

SCHOOL COUNCIL SKILLS

To help you identify your own skills, put a tick in the box that applies to you.

TASK (either on your own or as part of a team)	No Thanks	I'll give it a go	Need more practice	Easy!
Meetings				
Arrange a room for a meeting				
Talk confidently to a group of students				
Talk confidently to a group of adults				
Chair a meeting				
Find a date and book a room for a meeting				
Prepare an agenda				
Take minutes and write them up				
Administration				
Write a letter from the School Council				
Look up a phone number or address				
Research a subject on the internet				
Use a photocopier				
Talk to your class about the school council				
Set up and look after school council bank account				
Remind council members about meetings and other events				
Distribute minutes				
Place an order for stationary or other resources.				
Activities				
Plan and run a fundraising event				
Design a survey or questionnaire				
Meet with non-teaching staff e.g. to discuss catering				
Observe and evaluate lessons				
Raising the Profile				
Create a school council website				
Create a school council email account				
Write an article for a newsletter				
Write a press release				
Plan a school council assembly				
Produce a school council newsletter				
Look after the school council noticeboard				
Design and print posters for campaigns				
Research & Development				
Co-ordinate school council elections				
Evaluate the work of the school council				
Train other members of the school council				