



School Council Skills

This form will help you to identify your 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

Fix 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 run the School Council bank account

Remind members about meetings & other events

Distribute minutes

Place an order for stationery or other resources



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ACTIVITIES

Plan and run a fundraising event

Design a survey or questionnaire

Meet with non-teaching staff (ie, 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 AND DEVELOPMENT

Co-ordinate the School Council elections

Evaluate the work of the School Council

Train other members of the School Council

If you have any other particular interests or skills that could help the School Council be more effective, write them here. This could be anything from offering to take photographs at events to baking delicious cakes to sell to raise funds!

