



SRC Policies and Procedures

February 2024

Purpose

This Policy outlines the policies and procedures of the Student Representative Council. It explores the processes of the student governing body at Minarah College.

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Positioning within Minarah operational model

Component	Element
<input type="checkbox"/> Strategic Leadership and Planning	
<input checked="" type="checkbox"/> Monitoring, Reporting, and Data	
<input checked="" type="checkbox"/> Governance and Accountabilities	
<input type="checkbox"/> Teaching and Learning	
<input type="checkbox"/> Culture, Ethos, and Wellbeing	
<input checked="" type="checkbox"/> Curriculum and Assessment	
<input type="checkbox"/> Pathways and Enrichment	
<input type="checkbox"/> Parents and Community	
<input checked="" type="checkbox"/> Finance, IT & Estates	
<input type="checkbox"/> Our People	

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1.0 Rationale

SRC is a body within the school consisting of School captains, vice captains, prefects, and staff representatives. It provides a platform through which students can promote their views/welfare and participate in school decision making process within a framework which ensures that the advice presented to them is based on school values/ethos and relates to enhancing the quality of school life for all students. It further exists to provide opportunities for students to address their concerns, interests and to develop leadership skills.

2.0 Aims of the SRC

The aim of the SRC is to:

- Provide a student perspective on school issues to the school executives.
- Develop and promote leadership and responsibility.
- Provide a link between teachers and students, and between the school and the wider community.
- Provide peer support – help Year 7 students to adjust to a new environment.
- Encourage the involvement of students in the school decision making process, when appropriate.
- Help in organizing school events such as sports carnivals, parent teacher nights, Awards ceremonies, ANZAC day ceremony, Quran competition, Ramadan.
- Raise funds for charities such as Cancer society, Human Appeal, Natural disasters, etc.
- Provide a forum for students to raise issues/concerns and consider their ideas.
- Represent Minarah College at official functions.
- Conduct school assemblies.
- Promote school values and ethos.

3.0 Composition

The SRC will be comprised of prefects from Years 1 – 12, SRC coordinator and two teachers (Primary and Secondary). Primary and Secondary schools shall have different SRC.

Any SRC member found to have broken any school rules (seriousness to be determined by welfare coordinators) and/or have at least three negative comments on Sentral will have their SRC membership revoked and will be de-badged.

Prefects

Prefects are the leaders of the student community and play a vital role in working with both the staff and students towards creating an effective and enjoyable learning environment at the school. The appointment of Prefects at MINARAH COLLEGE is not a popularity contest, they are elected by their peers as young men and women who possess leadership potential and commitment to the role.

The Prefects at MINARAH COLLEGE are expected to set the highest example in dress, attendance, conduct and involvement in school affairs. Their duties include assistance in prayer monitoring, participating at school functions of all kinds and conducting school assemblies. They are also assigned responsibilities connected with particular activities, including sports and community service

- are the leaders of the student community at MINARAH COLLEGE?
- are expected to always model appropriate behavior.
- are to uphold the values/ethos of the School and to support the Staff in maintaining high standards.
- firmly and fairly guide the student community in upholding school rules.
- have a sense of responsibility and duty towards the school and its community.
- have a sense of responsibility for the students and pastoral care.
- participate in and encourage active involvement in school activities.
- work together as a team towards reinforcing School expectations.
- effectively communicate to the students at Assemblies and school events.
- aim to fulfil their academic requirements and balance the demands of student's leadership with schoolwork.
- mentor, guide and support younger student leaders in the school.

Qualities of a Student Leader

- Organizational skills – can plan and organize events and activities.
- Commitment - determination to uphold the values and traditions of the school
- Communication skills – can communicate effectively with staff and students.
- Self-discipline and self-motivation – regarding their work and other commitments
- Confident
- Punctual
- Cooperative
- Non-confrontational – both in speech and actions.
- Determination – does not give up when faced with challenges or obstacles.
- A desire to grow in the role as Prefect, and to develop leadership skills.

Considerations:

Prospective prefects need to consider the above roles, responsibilities, and personal qualities, and reflect on their ability to carry out the role effectively.

You also need to consider:

- Your commitment to being a prefect. DO you truly feel you would be a role model to other students, an ambassador for the School and be able to carry out the role throughout the year?
- If you can follow through on the expectations of being a prefect. Would you be able to ask your peers to behave appropriately, wear correct uniform, abstain from risky behaviors? Would you be able to act on evidence of inappropriate behavior?

- Can you manage your academic work and other activities effectively with the commitments associated with being a prefect. Do you have the self-discipline and self-motivation to ensure your academic work does not suffer.
 - Can you maintain the high standards expected of you throughout the year?
1. Will you feel comfortable, after some training, to speak publicly to students in either Assemblies or Form meetings?
 2. Are you able to be at school early to carry out an assigned Duty? Attend evening/weekend functions and other Prefect commitments when required?
 3. Have you considered how your life at school would change if you were elected a Prefect?
 4. Are you excited by the prospect of learning new skills and being a part of the Student Executive?

4.0 Roles and Responsibilities

Each Prefect is expected to be a role model for the students. As such he/she is to uphold school rules, and support the School with respect, loyalty and commitment.

Prefects are expected to:

- Support the Islamic values/ethos of MINARAH COLLEGE
- Support the school community by attending events and activities involving students from MINARAH COLLEGE.
- Assist Staff organizing events/activities at the school – as hosts, in a supervisory role, in an administrative role, etc.
- Perform assigned duties (mornings and/or afternoons)
- Take an active role in supporting the uniform and behavioral expectations of the school.
- Meet once a fortnight as a Prefect Group.
- Take a personal, active interest in the year group. Each Prefect will be assigned to have responsibility to a year group.
- Initiate, organize, coordinate at least one major initiative during the year.
- Mentor and support younger students in the school through sport, the Arts or Cocurricular activities.
- Attend an external event where MINARAH COLLEGE students are competing/hosting.
- Develop strong link with Primary School Captains and students with positions of responsibility.
- Maintain a personal register/log of activities/involvement at the school in the capacity of Prefect
- Evaluate individual performance as a Prefect and participate in an evaluation process.

Expectations of a Prefect

- Maintain a strong academic record.
- Be an excellent role model, demonstrating exemplary conduct.
- Have an excellent attendance record.
- Be respected by students and staff members and vice versa.

The school recognizes the contributions Prefects make to the school community and will support Prefects in their role. We acknowledge the demands placed on a final year student and aim to support Prefects as they develop.

Process – steps	Date
Meeting with Year 12, explaining the selection process. Distribution of the role description, criteria & considerations	Week 6 Term 4
Applications to be submitted	Week 7
Interviews commence	Week 8
Students and Staff Vote	Week 9
Committee considers applicants and Prefects are identified.	Week 9
Prefects are announced – School Assembly	Prefects Induction Ceremony

1. Year 12 nomination support
2. Staff recommendation
3. Application
4. Interview
5. Leadership potential

Application

Six prefects from Year 12, three girls and three boys will be appointed. Year 12 students wishing to apply for the role of Prefect need to apply to SRC coordinator by **Friday of week 6, Term 4**

5.0 Prefect Selection

Process and Timeline Year 12 Prefects

- Year 12 Students are invited to apply for the position of a Prefect.
- Year 12 students and Staff recommendations/voting to take place as an integral part of the selection process.
- Students apply for Prefect ship (rationale: to ensure prefects have considered all aspects of the position and to provide an understanding/ability of fulfilling the role).
- Shortlisted applicant will have an interview with Deputy Principal and/or SRC coordinator as part of the process.

Selection will be based on:

The application should include:

- Name
- Schools attended (with years)
- Description outlining your understanding of the role of Prefect.
- A description of your personal attributes that would be valuable for the role of Prefect.
- Your involvement at MINARAH COLLEGE
(And previous schools) in co- curricular activities, sporting, community service activities, etc.
- What you could contribute to the Prefect body
- A vision for Prefect leadership at MINARAH COLLEGE.

Process

- Applications are received by the SRC coordinator.
- Deputy Principal and SRC.
- coordinators review the applications. Applicants are then shortlisted by considering
- achievements, skills, involvement in school activities, strengths, and general behavior

- A ballot paper with the names of all candidates will then be distributed to all Y12 students and all teachers. Each student and teacher must vote for six students.
- The SRC coordinator and the Deputy Principal will count the votes.
- The SRC coordinator announces the names of successful candidates in a staff meeting and then in the upcoming school assembly.

Selection of School Captains

Secondary School Captains (a boy and a girl) will be chosen from among the Year 12 prefects.

Process

1. Year 12 prefects will be chosen using the process outlined above.
2. SRC Committee will nominate two male and two female prefects to be the School Captains.
3. The nominees will be given a chance to address in the Assembly about their captaincy.
4. The staff will deliberate and vote (secret ballot if necessary).
5. The SRC coordinator informs the parents of their child's appointment as School Captain(s).
6. The Principal/s announces the appointments in the school assembly.

Note: Secondary School vice captains and the Primary School captains will be elected via the above process in Week 9 Term 4.

Selection of prefects from Years (1 – 11)

Prefects from Year 1 to Year 11 will be selected by the class and the Roll Call Teacher. One prefect will be appointed from each class.

Process

1. Nominations will be made by the class in consultation with the Roll Call teacher.
 - a. A student may nominate himself/herself.
 - b. Nominees will be given a chance to address the class about the perfect ship.
 - c. A ballot paper with the names of all candidates will then be distributed to all the students in the class. Each student will vote for one student only.
 - d. The SRC coordinator and the Roll Call teacher will count the votes.
 - e. The SRC coordinator/DP announces the names of successful candidates to the class and then in the upcoming school assembly.
 - f. The nominees will be given a chance to address the Assembly about their captaincy.
 - g. The staff will deliberate and vote (secret ballot if necessary).
 - h. The SRC coordinator informs the parents of their child
2. Appointment as School Captain(s).
 - a. The Principal/s announces the appointments in the school assembly.
 - b. The nominees will be given a chance to address in the Assembly about their captaincy.
 - c. The staff will deliberate and vote (secret ballot if necessary).

- d. The SRC coordinator informs the parents of their child's appointment as School Captain(s).
- e. The Principal/s announces the appointments in the school assembly.

6.0 Appeals

If a student feels that he/she has been unfairly denied the opportunity to be a prefect/captain, then he/she must follow the following process:

Process

1. Fill in the Student Appeals form (Annex 1) (copy available in the School Office) and hand it to the DP
2. DP acknowledges the receipt of the form, and a copy is given to the student.
3. A three-member committee comprising the Principal/s, DP, and Roll Call teacher/SRC coordinator will meet within five working days to deliberate on the issue.
4. The DP will convey the final decision to the student and/or the parent.
5. The decision will be final.

Prefect Induction

A one-hour workshop will be held at the beginning of Term 1 after the appointment of the prefects. This will be conducted by the respective SRC coordinators and the Deputy Principals. In this workshop, prefects will be briefed about their roles and responsibilities followed by group discussions and mock scenarios.

The prefect induction ceremony will be held in Term 1. Parents of prefects will be invited to this ceremony. A prominent community leader may be invited to officiate this program. He/ She will be giving a motivational speech on leadership and officiating the badging process.

SRC Support

Ongoing support will be provided to all the members of SRC. This will be in the form of:

- Mentoring by the SRC team
- Organizing leadership workshops on a regular basis
- SRC members will be given the opportunity to attend leadership workshop organized by external providers such as
- Civic and Citizenship organized by the NSW parliament.
- Young women's leadership seminar
- Global Dignity Day workshop
- Peer mediation ('buddy system')

SRC Meetings

Regular SRC meetings following correct meeting procedures are conducted. The school captains come up with the agenda in consultation with other SRC members. The main items of the agenda may include students' concerns, welfare issues, projects, and organization of activities/ceremonies.

- SRC meets three times per Term.
- Meetings are from 8.10-8.35 am on Thursdays.
- 2 representatives host the meeting.
- The agenda is checked by an SRC coordinator at least a day prior to the meeting.
- Minutes are recorded and kept by the SRC coordinator.

The SRC coordinator will present the resolutions in the staff meeting for discussion and follow-up.

SRC Projects

SRC projects include but are not limited to the following:

- Sponsorship of an underprivileged child in Somalia (\$600 per year)
- Creating and maintenance of the school courtyard garden School Captain representing the school at the Constitutional Conference at Sydney Parliament House.
- Prayer monitoring
- Welfare assistance to students at MINARAH COLLEGE (school scarfs, sports pants, stationery)
- Hosting ANZAC ceremonies
- Hosting School assemblies
- Organizing Harmony Day activities
- Organizing lunch for Athletics Carnival
- Organizing program for Islamic Dress Day
- Taking responsibility to write articles for school magazine.
- Fund raising for victims of natural disasters.

7.0 Important websites

- www.kids.nsw.gov.au
- www.kidshelp.com.au
- www.bullyingnoway.com.au
- http://online.curriculum.edu.au/mind_matters/parents/parents.htm

Bernadino Siry, Green Valley Local Area Command; 0433681951 or 96071799 CST Mary Watson, Green Valley Police: 96071799

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How do you think this issue can be resolved?

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Signature:.....

Date:.....

For Office Use

Decision:.....

Reasons:.....

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Principal/s's signature:

Date:

Annex 3
MINARAH SRC Application Form

STUDENT DETAILS		
Family name:	First name:	Year:
Role applying for		

1. List the Schools you have attended (with years)

2. Describe your personal attributes that would be valuable for the role of a Prefect.

3. Outline your understanding of the role of SRC.

4. Explain your involvement at MINARAH COLLEGE (and previous schools) in co-curricular activities, sporting, community service activities, etc

5. What would you contribute to the Prefect body at MINARAH COLLEGE and how?

6. What is your vision for Prefect leadership at MINARAH COLLEGE?

7. Any other information relevant to this application.

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Document Control

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