

Tom Newby School

Policy Document



Selection of Executive Councilors

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Procedure for Selection

Section 1: Procedure at the leadership camp

1. Councilors who attend the Councilors' Camp will be interviewed. The purpose of this process is to:
 - a. Establish whether they would like to be considered for an executive portfolio.
 - b. Provide the selection committee with some insight into the applicant's preferences and competencies.

The following executive councilor positions exist:

Head Girl

Head Boy

Cultural Executive

Academic Executive

Security Executive

Community Service Executive

Sport Executive – Girls

Sport Executive – Boys

Environmental Executive – Section A

Environmental Executive – Section B

PURPOSE: To draw up a list of candidates.

2. Camp Educators and Learner Councilors vote for the executive team. These scores will be totaled for each candidate.

PURPOSE: To draw up a score sheet (SCORE A).

Section 2: Procedure at school

1. Interested educators/staff members vote for leaders on the list of candidates. They may vote for 5 learners on the list of nominees and their choice of Head Boy and Head Girl.

PURPOSE: To generate a score to represent the educators' selection - (SCORE B executive and C heads)

Section 3: Selection of executives

1. Scores are totaled for all nominees (Score A, B and C). The learners who score in the top 10 proceed to the next phase.

PURPOSE: To establish the Top 10 candidates.

Section 4: Allocation of portfolios

1. The School Management Team meets to allocate portfolios to the Top 10 candidates based on interviews, applications and reference to educators/coaches if necessary. An SGB member observes to ensure transparency and fairness.

PURPOSE: To select suitable portfolios for the executive positions.

2. The Principal reviews the final selection and amends or approves as required. Any changes must be motivated and presented to the SMT and SGB for approval.

Section 5: Stakeholder notification

1. Parents are invited to attend an assembly where their child is awarded a portfolio. Principal's secretary to arrange invitations.
2. Executive Councilors are announced at the assemblies.
3. Executive Councilors are announced in the Quo Vadis and on Dojo.

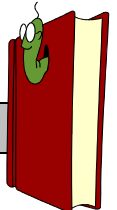
Duties of Executive Councilors



Executive Head Boy and Girl

Report to Mrs Fourie

- a. Represent the school at selected functions.
- b. Organise assembly duties.
- c. Meet and greet guests and visitors at selected school functions and events.
- d. Maintain high morale among councilors.
- e. Ensure that councilors are behaving responsibly and doing their duties.
- f. Deliver speeches at selected functions.
- g. Notify the Councilor Educators of new trends manifesting themselves on the playground – particularly those that may lead to misconduct or injury.
- h. Collect reports from other executive councilors and submit to Councilor Educators.
- i. Perform any reasonable duty requested by or on behalf of the Principal.



Executive Academics (One)

Report to Mrs A Singh

- a. Represent the school at selected functions, e.g. Interschool Quiz, Chess Tournaments, Art Competitions, etc.
- b. Present reports of results and achievements at assembly.
- c. Assist, where required, with advertising competitions.
- d. Encourage Grade 6 learners to attend functions to earn points for councilorship.
- e. Design and prepare a Kids Quo Vadis once per term.
- f. Perform any reasonable duty requested by or on behalf of the Principal.



Executive Sport (Girl and Boy)

Report to Mr De Bruyn

- a. Represent the school at selected functions, e.g. Interschool Gala and Athletics, etc.
- b. Present reports of results and achievements at assembly.
- c. Assist, where required, with advertising activities/competitions and encourage children to take part in and support school sport.
- d. Encourage Grade 6 learners to attend functions to earn points for councilorship.
- e. Submit sports results, in writing, to the Executive Academic so that the information can be included in the Kids Quo Vadis once per term.
- f. Perform any reasonable duty requested by or on behalf of the Principal.



Executive Security (One)

Report to Mr De Bruyn

- a. Represent the school at selected functions.
- b. Ensure that all gates are locked at breaks.
- c. Ensure that the hall is ready for assembly.
- d. Report any incidents of graffiti to the Principal.
- j. Report any damage to school property or any situation/object that may cause injury.
- k. Notify the Councilor Educators of new trends manifesting themselves on the playground – particularly those that may lead to misconduct or injury.
- e. Perform any reasonable duty requested by or on behalf of the Principal.



Executive Community Service (One)

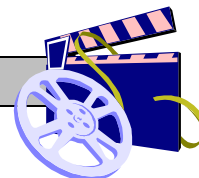
Report to Mrs Landers

- a. Represent the school at selected functions.
- b. Arrange for a collection can for the SPCA or another animal charity organisation and place it at the tuck shop. Ensure that the full cans are returned to the organisation.
- c. Arrange and manage at least one community service project per term, e.g. Easter Egg Collection, Underprivileged Children's Christmas Hampers, School shoe project, Book drive for underprivileged schools.
- d. Perform any reasonable duty requested by or on behalf of the Principal.

Executive Cultural (One)

Report to Mrs Lubbe and/or Mrs Reynolds

- a. Represent the school at selected functions such as the Grade 7 Fashion Show, Drama and Music eisteddfod, etc.
- b. Assist, where required, with advertising activities/competitions and encourage children to take part in and support cultural activities such as the choir, eisteddfod, concert, etc.
- c. Submit cultural results/achievements, in writing, to the Executive Academic so that the information can be included in the Kids Quo Vadis once per term.



- d. Present reports of results and achievements at assembly.
- e. Perform any reasonable duty requested by or on behalf of the Principal.



Executive Environment (A - Upper School. B – Lower School)

Report to Mrs Steyn

- a. Represent the school at selected functions.
- b. Attend selected functions and events and ensure that all councilors assist with 'clean up' after the event/function.
- c. Liaise with staff in charge of grounds management and assist with Recycling Projects and Campaigns.
- d. Supervise the Grade 6 Landscaping Monitors.
- e. Ensure that the school grounds are free of litter by asking learners to pick up papers.
- f. Accompany learners who have been placed on social suspension community service (they will be required to pick up papers, etc.)
- g. Check the taps on the grounds and in cloakrooms and report leaks to the teachers in charge of Environmental Affairs.
- h. Report any damage to flora on school premises to the teachers in charge of Environmental Affairs.
- i. Perform any reasonable duty requested by or on behalf of the Principal.

Interview questions

Candidate	
Class	
Staff members	

Would you like to be part of the Executive Committee? If the answer is no, then do not proceed with the interview.

Question 1

Which portfolio would you prefer?
Reason

Question 2

Which one aspect of Tom Newby School could be improved upon?
Do you have any suggestions about how this improvement could be managed?

Question 3

If you were selected to be on the Executive Committee, how would you deal with one of the councilors not doing his/her duty?
If you were selected to be on the Executive Committee, how would you deal with one of the councilors using bullying tactics to discipline children?

Question 4

Are you able to attend functions after school or over weekends?