



BLOUBERG
INTERNATIONAL SCHOOL

SOUTH AFRICA

CONSTITUTION:
STUDENT REPRESENTATIVE COUNCIL

CREATED: February 2014; REVISED: October 2016; July 2021

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1. STUDENT REPRESENTATIVE COUNCIL

The Student Representative Council (hereafter SRC) is a representative body of dedicated students, elected by their peers, to serve the school community and give voice to the opinion and desires of the student body.

The primary function of the SRC is to serve the school community. This they will do in a variety of different ways, in accordance with their roles and the needs of Blouberg International School.

The SRC is also the official student body responsible for liaising with the Senior Management Team. Through the SRC, lines of communication between staff and students will be kept open.

2. OBJECTIVE

The SRC aims to work towards the enhancement of all aspects of school life and to represent, to the best of its abilities, the interests of the school.

Goals of the SRC include:

- the promotion of maximum representation, inclusivity, transparency and accountability at Blouberg International School;
- the promotion of better relationships between students and staff members by acting as a channel of communication between students and staff;
- the initiation and advancement of student activities;
- ensuring a harmonious school environment that is free of discriminatory practices on the grounds of race, religion, gender, age, disability, culture, language, social background and sexual orientation.

3. COMPOSITION, STRUCTURE AND RESPONSIBILITIES OF THE SRC

3.1. COMPOSITION AND STRUCTURE

The composition of the SRC shall strive to reflect the demographics of the school in so far as is reasonably possible.

The SRC shall comprise of 30% of the Year 11 class form which candidates will be elected. Positions of responsibility include: one (1) head (extended to two (2) for larger groups), a secretary and treasurer and five (5) portfolio heads. Additional students may be added in the fourth term of students' Year 11 year if the school deems so necessary. Positions of responsibility may be merged if the SRC is a small group.

Students will apply to become members of the SRC during Term 3 of Year 11 (Refer to 'The Election Process'). Successful students will apply for a portfolio. Students will be allocated portfolios based on both their application and their personal strengths. SRC portfolios will be announced at the annual prize giving ceremony in Term 4 at the end of their Year 11 year.

Portfolios allocated to students may include:

- SRC Head 1 (without portfolio)
- SRC Head 2 (without portfolio)
- Secretary and Treasurer
- Discipline
- Interact (student outreach)
- Spirit and Culture
- Sport
- Student Welfare and Leadership

3.2. RESPONSIBILITIES

3.2.1. SRC HEADS

The SRC Heads shall:

- preside over the SRC
- preside at all SRC meetings
- be the spokespeople of the SRC
- represent the SRC at all official school functions
- be responsible for the SRC funds, together with the secretary/ treasurer
- be an ex-officio member of all SRC portfolios
- assist in the leadership training of younger students
- assist with the maintenance of student discipline
- help foster a sense of school pride within the student body
- ensure that there is a good relationship between the SRC and student body
- act as positive role models for other students
- serve as ambassadors for the school
- communicate student concerns to the Senior Management Team

- invite the Principal and members of the Senior Management Team to SRC meetings

3.2.2. SECRETARY AND TREASURER

The Secretary and Treasurer shall:

- record the minutes of all meetings;
- make a copy of the aforementioned minutes available to the SRC Coordinator, who will in turn make available to the Principal.

Minutes:

- *must have action points and refer to who is responsible for doing what.*
 - *must be circulated and reach each member no later than the following day so that action can be taken.*
 - *must be saved on Google Drive for future reference.*
 - *must be displayed on the SRC notice board for all students to read.*
- ensure and keep record of expenditures and profit of the SRC
 - ensure that the expenditure of the SRC is utilised within the approved SRC budget
 - ensure that the SRC pin board is neat and up-to-date
 - ensure that all notices posted by the SRC are removed after the event

3.2.3. DISCIPLINE

The Head of the Discipline Portfolio will be directly responsible to the Discipline Coordinator. They should have an interest in encouraging students to exhibit positive behaviours and a broad knowledge of the school rules.

The Head of the Discipline Portfolio shall:

- communicate effectively with both staff and students
- should model appropriate dress and behaviour
- be prepared to correct his/her peers in a firm and fair manner if the need arises
- oppose any form of bullying, victimisation or unfair discrimination
- liaise with the Discipline Coordinator regarding break detentions
- compile a break detention roster and ensure that members are on duty
- compile a roster for assisting with late coming and ensure that members are on duty
- compile a break duty roster and ensure that members are on duty

3.2.4. INTERACT (Outreach)

The Head of the Interact Portfolio will work closely with the teacher(s) in charge of Interact to ensure a meaningful experience for the students at

Blouberg International School that results in a positive contribution to the broader community.

The Head of the Interact Portfolio shall:

- organise charity events for the SRC and Interact club, as well as school participation;
- be responsible for the planning and implementation of outreach programmes;
- promote reflection about relevant issues which are occurring in and around the Western Cape;
- communicate with the teacher in charge as to the needs of the sponsored communities and relay these to the student body;
- recruit volunteers from the student body and keep a record of such;
- co-ordinate volunteers from the school body, ensuring such volunteers are present at projects where they are given the necessary information and guidance in order for the project to be successful;
- maintain a close relationship with the community project leader/contact person;
- relay any information from the volunteers or community leaders/co-ordinators to the teacher in charge.

3.2.5. SPIRIT AND CULTURE

The Head of the Spirit and Culture Portfolio will assist the Marketing team at Blouberg International School, as well as the Heads of Sport and Culture. This student should be outgoing and have good interpersonal skills.

The Head of the Spirit and Culture Portfolio shall:

- take the lead with the organisation of Orientation Day;
- liaise with the staff member in charge of marketing in the organising of activities in events regarding marketing. This will include: founders day, open days, student orientation days as well as assisting prospective students and parents;
- liaise with staff members concerning newsletter articles
- encourage spirit throughout the school together with the House Captains;
- assist with the organization of spirit at the Inter-Schools and Inter-House Sports Days;
- liaise with the relevant staff members to coordinate cultural activities and events;
- assist with the design and execution of cultural and ceremonial moments in the life of the school, including theatrical productions, exhibitions, concerts, Youth Day;

- assist the Ceremonies leader in the organisation of founders day;
- assist with the promotion of school events, including fun days, dances and civvies days

3.2.6. SPORT

The Head of the Sports Portfolio should have an interest in sports and a broad knowledge of the sporting calendar of the school, as well as the allied Extra-Mural activities.

The Head of the Sports Portfolio shall:

- assist with the co-ordination of all sporting activities. This will include annual athletics, soccer and netball tournaments;
- assist the House Captains at sporting events, ensuring adherence to BIS rules and responsibilities;
- liaise with Sports Coordinator;
- ensure and organise the safe-keeping and proper storing of all sporting equipment;
- motivate and encourage students to participate in all sporting activities and events at BIS;
- announce all results, fixtures and practices at assembly, or organise that team captains do so;
- keep the sport notice board up-to-date

3.2.7. STUDENT WELFARE AND LEADERSHIP

The Head of the Student Welfare Portfolio should have an interest in the health and safety of students with the aim of ensuring their wellbeing, comfort and safety at Blouberg International. This includes the emotional well-being of students.

The Head of the Student Welfare Portfolio shall:

- obtain knowledge on the safety of the students. This would include having the knowledge of the 'fire escape route';
- liaise with the Health and Safety Officer regarding regular safety drills in accordance to BIS and national law;
- organize a mentorship programme between new students and Year 12s, together with spirit leader;
- be approachable;
- ensure confidentiality;
- take concerns to the relevant teacher for support and guidance
- mentor the Student Leaders in their duties

4. DUTIES AND RESPONSIBILITIES

All members of the SRC are required to attend weekly meetings. In addition to this, the SRC must undertake the duties stipulated below. Students in Years 10-12 may be called upon to assist if additional help is required, provided a member of the SRC is present at all times.

4.1. DUTIES

4.1.1. LATE COMING

- Late coming duties must be carried out on a roster basis
- SRC delegates must be present in the main foyer from 07:45 to redirect students who arrive late to the front office
- SRC delegates must patrol the first and second floors to ensure that all high school students are in their tutor classes by 07:45

4.1.2. BREAK DUTY

- Break duties will be assigned on a roster basis
- All the areas detailed below need to be covered by the aforementioned roster
- Delegates must ensure that students do not litter
- Delegates must ensure back-up in the event of a fight breaking out
- Any incidents must be reported to the teacher(s) on duty
- The break bell needs to be rung 5 minutes before the official end of break so that students have time to get to class

4.1.2.1. SECTION 1: INSIDE THE SCHOOL BUILDING ON THE FIRST AND SECOND FLOORS

- ensure that no student is in any classroom, computer lab, music room, art room or science/ biology laboratory unsupervised
- ensure that no student is present in the hall or the adjoining balcony or fire escape
- ensure that lockers are not tampered with
- ensure that the corridors are kept clean
- ensure that students do not sit in the corridors
- ensure that the bathrooms are not vandalised

4.1.2.2. SECTION 2: GROUND FLOOR FOYER

- ensure that students do not sit in the foyer or disturb classes in session
- ensure that lockers are not tampered with
- ensure that the foyer area is kept clean
- ensure that the bathrooms are not vandalised

4.1.3.3. SECTION 3: PARKING AREA, BEHIND THE SCHOOL AND TUCKSHOP

- ensure that no student enters the car park
- ensure that students do not go behind the school buildings, including the junior school hall
- ensure order at the tuckshop (as required)

4.1.4.4. SECTION 4: MAIN FIELD, TENNIS COURTS AND 5-A-SIDE COURT

- ensure that students using the tennis courts do so with care (including wearing the correct shoes)
- ensure that students use the fields and equipment with care
- be vigilant of students playing sport in any of these areas
- ensure that students do not sit in the walkways
- ensure that students sitting near the windows of classroom and offices are not disruptive

4.1.3. ASSEMBLY DUTY

- ensure that all classes are neatly lined up outside the main foyer
- ensure that classes lead into the hall in an orderly fashion
- ensure order in the hall before assembly begins
- be seated at the end of each row to assist staff in maintaining order during assembly
- give SRC assemblies, as required by the school

4.1.4. STUDENT DISCIPLINE

- encourage students to move swiftly to class between lessons
- report any behavioural incidents to the Discipline Coordinator
- encourage the correct wearing of uniform
- facilitate break detentions

4.2. RESPONSIBILITIES

It is the responsibility of every SRC member to:

- uphold and encourage school pride
- make a contribution to the ethos, co-ordination and development of all activities at Blouberg International School
- participate in school events and activities
- portray a positive attitude to all aspects of Blouberg International School
- adhere to all school rules and complete tasks, including their homework, on time
- wear the correct uniform and adhere to the rules concerning grooming and hygiene
- assist staff to the best of their abilities.

5. MEETINGS

5.1. SRC MEETINGS

Members of the SRC will meet on a weekly basis.

Portfolio meetings must occur bi-monthly. These may be held more often if deemed necessary by the head of the portfolio. They will be chaired by the head of the portfolio.

It is the responsibility of the coordinator to compile an agenda and to distribute it to the SRC at least one (1) day prior to the meeting. The agenda must be saved on Google Drive for reference purposes.

5.2. MEETINGS FOR EX-OFFICIO MEMBERS

5.2.1. MEETINGS FOR STUDENT LEADERS

Student Leaders will meet with the SRC once a month. Additional meetings may be called if deemed so necessary. These meetings will enable the Student Leaders to give feedback to and receive advice from the SRC.

5.2.2. MEETINGS FOR HOUSE CAPTAINS

House Captains will meet with the SRC prior to inter-house or inter-schools events. This will enable the SRC to provide the necessary support and to ensure that the House Captains meet the necessary standards and objectives.

6. THE ELECTION PROCESS

6.1. TERM OF OFFICE

The election of SRC members will take place during the third term of each year. Successful candidates will serve for a full calendar year (i.e. Term 4 of Year 11 until the end of Term 3 of Year 12).

6.2. THE ELECTION PROCESS

All students with a sound academic record (i.e. have not been marked as 'red flag' students during Year 11) may apply to join the SRC.

Any disciplinary incidents that a student has been involved in may be taken into account. This is at the discretion of the Principal.

Students hoping to stand for SRC must submit a written application to the SRC Coordinator by the deadline provided. Refer to Section 6.2.1.

Successful applicants will need to introduce themselves to the school (refer to Section 6.2.2). This will be followed by students in Years 7-12 and staff voting (refer to Section 6.2.3). Votes will be weighted according to Year group.

The new SRC will be announced at the Matric Prize Giving and Valedictory. Specific roles will be announced at the High School Annual Prize Giving at the end of the year.

6.2.1. SUBMITTING AN APPLICATION

Students who wish to stand for SRC must submit a letter of application to the SRC Coordinator by the deadline provided. This letter must motivate why they wish to stand for SRC and the portfolios they would like to administer.

The success of an application will largely be based on points. Students will receive points according to their involvement in the school and broader community. The applications with the highest points will move to the next round.

Students will also need to supply evidence of their involvement in the school and broader community. All applications will therefore need to be accompanied by the signature of the club/ team manager. Club sport and community involvement will require proof of membership (e.g. a letter by the coach on a club letterhead).

The final component of the application is a letter of recommendation. This must be written by a teacher of the student's choice. The chosen

teacher needs to have taught at the school for a period of one year (12 months) or longer.

6.2.2. CANDIDATE SPEECHES

Students whose applications are successful will be required to give a speech to the high school. In this speech, they must formally introduce themselves to students and staff, outline their school and community involvement and explain why they should be elected to the SRC.

Students whose speeches are seen to be in poor taste or who do not comply with the guidelines provided may be eliminated.

6.2.3. VOTING

Voting will take place after candidates have made their speeches and will be done via secret ballot.

The SRC Coordinator will be responsible for drawing up, printing, distributing and collecting the ballot papers.

Students will be given the opportunity to vote for the eight (8) candidates they would like to represent Blouberg International School for the next year. Spoiled ballots will not be counted. Voting will be weighted according to year group, with the votes of staff and students in Years 11 and 12 counting double.

The SRC Coordinator will tally the votes and present them to the Principal and High School Coordinator in confidence. Results must not be shared with any member of the student, teacher or parent body before they have been discussed with the Principal.

With good cause and adequate proof, the Principal has the right to 'veto' any of the candidates elected to the Executive Committee, if they feel that the elected nominee's inclusion could be detrimental to the SRC and/or the image of Blouberg International School.

6.3. SRC ANNOUNCEMENT

Successful candidates will be announced at the Matric Prize Giving and Valedictory.

Portfolios and SRC Heads will be announced at the High School Annual Prize Giving.

Students will each receive a badge. Their names will also be displayed on the SRC notice board for the duration of their term of office.

6.4.ADDITIONAL MEMBERS

To ensure that the SRC is not purely based on popularity or on a good speech delivered during the voting process, staff may add two (2) more members to the SRC during the 4th term of the SRC's 11th Year. The names of these students will be announced at the High School Annual Prize Giving. This will only be done in exceptional circumstances.

7. EX-OFFICIO MEMBERS

Students in Years 7 to 11 may represent the SRC as Ex-officio members. The Year 12 class may also elect a Student Leader. Serving as an Ex-officio member will ensure that students can be mentored by and learn from their student leaders. Ex-officio members may not be part of the SRC, unless they are finishing their role at the end of their Year 11 year.

The SRC Coordinator (Student Leaders) and Sports Coordinator (House Captains) will keep a record of who has served. This will count for points if the students wish to stand as potential SRC candidates.

7.1. STUDENT LEADERS (To begin 2022)

Student Leaders are elected from and by each tutor class. These students will serve for one (1) school term per academic year, before stepping down so another student can be elected. The role of Student Leader will give students practice in a leadership role.

Student Leaders are expected to:

- Stand at the head of their class when lining up for assembly and fire drill and help the SRC to maintain order by encouraging their class to behave in a manner fitting to the occasion.
- Assist their tutor teacher with administrative duties, particularly late coming and uniform infringements
- Encourage school and class spirit through word and example
- Model good work ethic, behaviour and correct attire to their peers
- Serve as the class spokesperson
- Act as a friend to everyone in their class
- Attend SRC meetings on a monthly basis

7.2. HOUSE CAPTAINS (To begin 2022)

House Captains will be elected from and by their respective houses (Bodium, Leeds or Windsor) on an annual basis. These students must be in Year 10 and 11. Each house must have two (2) House Captains. One House Captain must be in Year 10 and the other in Year 11. The Year 10 House Captain will become the Senior House Captain in Year 11 and a new Year 10 will be elected as Junior House Captain.

Voting will take place via a secret ballot and each student may vote for one candidate. Spoilt ballots will not be counted. The names of the successful candidates will be announced at assembly.

House Captains are expected to:

- Be prepared to work closely with the Sports Coordinator and the SRC representatives in charge of Spirit and Culture and Sport respectively

- Organise cheerleading and spirit for inter-house events
- Assist the SRC representatives in charge of Spirit and Culture and Sport to organise cheerleading and spirit for inter-schools events
- Encourage members of their houses to participate in events
- Assist staff and the Sports Coordinator in administrative duties, including the signing-up of students for events

8. TRAINING, TEAM-BUILDING AND DEVELOPMENT

It is the responsibility of the SRC Coordinator to ensure that there is continuity and that the SRC are groomed to be future leaders. To this end, training must be organised on a termly basis. Such training may include the utilisation of outside facilitators as well as 'in-house' training. These training sessions must be included on the yearly calendar as well as the term planner. All members of the SRC are expected to attend these sessions.

9. RECOGNITION

9.1. BADGES

Members of the SRC will receive a badge upon being elected. SRC Heads and portfolio leaders will receive badges with their portfolio displayed.

Class Captains and House Captains will also receive badges. These must be returned to the SRC Coordinator upon termination of their term of service.

Students who lose or damage their badge will be held liable for the replacement cost of their badge.

9.2. BLAZERS

Students elected as members of the SRC will be permitted to wear white/ blue corded braiding on their blazers. This must be sewn on the top of the blazer pockets, around the sleeves of the blazer and around the entire blazer.

The SRC Heads will be required to wear a white blazer. This will be purchased through the school.

10. DISCIPLINARY MEASURES

All members of the SRC, as well as Class Captains and House Captains should lead by example and adhere to the Code of Conduct of Blouberg International School. Students who impinge on the Code of Conduct, fail to carry out their duties, or act in any manner deemed unsuitable for a student in a leadership role can expect to face consequences.

The following steps may be taken in the event of misconduct:

- **Level 1 offence (minor offence, e.g. neglect of duty):** The student will be addressed by the SRC Coordinator, who will decide on suitable punishment.
- **Level 2 offence (more serious offence or repeat Level 1 offence, e.g. repeated neglect of duty or irresponsible behaviour):** the student will be addressed by the SRC Coordinator and Discipline Coordinator, who will decide on suitable punishment.
- **Level 3 offence (serious offence, or repeated Level 2 offence):** the student will be addressed by the SRC Coordinator, Discipline Coordinator and High School Coordinator, who will decide on a suitable punishment.

A member of the SRC, a Class Captain or a House Captain may have their badge and duties suspended, or their position terminated, in the event of a Level 2 or Level 3 offence.

11. SRC PLEDGE

The SRC Pledge will be taken at the Matric Prize Giving and Valedictory by the new members of the SRC. Members will also be required to sign the book.

Conscious of the honour bestowed on me, I commit myself:

- *to uphold and honour the name of my school*
- *to represent its students with integrity and courage*
- *to uphold its values and Code of Conduct*
- *to serve as a role model to my peers*
- *to have the courage to demand that they give of their best*
- *to be a loyal member of the SRC*
- *to strive to do everything with wisdom, by thinking before I speak or act.*