



Chilton Saint James School

2018

SCHOOL COUNCIL INFORMATION

School Council for 2018

The following is important information for all girls in Year 12 as we are approaching the time to select the School Council for 2018. It is a privilege to be part of this process and therefore it is important that, in the interests of all concerned, every girl and their family is fully conversant with the process.

Next year, there is a small change to the Council roles:

- The role of Secretary will be included in the role of the Deputy Principal
- The role of Global Citizenship will be added formally

All information regarding each role will be posted on the School website at the link <https://www.chilton.school.nz/secondary/leadership-2/>

The other change this year is that all applicants will be asked to do the following:

Anyone seeking the role of Head Girl and Deputy Head Girl will apply for these roles specifically and in their letter of application write directly to these roles. It is important that you also state your order of preference if you are applying for both.

Then all others seeking a Council position do not apply for a specific role but rather a role in general. At interview, girls will have the opportunity to discuss their preferences and speak at length about their ideas for this role. One small piece of advice is that girls select the role they truly wish to have and place emphasis on preparing for it carefully rather than trying to organise their ideas for a range of roles.

Head Girl and Deputy Head Girl

Apart from the written application, applicants will be expected to:

- Undertake an interview in front of a panel – you will wear your choice of clothing
- Undertake an individual exercise
- Where necessary undertake an exercise relating to planning in pairs
- Take part in a group exercise that includes all candidates for Council.

For Council Roles

Applicants will be expected to:

- Undertake an interview in front of a panel – you will wear your choice of clothing
- Take part in a group exercise that includes planning
- Where necessary complete an individual planning exercise

Added to this will be the opportunity for the following:

- Student vote
- Staff vote
- Panel Vote

In preparing to for any of the roles, please note that girls will be asked to consider new things they would like to undertake rather than simply doing what has been done before. We want your innovations. We want you to have a year, especially in our 100th year, of doing new things of which you are proud. Consider carefully what you think the student body should be involved in for the 100th celebration.

Please note that every effort is made to ensure every girl gains the opportunity to shine and do the best they can. The Head Girl and Deputy Head Girl are announced on the night of Prizegiving and all students who apply for Council will receive a letter at the end of Prizegiving.

At our final End of Term Service, the new Council will be introduced and girls will receive their badges.

Please note: The process outlined above is robust and the decisions made are final.

Application Information for Membership of 2018 Chilton Saint James School Council

1. All applications must be received on the Application form that is available at the link on our website: <https://www.chilton.school.nz/secondary/leadership-2/>
2. Each application must be submitted electronically to principal@chilton.school.nz by **1.30pm on Friday 6 October**.
3. Applications must include the Application Form (see next page), one-page CV, letter of application, copies of 2017 school report and NCEA results from Level 1.
4. The following criteria will be used to select members of the 2017 School Council:
 - Evidence of a record of attitude and behaviour that is consistent with the School's values and rules, and is fitting for an ambassador for the School.
 - Record of participation in the wider life of the School and the community, which includes service and full participation in School events.
 - Evidence that the candidate has the organisational skills to balance her Council responsibilities with her academic programme and planned extra-curricular involvement for 2017.
 - Evidence of support from staff and the senior student cohort, by way of voting.
 - Evidence of commitment to and success in academic work.
5. The time frames for the application process are as follows:

Thursday 21 September	Year 12 students to meet with Principal
Friday 6 October (by 1.30pm)	Applications close for the 2018 School Council see (2) above
Extended Form time Thursday 19 October	Years 11, 12, 13 students vote
Friday 20 October	All Council interviews starting, 9.00am – 2.00pm (20 minute interview based in Board Room)
Tuesday 23 October	Special activity for HG/DHG applicants Report to the Principal's office at 8.00am Staff voting
Wednesday 24 October	After school activity for all applicants TBC
Wednesday 7 December	HG/DHG announced at Secondary Prizegiving
Friday 8 December	All members of 2018 School Council are announced at the final End of Term Service and badges presented.

APPLICATION FORM
Membership of 2018 Chilton Saint James School Council

Name: _____

House: _____

**Students may apply for Head Girl, Deputy Head Girl and then for a Council role.
This appointment will be based on CV, interview etc.**

Please RANK your choices below by circling 1, 2 or 3.

1.	Head Girl	1	2	3
2.	Deputy Head Girl	1	2	3
3.	Council Role	1	2	3

My record of involvement in wider School life and the community includes:

(these are to be bullet points and should include both participation and service and be no longer than one page).

Please attach details to this Application Form.

1. School participation: from 2013 – 2017
2. School service: from 2013 – 2017
3. Community participation and service: from 2013 – 2017

**PLEASE EMAIL THIS FORM, LETTER, CV, COPIES OF 2017 REPORTS AND
LEVEL 1 RESULTS TO principal@chilton.school.nz
by 1.30pm on Friday 6 October 2017.**

Job Descriptions for Members of the 2018 School Council

Responsible to The Principal
Year 13 Dean
School Council Mentors
(Mentors will be appointed by the interview panel)

Expectations of all School Leaders

Chilton Saint James School is affiliated with the Anglican Church. Learning takes place within a framework of Christian values which underpin the expectations of both student and staff behaviour. Specifically, we uphold the values of love, compassion, honesty, integrity, moral courage, and respect for others and self.

Purpose of the School Council

The School Council serves to represent the School in public, to promote the School's code of expectations to the students and to communicate the concerns, aspirations, ideas and achievements of the student body to the School. It provides leadership for the whole student body, setting the tone for the behaviour of all students, both personally and academically.

A member of the School Council must be the embodiment of a Chilton Saint James School education.

Specifically, she will be:

- A woman of integrity and courage
- Ethical, honest and trustworthy
- Compassionate, sensitive to others' needs
- Respectful and courteous
- A thinker, capable of framing constructive, penetrating and meaningful questions
- Aspiring to excellence in all she does
- Keen to learn and to achieve
- Reflective
- Proud of her School
- Self disciplined
- Have a record of hard work and achievement
- Tolerant
- Informed about issues and affairs
- Positive about herself
- Enthusiastic
- Open-minded and balanced
- Capable of exercising initiative and able to take a considered risk
- Able to accept responsibility
- Reliable
- A collaborative problem-solver
- A good communicator
- Be inclusive of others
- Think of others before self
- Actively work to embrace and celebrate all cultures
- A person with a proven record of School service

Personal Responsibilities

- By her bearing and conduct, provide example to others
- Exercise leadership in all situations involving the School and students of the School
- Show loyalty and respect for the School and its principles both while in School, in the community outside the School and particularly at any function hosted by this School or any other school
- Uphold the special character of the School
- Contribute fully to School Council meetings as a leader in the School community
- Return to the School Council account any money raised during such a project, after costs have been met
- Pass on to her successor any papers or information relevant to her role
- Be available for two Open Days per year and induction of Years 7 and 9 at the commencement of the year.
- Be available the week before School commences in 2018 for Council duties.

Key Tasks of the HEAD GIRL

- In collaboration with the Deputy Head Girl, the Council and the members of Year 13 develop a theme for the year
- Meet every week with the Principal, along with the Deputy Head Girl
- Present a report at the Principal's Assembly regularly
- In consultation with the Principal and Deputy Head Girl, determine the agenda for School Council meetings
- Liaise closely with the Year 13 Dean
- With the Deputy Head Girl, report to all Year 13 the business of Council and seek their input
- Chair meetings of the School Council
- Co-ordinate the Year 13 Project from concept development to implementation
- Delegate effectively to members of the School Council in their specific responsibilities and to other members of Year 13, giving support where necessary
- Speak at the Prizegiving ceremony and on other key occasions such as the Commencement Service and Graduation Dinner
- Co-ordinates thanks to staff at the Graduation Dinner and farewells to departing staff at end of Term services
- Represent the School at various functions as requested by the Principal
- Be the principle liaison to oversee all interschool activities with HIBS, and be the host for the annual Chilton / HIBS senior leaders lunch when held at Chilton.

Key Tasks of the DEPUTY HEAD GIRL

- Work collaboratively with the Head Girl
- Along with the Head Girl, meet every week with the Principal
- Support the Head Girl in setting the agenda for School Council meetings and keeping minutes
- Chair meetings of the School Council in the Head Girl's absence
- Contribute fully to meetings of the School Council as a leader in the School community
- With the Head Girl, liaise closely with the Year 13 Dean
- With the Head Girl, report to all Year 13 the business of Council and seek their input
- Carry out platform duty at the beginning and end of the Principal's Assembly each week
- Assist the Head Girl in thanking staff at the Graduation Dinner and farewellling staff at the end of term
- Represent the School at various functions, as requested by the Principal
- Support the Head Girl in organising CHIBS events
- Plan and run School Year 7 to 10 dances in consultation with the Deputy Principal and the appropriate Deans with support from members of the School Council
- Undertake all secretarial roles for the Council (as per below).

Key Tasks for secretarial role allocated to Deputy Head Girl

- Contribute fully to meetings of the School Council as a leader in the School community
- In consultation with the Head Girl prepare and distribute the agenda for School Council meetings
- Take minutes of School Council meetings, preparing draft minutes of each meeting for the Head Girl's approval by the Thursday morning of each week
- Distribute minutes to Council members, the Principal and the Year 13 Dean by the Friday of each week
- Keep a master copy of School Council meetings and maintain a minutes file
- Receive any correspondence addressed to the School Council and, in consultation with the Head Girl and Deputy Head Girl, present it to the School Council meeting
- Write and send any correspondence approved at a School Council meeting
- Prepare a budget for the School Council, setting targets for various fundraising activities
- Oversee all fundraising opportunities of the School Council, taking an active part in a range of these activities
- In consultation with the School's Accountant, arrange for payment of any accounts approved by the School Council
- Receive and present to the School Council meeting a statement of financial transactions and account balance
- Work with all Council members to provide media support as in promotional material, recording activities and contributing to the Chiltonian
- This person must have strong ICT skills.

Key Tasks of the ACADEMIC CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Promote the academic life of the School, thinking and learning
- Present an academic report to the School in Term One and assist with all academic presentations in assemblies
- Be a role model to others in their participation and pursuit of excellence in her Academic discipline(s)
- Chair the Academic Committee, comprising senior students, to
 - manage senior student tutoring/mentoring assistance to Middle School students
 - promote this tutoring/mentoring service regularly through Assemblies
 - assist the teacher in charge of Debating and assist with Middle School Debating teams
 - assist the relevant Heads of Department in running themed weeks such as Languages Week, Mathematics Week, Library Week, Science Week and active involvement and support for Tournament of the Minds
 - manage a roster of students who ensure the School flags fly each week
 - maintain interesting displays on academic noticeboards around School
 - promote study skills for all girls.

Key Tasks of the ARTS CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Promote Visual Arts, Music and Performing Arts in the School
- Chair the Arts Committee comprising senior students to assist in promoting Visual Arts, Music and Performing Arts in the School
- Present a report on the year's achievements at the Arts Awards event
- Present a report to the Principal's Assembly, from time to time as required on current events and items of interest in the Arts and assist with all Arts awards and celebrations at Assemblies
- Be a role model to others in their participation and pursuit of excellence in her Arts discipline(s)
- Support cultural activities in the life of the School through direct involvement in appropriate ensembles and attendance at events such as dance performances, drama productions, music theatre productions, concerts and soirees
- Chair the Arts Committee, comprising senior students, who will be responsible for:
 - assisting the Head of Art to maintain a year round display of visual art around the School campus in appropriate locations
 - making a significant contribution to the organisation of the Arts Awards function
 - assisting with culturally based House events
 - assisting the HOD Art, Design & Technology, HOD Music, teacher in charge of Dance and teacher in charge of Drama with the running of evening functions
 - supporting cultural activities in the life of the School by direct participation and attendance at events
- Report to the School Council meeting any matters of interest arising from Arts Committee meetings and make recommendations from the committee to the School Council
- Present to the School Council for approval detailed outlines of any planned activities together with costings
- Take responsibility for the co-ordinating, running and successful completion of any such approved activities
- Liaise with the relevant Head of Department or teacher in charge in planning and running any such activities
- Liaise with the Head of Visual Arts and Performing Arts.

Key Tasks of the PRIMARY SCHOOL CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Liaise with the Head of Primary in planning and running any Primary School activities
- Take responsibility for the co-ordinating, running and successful completion of any such approved activities
- Report to the School Council meeting any matters of interest and make recommendations to the School Council
- At any Primary School functions provide support and encouragement to Primary School and create an effective School spirit
- Be a role model to others, especially the younger students at School
- Oversee the co-ordination of School Council members to lead regular lunchtime activities for Primary School and Middle School students that could include a buddy system.
- Have a proven record of involvement in the Primary School.

Key Tasks of the MIDDLE SCHOOL CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Liaise with the Years 7 – 10 Deans in planning and running any Middle School activities
- Liaise with the Head of Middle School
- Take responsibility for the co-ordinating, running and successful completion of any such approved activities
- Report to the School Council meeting any matters of interest and make recommendations to the School Council
- At any Years 7 – 10 Middle School functions provide support and encouragement to Middle School students and create an effective School spirit
- Be a role model to others, especially the younger students at School
- Oversee the co-ordination of School Council members to lead regular lunchtime activities for Middle School students
- Sit on Middle School Council meetings in an effort to support their activities.
- Have a proven record of involvement with Middle School in 20-17.

Key Tasks of the SERVICE CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Promote service in the School to the School community
- Be a role model to others in their participation and pursuit of excellence
- Act as the point of liaison between the School Librarians and the Council
- Liaise with the staff member in charge of Service
- Chair the Service Committee, comprising senior students, to
 - assist the Dean to manage the roster of senior students doing duty at the School gate and Road Patrol
 - roster senior students to cover Primary School playground duty and Reception cover when there is a staff morning tea
 - work with the Head of Middle School to support the service projects
 - co-ordinate the engagement of students with social service fundraising
 - assist with the running of Library Week
- Receive any correspondence relating to service issues, including any appeals for student help by community organisations, and present it to the Committee meeting
- Discuss at Committee meetings any issues relating to community service issues that affect or are of interest to the School community
- Report to the School Council meeting any matters of interest arising from such discussions and make recommendations from the Committee to the School Council, making recommendations to the School Council concerning which charities or organisations could be supported by the School
- Present to the School Council for approval detailed outlines of any planned project together with costings – and in particular any plans for fundraising for community organisations
- Take responsibility for the coordination, running and successful completion of any such approved project and be accountable for any money spent during it the project/s.

Key Tasks of the GLOBAL CITIZENSHIP CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Promote and support the cultures of all students within the School
- Take an active role in the induction of new students and International students
- Be an advocate for international students who are new to New Zealand especially support the activities organised by WPEN
- Convene and chair a Cultural Committee.
This Committee will comprise one student from Years 7 – 13 and be culturally mixed
This Committee will be active in celebrating culture and recognising cultural diversity
- Be involved in the organisation for Languages Week
- Organise and run special events relating to culture and diversity
- Compile a report at the end of Term One relating to the activity of the Cultural Committee and documenting the progress made thus far.

Key Tasks of the SPORTS CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Promote sports in the School
- Present a report on the year's achievements at the Sports Awards event
- Be a role model to others in their participation and pursuit of excellence in her Sports discipline.
- Chair the Sports Committee, comprising senior students, which will be responsible for:
 - running lunch time activities for Primary School and Middle School students
 - assisting the Head Girl with Staff versus Student sporting events
 - making a significant contribution to the organisation of the Sports Awards
 - assisting with sports based House events
- Receive any correspondence relating to sport and recreation issues and present it to the School Council
- Report to the School Council meeting any matters of interest arising from Committee meetings and make recommendations to the School Council
- Present to the School Council for approval detailed outlines of any planned project together with costings
- Take responsibility for the co-ordination, running and successful completion of any such approved project and be accountable for any money spent during the project/s.
- Liaise with the Sports Co-ordinators of Primary and Secondary in planning and running any such projects
- Work to not only grow sport but to encourage others to support sport.
- Take an active supporting role in Sports Awards.
- Report sporting achievements to the wider School assemblies.

Key Tasks of the WORSHIP CAPTAIN

- Contribute fully to meetings of the School Council as a leader in the School community
- Promote the Christian ethos of the School
- Share the leadership and management of the worship section of the Principal's Assembly – consulting and liaising closely with the Principal and Mentor
- Chair the Worship Committee, comprising senior students, to assist with
 - the worship section of the Principal's Assembly
 - the organisation of the Chaplain's Assembly and Eucharist services
 - reading lessons/prayers at Easter, St James' Day and Christmas services
 - planning and running of the Year 13 Leavers' Service
 - promoting the School culture and ethos, specifically:
 - valuing human and cultural diversity;
 - valuing the talents and worth of each member of our community and
 - valuing an outwards looking perspective
- Receive any correspondence relating to School worship and culture and presenting it to the School Council
- Take the lead in initiating and supporting active involvement of students in the spiritual life of the School
- Report to the School Council meeting any plans for such initiatives and making recommendations to the School Council
- Present to the School Council for approval detailed outlines of any planned project together with costings
- Take responsibility for the co-ordinating, running and successful completion of any such approved project and be accountable for any money spent during the project/s.
- Liaise with the School Chaplain, the designated member of the Executive Team and Council Mentor in planning and running any such projects
- Liaise with St James' Church and work to support a closer relationship between the Council and our Church.