



KIRWAN STATE HIGH SCHOOL

STUDENT LEADERSHIP POLICY

Rationale

The Student Leadership Program at Kirwan State High School aims to enhance students' personal, social and leadership capabilities 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.

Leadership Structure

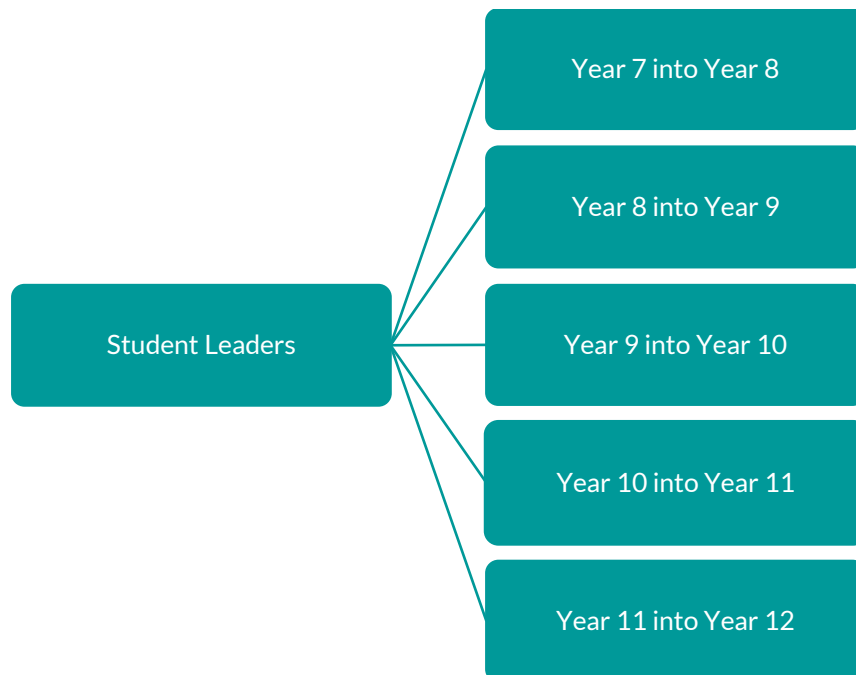
All students are eligible to apply to be a Student Leader.

Student Leaders are eligible to apply for:

- School Captain
- School Vice-Captain
- First Nations Captain
- Creative Arts Captain
- Sports Captain
- House Captain
- Year Level Representative

These positions form the Student Council.

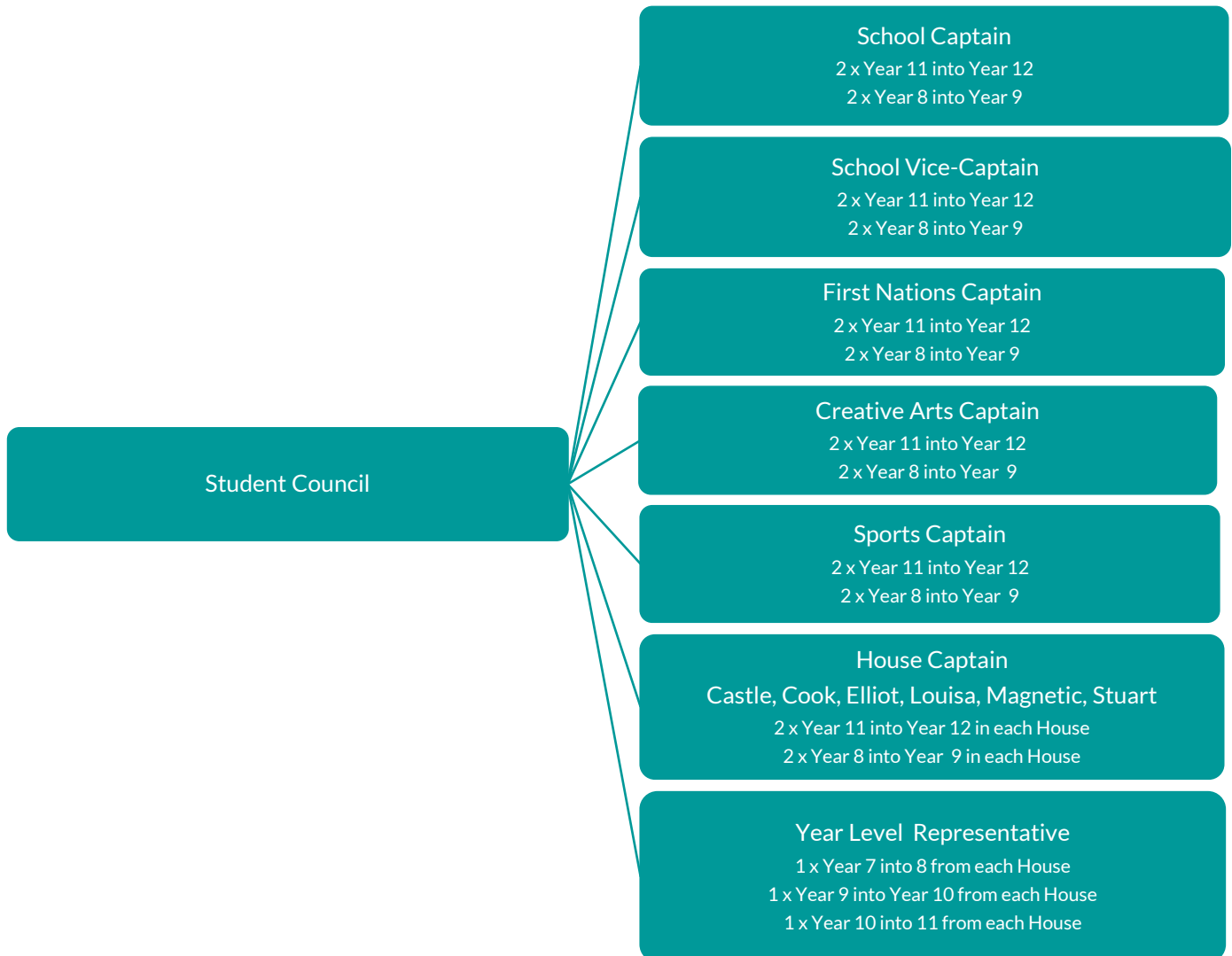
STUDENT LEADERS





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STUDENT COUNCIL



Support Teachers

The following staff support Student Leaders:

- Executive Principal
- Deputy Principals
- Heads of Department (Creatives Arts, Sport and Student Services)
- Community Education Counsellors



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Leadership Roles and Responsibilities

All Captains and Year Level Representatives must be a Student Leader.
Captains and Year Level Representatives form the Student Council.

Student Leader

- Be a positive role model to all students. This includes maintaining a Green Level of Engagement.
- 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 Program.

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.
- Facilitate and actively participate in fortnightly Student Council meetings.
- Facilitate school parades.
- Write articles for the school newsletter as required.
- Write and deliver Year 12 Valedictory Speech for Year 12 Graduation Parade.
- Represent the school at school and community events including formal occasions and ceremonies.

President (School Captain)

- Attend Student Council Executive meetings prior to fortnightly Student Council meetings to prepare an agenda.
- Chair Student Council Executive meetings.
- Chair fortnightly Student Council meetings.

Vice-President (School Captain)

- Attend Student Council Executive meetings prior to fortnightly Student Council meeting to prepare an agenda.
- Take attendance at Student Council Executive meetings.
- Take attendance at fortnightly Student Council meetings.
- Fulfil the President's role in their absence.

Secretary (School Vice-Captain)

- Attend Student Council Executive meeting prior to fortnightly 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 fortnightly Student Council meetings.
- Take minutes of fortnightly Student Council meetings.
- Publish minutes of fortnightly Student Council meetings.
- Save all minutes of fortnightly Student Council meetings to the school network.
- Receive mail and record as correspondence.
- Prepare outgoing correspondence.
- Report to meetings regarding correspondence in and out.



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Treasurer (School Vice-Captain)

- Attend Student Council Executive meeting prior to fortnightly 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.

Junior Secondary School Captains/Vice Captain

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

Junior Secondary/Senior Secondary First Nations Captains

- First Nations students must fill these positions.
- Attend and actively participate in fortnightly Student Council meetings.
- Organise and promote cultural activities and events.
- Attend and participate in cultural activities and events.
- Deliver Welcome/Acknowledgement to Country as requested.
- Facilitate school parades.
- Write articles for the school newsletter as required.

Junior Secondary/Senior Secondary Creative Arts Captains

- Attend and actively participate in fortnightly Student Council meetings.
- Organise and promote creative arts activities and events.
- Attend and actively participate in creative arts activities and events.
- Facilitate school parades.
- Write articles for the school newsletter as required.

Junior Secondary/Senior Secondary Sports Captains

- Attend and actively participate in fortnightly Student Council meetings.
- Organise and promote sporting activities and events.
- Attend and actively participate in sporting activities and events.
- Facilitate school parades.
- Write articles for the school newsletter as required.

Junior Secondary/Senior Secondary House Captains

- Attend and actively participate in fortnightly Student Council meetings.
- Organise and promote school and house activities and events.
- Attend and actively participate in school and house activities and events.
- Organise and promote lunch time activities and events.
- Attend and actively participate in lunch time activities and events.

Year Level Representative

- Attend and actively participate in fortnightly Student Council meetings.
- Organise and promote school activities and events.
- Attend and actively participate in school activities and events.

Role of Support Teachers

- Attend Student Council Executive and Student Council meetings.
- 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.



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- Assist Student Council to liaise with staff, P&C and School Council.
- 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/carers notified.
- 2nd instance - Written warning and parents/carers 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 Executive 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 Executive Principal.

STUDENT LEADERS

- 1 • Students submit written application to Selection Criteria.
- 2 • Community Education Counsellor, Head of Department (Creative Arts), Head of Department (Sport) and Head of Department (Student Services) shortlist applications.
- 3 • Head of Department (Student Services) notifies unsuccessful and successful applicants.
- 4 • Verbal feedback provided to unsuccessful applicants by Head of Department (Student Services) as requested.
- 5 • Student Leaders announced.



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STUDENT COUNCIL

- 1 • Students submit written application to Selection Criteria. Students must be a Student Leader to apply.
- 2 • Community Representative, Deputy Principal and Executive Principal shortlist applicants.
- 3 • Deputy Principal notifies unsuccessful and successful applicants.
- 4 • Community Representative, Deputy Principal and Executive Principal interview successful applicants.
- 5 • School Captain and ViceCaptains applicants present speeches to year level students and staff for voting.
- 6 • Creative Arts Captain applicants present speeches to Creative Arts Academy students for voting.
- 7 • First Nations Captain applicants present speeches to First Nation students for voting.
- 8 • Sport Captain applicants present speeches to Sports Academy students for voting.
- 9 • House Captain applicants present speeches to House students for voting.
- 10 • Year Level Representative applicants present speeches to year levels for voting.
- 11 • Deputy Principal notifies unsuccessful applicants and successful applicants.
- 12 • Verbal feedback provided to unsuccessful applicants by Deputy Principal as requested.
- 13 • Student Council finalised and announced.

Nomination

Students can nominate for all student leadership positions.

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

Where a student is elected as First Nations Captain, Creative Arts Captain, Sports Captain or House Captain, they must elect their most referred position.

Students cannot hold multiple positions.



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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 staff meeting for teachers to vote. Preferential voting system followed.
2. Student Voting – 40% – Students present a speech to designated student groups for students to vote. Preferential voting system followed.
3. Interview – 30% – The panel consists of a Community Representative chosen by the Executive Principal, the Deputy Principal and the Executive 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 Executive 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 Executive Principal facilitates a discussion to reach consensus on the most suitable applicant based on the information from the leadership process.

Timelines

<i>Senior School</i>		
<i>Week</i>	<i>Task</i>	<i>Responsible Officer</i>
T3W6	Inform students of Student Leadership Policy.	Executive Principal
T3W6	Distribute Student Leader Applications.	Head of Department (Student Services)
T3W7	Organise Community Representative for Captain interviews.	Executive Principal
T3W7	Student Leader Applications due by Thursday.	Students
T3W8	Shortlist Student Leader Applications by Wednesday.	Head of Department (Student Services)
T3W8	Inform successful/unsuccessful Student Leaders by Thursday.	Head of Department (Student Services)
T3W9	Distribute Student Council Applications to students by Wednesday.	Deputy Principal
T4W1	Student Council Applications due by Wednesday.	Deputy Principal
T4W2	Shortlist Student Council Applications by Wednesday.	Executive Principal
T4W2	Inform Student Council successful/unsuccessful interviews with interview times for successful applicants by Friday.	Executive Principal
T3W3	Interview Student Council applicants.	Executive Principal
T4W3	Student Council speeches to staff and students.	Executive Principal Deputy Principal
T4W7	Announce Senior Secondary Captains at Senior Secondary Awards Night.	Executive Principal
T4W8	Announce Year Level Representative at Year Level Parades. <ul style="list-style-type: none"> • Year 10 into Year 11 	Deputy Principals



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<i>Junior School</i>		
Week	Task	Responsible Officer
T3W10	Inform students of Student Leadership Policy.	Executive Principal
T3W10	Distribute Student Leader Applications.	Head of Department (Student Services)
T4W3	Organise Community Representative for Captain interviews.	Executive Principal
T4W3	Student Leader Applications due by Thursday.	Students
T4W4	Shortlist Student Leader Applications by Wednesday.	Head of Department (Student Services)
T4W4	Inform successful/unsuccessful Student Leaders by Thursday.	Head of Department (Student Services)
T4W5	Distribute Student Council Applications to students by Wednesday.	Deputy Principal
T4W6	Student Council Applications due by Wednesday.	Deputy Principal
T4W7	Shortlist Student Council Applications by Wednesday.	Executive Principal
T4W7	Inform Student Council successful/unsuccessful interviews with interview times for successful applicants by Friday.	Executive Principal
T4W8	Interview Student Council applicants.	Executive Principal
T4W8	Student Council speeches to staff and students.	Executive Principal Deputy Principal
T4W10	Announce Junior Secondary Captains at Junior Secondary Awards Ceremony.	Executive Principal
T1W2 (2025)	Announce Year Level Representative at Year Level Parades. <ul style="list-style-type: none"> Year 9 into Year 10 Year 7 into Year 8 	Deputy Principals

Consultation

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

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

Review

The Kirwan 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.



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Endorsement

Endorsed by:

Heather Murry
Executive Principal

JJ Taylor
P&C President

Rick Phineasa
School Council Chair

