



STUDENT LEADERSHIP POLICY

Rationale

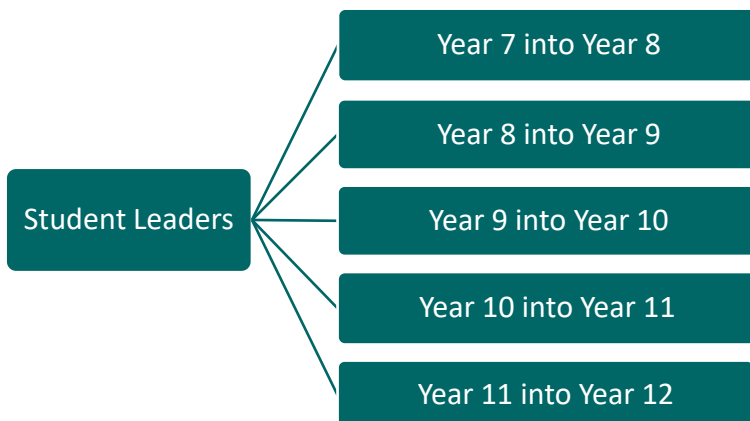
The Student Leadership Program at Gordonvale State High School, aims to enhance students' personal, social and leadership capability in order to increase their potential for life success and their ability to contribute to and lead in their community in the future.

The program is designed to benefit all students, regardless of year level, gender or academic ability.

The program commences at the start of Term 4 each year and finishes at the end of Term 3 the following year. This allows Year 12 students to focus on their studies during the final term and critical time of their schooling.

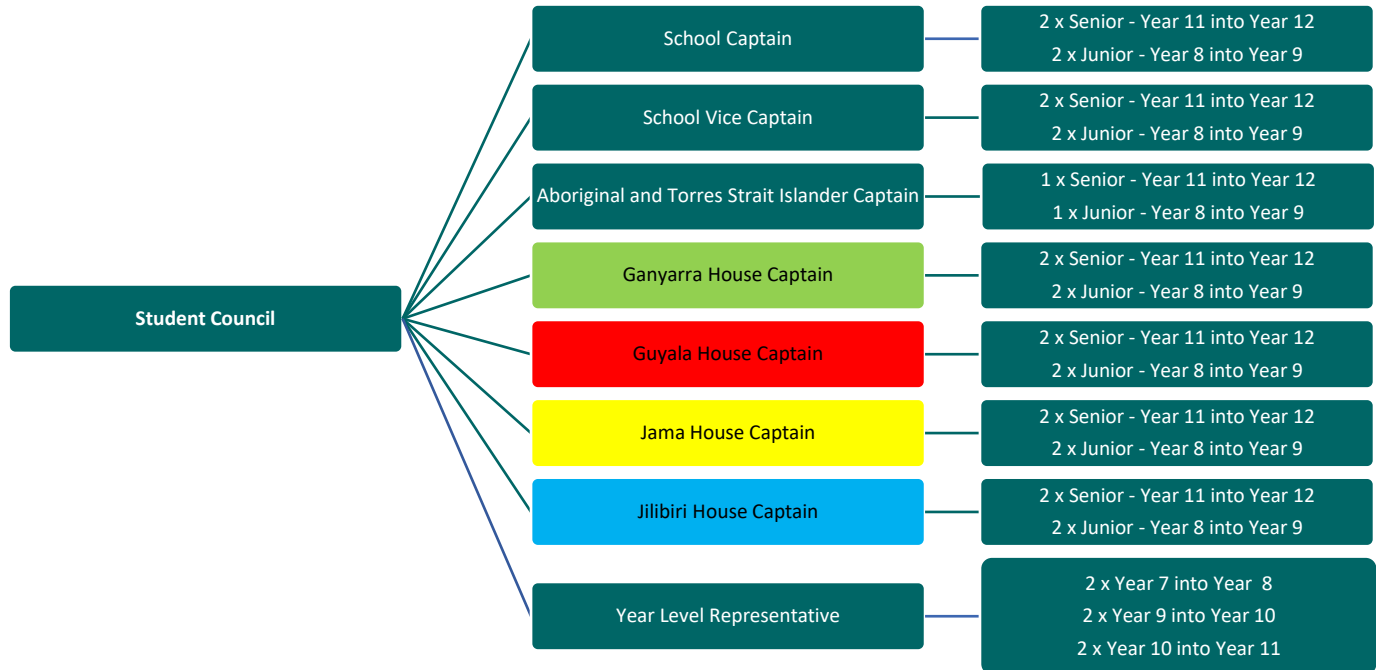
Leadership Structure

STUDENT LEADERS





STUDENT COUNCIL



Support Teachers

The following staff support Student Leaders:

- Principal
- Deputy Principals (Student Services)
- Heads of Department (Student Services)
- House Coordinators
- Community Education Counsellors

Leadership Roles and Responsibilities:

All Captains must be a Student Leader. Captains form the Student Council.

Student Leader:

- Be a positive role model to all students. This includes maintaining a high level of attendance (>90%), behaviour and effort.
- Actively participate in school and community events and support students/staff.
- Assist other Student Leaders and staff when required.
- Advocate for and represent the student body in an appropriate and respectful manner.
- Work with school staff for the benefit of the whole school community.
- Attend and actively participate in Student Leader meetings.
- Attend and actively participate in Student Leader Program.



Gordonvale State High School

Senior Secondary School Captains/Vice Captain:

- Form the Student Council Executive.
- Captains and Vice-Captains nominate for these positions.
- Student Council Executive positions are voted on by members of the Student Council.
- President (School Captain)
 - Attend Student Council Executive meetings prior to Student Council meetings to prepare an agenda.
 - Chair the Student Council Executive meetings.
 - Chair the Student Council meetings.
- Vice-President (School Captain)
 - Attend Student Council Executive meetings prior to Student Council meeting to prepare an agenda.
 - Take attendance at Student Council Executive meetings.
 - Take attendance at Student Council meetings.
 - Fulfil the Presidents role in their absence.
- Secretary (School Vice-Captain)
 - Attend Student Council Executive meeting prior to Student Council meeting to prepare an agenda.
 - Call for agenda items from the Student Council before the Student Council Executive meetings.
 - Take minutes of Student Council Executive meetings.
 - Publish minutes of Student Council Executive meetings.
 - Save all Student Council Executive meetings minutes to the school network.
 - Publish the agenda ahead of the Student Council meetings.
 - Take minutes of Student Council meetings.
 - Publish minutes of Student Council meetings.
 - Save all minutes of Student Council meetings to the school network.
 - Receive mail and record as correspondence.
 - Prepare outgoing correspondence.
 - Report to meetings regarding correspondence in and out.
- Treasurer (School Vice-Captain)
 - Attend Student Council Executive meeting prior to Student Council meeting to prepare an agenda.
 - Keep Student Council financial records.
 - Organise the collection and counting of money for school events.
 - Liaise with School Business Manager and the Student Representative Council Coordinator.
 - Present Financial Report at Student Council meetings.
- Facilitate and actively participate in Student Council meetings.
- Facilitate school parades.
- Write articles for the school newsletter as required.
- Host Year 12 Formal.
- Write and deliver Year 12 Valedictory Speech for Year 12 Graduation Parade.
- Encouraged to enter public speaking competitions
- Represent the school at school and community events including formal occasions and ceremonies including but not limited to:
 - ANZAC Day
 - Remembrance Day
- Drive Year 12 Improvement Project.



Gordonvale State High School

Junior Secondary School Captains/Vice Captain:

- Attend and actively participate in Student Council meetings.
- Write articles for the school newsletter as required.
- Facilitate school parades.
- Encouraged to enter public speaking competitions.
- Represent the school at school and community events including formal occasions and ceremonies.

Junior Secondary/Senior Secondary Indigenous Captain:

- Indigenous students must fill these positions.
- Attend and actively participate in Student Council meetings.
- Organise and promote cultural activities, including but not limited to:
 - National Reconciliation Week
 - NAIDOC
- Attend and participate in QATSIF/ILF/ILT events.
- Deliver Acknowledgement to Country as requested.

Junior Secondary/Senior Secondary House Captain:

- Attend and actively participate in Student Council meetings.
- Organise and promote school social activities, including but not limited to:
 - Valentine's Day
 - School Dance/Social
 - Free Dress Days – Community and Student Representative Council
 - Fundraising
- Organise and promote lunch time activities for students, including but not limited to:
 - House Cup competitions
- Organise and promote teacher versus student competition.

Year Level Representative:

- Attend and actively participate in Student Council meetings.
- Organise and promote school social activities, including but not limited to:
 - Valentine's Day
 - School Dance/Social
 - Free Dress Days – Community and Student Representative Council
 - Fundraising

Role of the facilitating (support) teachers for Student Council:

- Educate the Student Council President, Vice President, Secretary and Treasurer on acceptable meeting procedure.
- Assist the Student Council Executive to organise agendas/minutes/reports for Student Council.
- Ensure Student Council has required resources including space/folders on school network.
- Ensure minutes are saved to the school network.
- Assist Student Council to liaise with staff and P&C.
- Encourage all members of Student Council to actively participate.



- Educate Student Council on necessary legal requirements/school policy for events and proposals.
- Supervise the organisation of the activity, proofread and submit any necessary paperwork.
- Assist with daily notices, photocopying, making phone calls etc.
- Report back to staff as required.
- Report on any student not performing their required role and may need to follow 'removal of position' procedures.

REMOVAL FROM POSITION

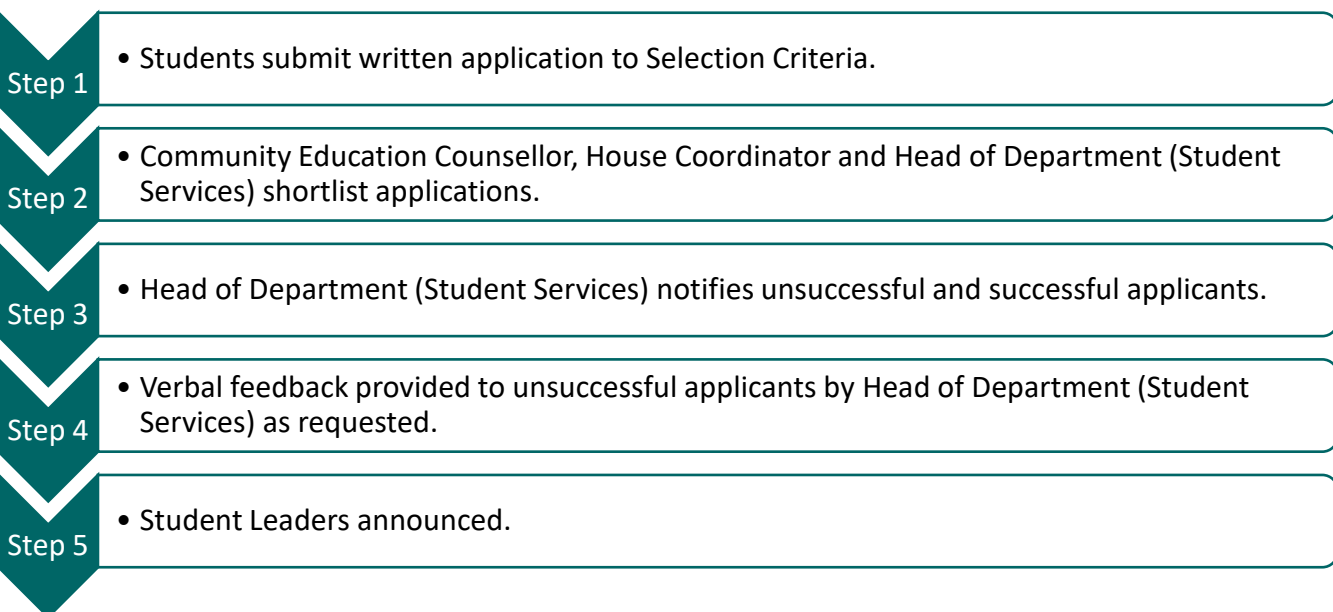
- All students are expected to fulfil their role as outlined above in order to maintain their position.
- If a student is not fulfilling their role, they will receive a:
 - 1st instance - Verbal warning and parents/cares notified.
 - 2nd instance - Written warning and parents/cares notified.
 - 3rd instance - Written notification of removal from position and parents/carers notified.
- In extreme cases where a student has seriously breached the Student Code of Conduct or student safety has been jeopardised, the student may be removed immediately.
- Decisions are made by the Principal in consultation with support staff.

SELECTION PROCESS

Students wishing to apply for any Captain position must be a Student Leader.

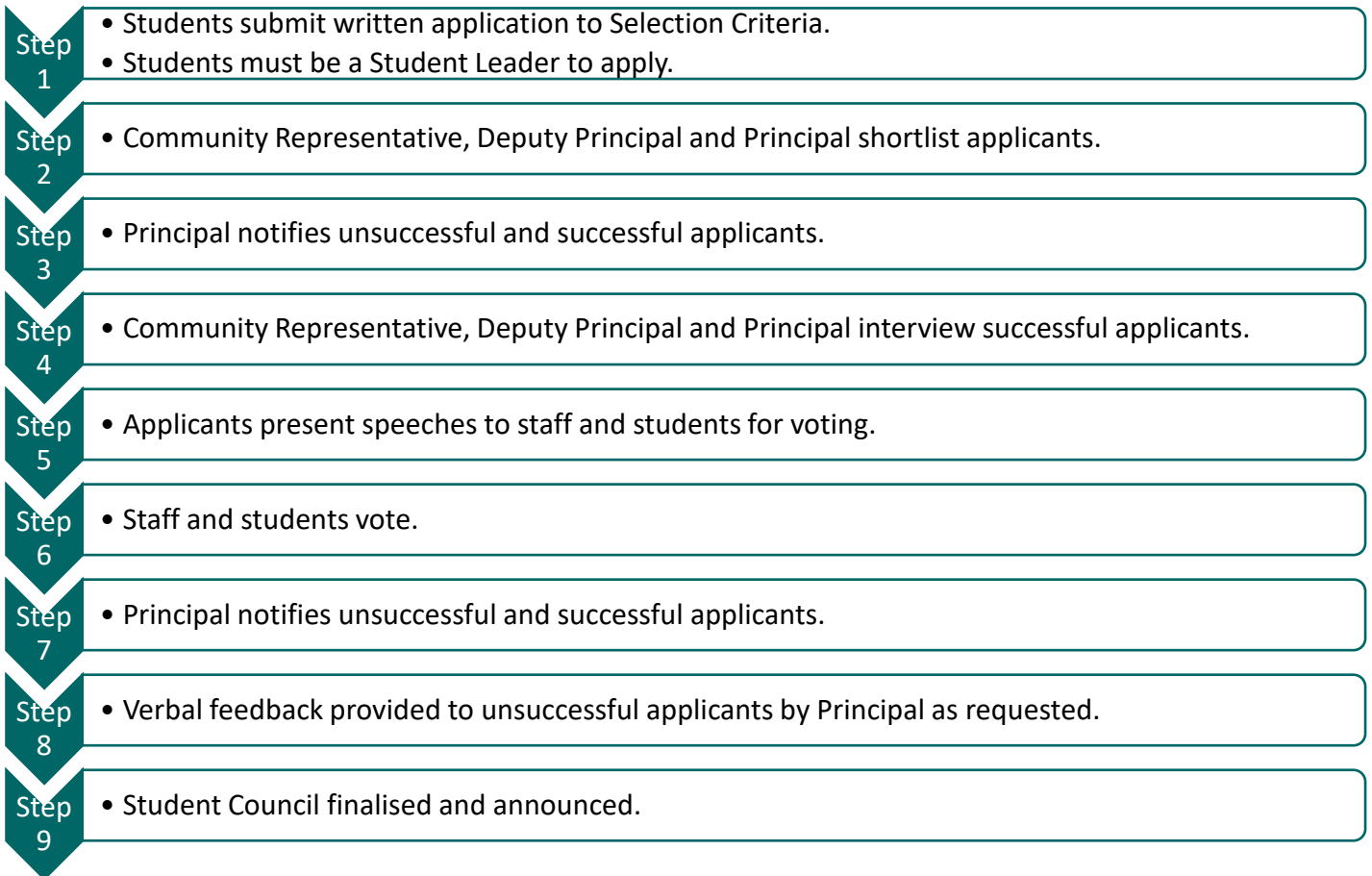
Where there may be a conflict of interest for panel members, a new panel member will be selected at the discretion of the Principal.

STUDENT LEADER





STUDENT COUNCIL



Nomination

Students nominate for the following positions through a joint nomination:

- School Captain.
- School Vice-Captain.

This means a student can be elected as either a School Captain or School Vice-Captain from the process.

Students nominate for the following positions through separate nominations:

- Indigenous Captain.
- House Captain.
- Year Level Representative.

Students cannot hold multiple positions.

Where a student is elected as a School Captain or School Vice-Captain, this position takes precedence over any other position.



Election

Students are elected to Student Council following three processes that contribute to the final selection.

The following weighting of each process contributes to the overall selection:

1. **Teacher Voting – 30%**

Students present a speech at a whole school assembly for teachers to vote. Preferential voting system followed.

2. **Student Voting – 40%**

Students present a speech at a whole school assembly for teachers to vote. Preferential voting system followed.

All students have the opportunity to vote on all leadership positions.

3. **Interview – 30%**

The panel consists of a Community Representative chosen by the Principal, the Deputy Principal and the Principal. Students will be provided 10 minutes preparation time before their interview.

The panel takes notes and uses the IMAGE scale to rate student responses.

The Principal is chair of the panel and facilitates the decision making process.

The results of the above three processes are reduced to a rank order which is then added together.

The student with the lowest result is elected to the position and so on.

Where there is a tie, the Principal facilitates a discussion to reach consensus on the most suitable applicant based on the information from the leadership process.

Timelines

Term 3

Week	Task	Responsible Officer
1	Inform students of Student Leader Policy by Wednesday.	Principal
1	Distribute Student Leader Applications by Friday.	Head of Department (Student Services)
3	Student Leader Applications due by Monday.	Students
3	Shortlist Student Leader Applications.	Head of Department (Student Services)
4	Inform successful/unsuccessful Student Leaders by Wednesday.	Head of Department (Student Services)
4	Organise Community Representative for Captain interviews.	Principal
5	Distribute Student Council Applications to students by Wednesday.	Deputy Principal (Student Services)
6	Distribute special guest invitations for Student Leadership Ceremony.	Deputy Principal (Student Services)
6	Advertise Student Leadership Ceremony.	Deputy Principal (Student Services)
7	Student Council Applications due by Thursday.	Deputy Principal (Student Services)
8	Shortlist Student Council Applications by Wednesday.	Principal
	Inform Student Council successful/unsuccessful interviews with interview times for successful applicants by Friday.	Principal
9	Interview Student Council applicants.	Principal



10	Student Council speeches on whole school assembly.	Deputy Principal (Student Services)
	Inform successful/unsuccessful Student Council.	Principal
10	Distribute parent/carer invitations for Student Leadership Ceremony.	Deputy Principal (Student Services)

Term 4

<i>Week</i>	<i>Task</i>	<i>Responsible Officer</i>
2	Student Leadership Ceremony rehearsal.	Deputy Principal (Student Services)
	Student Leadership Ceremony.	Deputy Principal (Student Services)

Consultation

The Gordonvale State High School Student Leadership Policy was developed in consultation with the school community, including:

- Teaching and non-teaching staff
- Student Council
- P&C

Review

The Gordonvale State High School Student Leadership Policy will undergo annual minor updates to reflect changing circumstances, data and staff.

A fulsome review is conducted every four years in line with the scheduled review process for the School Planning, Reviewing and Reporting cycle.

Endorsement

Heather Murry
Principal
Monday 21st June 2021

Dr Karen Ronlund
P&C President
Monday 21st June 2021