pages/councils.aspx)