SCOIL PÓL

Kilfinane, Co. Limerick

Student Council Constitution

Comhairle na nDaltaí

Omnibus Omnia

Date adopted: October 2027

Next review: September 2027

Established under Section 27 of the Education Act 1998

About this constitution

This constitution sets out how the Scoil Pól Student Council works – who we are, what we're here to do, and how we make decisions. It's written for students, so that everyone in the school knows how their Council runs and how to get involved.

1. Who we are

1.1 We are the Scoil Pól Student Council – Comhairle na nDaltaí Scoil Pól. In this document we call ourselves "the Council".

1.2 Every post-primary school in Ireland can have a student council under Section 27 of the Education Act 1998. Our Board of Management supports the Council and approves this constitution.

1.3 We follow the same school policies as every other student, including the Code of Behaviour, the Anti-Bullying Policy and the Child Safeguarding Statement.

1.4 Scoil Pól was founded by the Sisters of Charity of St Paul the Apostle and is a Le Chéile Schools Trust school. Our motto, Omnibus Omnia – "all things to all people" – is at the heart of what we do: making sure every student is included and heard.

2. What we're here to do

2.1 As a Council, we want to:

- make sure every student has a voice in how our school is run;
- bring students' ideas and concerns to teachers, school management, the Board of Management and parents;
- keep communication open between students and staff;
- look out for student wellbeing and help make Scoil Pól a friendly, welcoming place for everyone;
- have our say on school policies that affect students;
- encourage pride in our school, our facilities and our local community;
- run charity, fundraising, social and cultural events;
- give members a chance to learn about leadership, teamwork and how democracy works.

3. Who's on the Council

3.1 The Council has 12 members – two from each year group: 1st Year, 2nd Year, 3rd Year, Transition Year, 5th Year and 6th Year.

3.2 Any student in Scoil Pól can put their name forward to represent their year group.

3.3 Members serve for one school year, from September to the following September. You're welcome to run again.

3.4 Where we can, we'd like each year group's representatives to reflect the mix of students in that year.

4. Our liaison teacher

4.1 The Principal appoints a liaison teacher to support the Council.

4.2 Our liaison teacher comes to our meetings to guide and support us, runs the elections, and is our link to school management. They help make sure everything we do is safe and well organised.

4.3 The liaison teacher is there to advise, not to decide – they don't vote at meetings.

5. Elections

5.1 Elections take place every September. The liaison teacher organises them with help from year heads and class tutors.

5.2 If you'd like to stand, hand in your name before the closing date. You might be asked to say a few words to your year group about why you want to be on the Council.

5.3 Voting is by secret ballot, and you vote only for candidates in your own year group.

5.4 The two candidates with the most votes in each year group are elected. If there's a tie, we hold a second vote between those candidates.

5.5 Results are announced to students and shared on the school noticeboard and website.

6. Officers

6.1 At our first meeting each year, we choose four officers from among the members by secret ballot:

6.2 **Chairperson –** runs our meetings, makes sure everyone gets a chance to speak, keeps us on track, and represents the Council when we meet school management.

6.3 **Secretary –** sends out the agenda, takes the minutes, and keeps our records in order.

6.4 **Treasurer –** keeps track of money we raise and spend, working with the liaison teacher and the school office.

6.5 **PRO (Public Relations Officer) –** keeps students up to date on what the Council is doing, through notices, assemblies, class reps and the school website and social media (with the liaison teacher's OK).

6.6 If the Chairperson can't make a meeting, the members there pick one of the other officers to chair it.

7. What we expect of each other

7.1 Every Council member agrees to:

- turn up to meetings, on time;
- listen to their year group and represent everyone fairly – not just their friends;
- report back to their year group after meetings;
- set a good example around the school;
- treat other members, students and staff with respect;
- stand behind decisions the Council makes together, even if they voted differently.

8. Meetings

8.1 We meet every two weeks during term, at a time agreed with our liaison teacher. The Chairperson can call an extra meeting if needed, with the liaison teacher's agreement.

8.2 The agenda goes out at least two school days before each meeting. Any student can ask their rep to put something on it.

8.3 We need at least seven members at a meeting to make decisions.

8.4 We try to agree on things together. If we need a vote, the majority of members present decides. If it's a tie, the Chairperson has the deciding vote.

8.5 We keep minutes of every meeting and give a copy to the Principal. We share a summary of our decisions with students.

8.6 We meet with the Principal and/or Deputy Principals at least once a term.

9. How students can have their say

9.1 Any student can raise an idea, a problem or a suggestion by:

- talking to their year group representatives;
- dropping a note in the Student Council suggestion box in the canteen;
- speaking to our liaison teacher.

9.2 We read and talk about every suggestion we receive, and we'll let students know what happened wherever we can.

9.3 Each year, we give the Board of Management a short report on our work.

10. What the Council doesn't do

10.1 We don't discuss individual students, teachers or parents, or anything personal or private.

10.2 If a member hears anything that suggests a student may not be safe, they tell the liaison teacher straight away, and the school's Child Safeguarding procedures are followed.

10.3 We can make suggestions and recommendations, but final decisions about school policy rest with the Principal and the Board of Management. Where they can, they'll explain the reasons for their decisions to us.

11. Money

11.1 All fundraising needs the Principal's approval before it goes ahead.

11.2 Any money we raise goes through the school office and follows the school's financial procedures. No member ever holds Council money themselves.

11.3 The Treasurer gives the Council an update at least once a term and a summary at the end of the year, which is also shared with the Principal.

12. If someone leaves or steps down

12.1 If a member leaves the Council or the school, the candidate with the next highest votes in that year group is offered the place. If there isn't one, we hold a new election for that year group.

12.2 If a member misses three meetings in a row without a good reason, they may be asked to step down.

12.3 If a member's behaviour seriously goes against the Code of Behaviour or this constitution, the Principal may remove them after talking with the liaison teacher. The member will always be told why and given the chance to explain their side first.

13. Changing this constitution

13.1 Any member can suggest a change. A change needs the support of at least eight of the twelve members.

13.2 Changes only take effect once the Principal and the Board of Management have approved them.

13.3 We review this constitution every year with our liaison teacher and the Principal. It's available to every student and is published on the school website.

14. Signed

This constitution was agreed by the Scoil Pól Student Council and approved by the Board of Management.

Ava Drea Chairperson, Student Council	19/10/2026 Date
Ms.K Finucane Liaison Teacher	19/10/2026 Date
 Principal	19/10/2026 Date
 Chairperson, Board of Management	19/10/2026 Date