

HIGH SCHOOL POLICY DOCUMENT

STUDENT REPRESENTATIVE COUNCIL (SRC) AND GRADE REPRESENTATIVES (RCL)

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1. Introduction

The Representative Council for Learners (RCL) is a statutory body for the high school, with learners from Grades 8 to 11. The SRC will consist of Grade 12 learners (Grade 11 when elected) only and form the senior leadership of the RCL. The procedure for the establishment, election and functions of the Student Representative Council (SRC) and RCL is guided by the South African School's Act.

The SRC represents the whole school. The RCL members are there to support the SRC and represents their respective grades.

The term of office of the members is one school year in general from September to September of the following year (Implemented from October 2020).

2. Effectiveness of the SRC and RCL

Support can be given by different role players and these suggestions are helpful:

- 2.1 Use the SRC and RCL to promote an understanding of the democratic process within the school.

- 2.2 Provide elected members with training about meeting procedure and their duties. This will add to their effectiveness as a team and teach them valuable life skills. This training could form part of the duties of the teacher responsible for the SRC and RCL.
- 2.3 Provide the members with the appropriate leadership training. These could include skills in time management, interpersonal relationships, mediation and communication. This will also increase the perceived value and status of serving on the SRC or as RCL.
- 2.4 Provide the SRC and RCL with clear guidelines about the scope and limits of their authority. Topics should be specified which are not open for discussion at meetings of the SRC such as personal information about the medical conditions and/or private lives of learners and/or members of staff; the dress sense of teachers; the professional performance of specific teachers. If these matters are raised, they should be declared out of order immediately so that no discussion takes place on the matter concerned.
- 2.5 Allocate a budget to the SRC and give them full authority to spend the money on condition that it will be to the benefit of the school. Ideally, the money should be an allocation from the school budget and should be included as an item when the school budget is drawn up.
- 2.6 Give the SRC and RCL appropriate guidelines on procedures to follow when dealing with issues which they have discussed and wish to express an opinion about, but which are outside their area of authority.

3. Tasks

3.1 SRC

As the voice of the learners, the SRC has the responsibility to ensure:

- the concrete representation of the interests of the school body
- the active participation and improvement of the learners' environment
- the organisation of events at school
- the support of learners during conflicts at school (problems with teachers, disciplinary measures, suspensions from school etc.)

Different portfolios are allocated to the members of the SRC to ensure that tasks are delegated equally.

3.2 RCL

The grade representatives report directly to the head leaders. Their task is mainly to be the conduit between the learners in their grade and the SRC. Although they are encouraged to take initiative, they also need to execute tasks delegated to them by the SRC. They have a role to play in improving their school and assisting those driving transformation in the school. They can learn and develop leadership skills.

RCL members must exemplify and embody qualities and virtues of leadership such as:

- Diligence to their responsibility and schoolwork.

- Being accountable; reliable and courteous towards learners and other stakeholders.
- Teamwork and commonality of purpose regarding learner programmes aimed at improving learner performance.
- Willingness and enthusiasm to share knowledge and interact with fellow learners.

4. Composition of SRC and RCL

4.1 SRC

A maximum of 10 members could be elected to serve on the council, but no more than 25% of the number of learners in the grade should be elected. The election of members is not gender biased.

4.2 RCL

2 learners from each grade are elected to serve as grade representatives.

5. Nomination and election process

5.1 SRC

- The High School has an SRC which is elected each year from the Grade 11 learners, by the learners in Grades 8 to 12, as well as staff members.
- The election takes place in term 3 and coincides with the start of the preliminary examinations of the Grade 12 learners.
- All Grade 11 learners that want to be eligible for election to serve on the SRC, must complete an application form and acceptance of nomination form.
- Grade 11 learners need to be nominated and seconded by a fellow Curro Somerset West learner. After this, a nomination form should be displayed for at least one week before the election date, for fellow learners and staff members to see.
- When nominations are considered for final approval, the following will be considered by the management of the school:
 - Sound academic performance
 - School attendance
 - Active involvement in a range of school activities
 - Disciplinary record: Learners who have been found guilty in a disciplinary hearing, in the same academic year, will not be eligible for election of the SRC
- The election is held during a special designated time and staff members are trained to conduct the voting process. A voting station will be set up and votes placed in a ballot box.
- The SRC teacher(s) and the Synergy Champion (responsible for capturing data) is responsible for the process of counting and checking of results and these should be represented to, and approved by, the Head of the High School before the final council is established.

- Weighting of the votes:

Grade 8	5%
Grade 9	10%
Grade 10	15%
Grade 11	30%
Teachers	30%
Grade 12	10%

- The standardisation of votes is determined as follows:
(Example Grade 12: Total votes for nominee/ total number of voters x 0,1)
- The total number of votes (unweighted) should also be taken into consideration when the final number of learners are chosen to serve on the SRC.

5.2 Head Leaders

- The head leaders are elected during an official SRC meeting under the leadership of the SRC teacher and management of the school. The election takes place at the camp, or if not possible at the camp, at a designated time as communicated to the SRC learners.
- Only elected members of the SRC may vote.
- Any member that would like to withdraw, may do so before the voting starts.
- The two learners with the most votes are chosen as head leaders.
- There must be a $\frac{2}{3}$ lead of votes for head leaders to be the elected. If there is not a $\frac{2}{3}$ vote lead, the names of the top candidates must be announced, and another round of voting must take place.
- In the event of a tie, after the second round of votes for head leader, the learner who received the majority of weighted vote in the elections by the school, will be appointed.

5.3 Grade representatives (RCL)

The election of RCL members takes place during term 3.

The election process is conducted by the SRC / RCL teacher(s) by means of a closed ballot

- The names of all boys and girls who applied for the RCL in their respective grade, will be on the ballot list. Each learner votes for 2 learners in their grade. The voting takes place during a special designated time slot.
- The head leaders of the SRC will represent the Grade 12 learners on the RCL.
- Leadership development is always a prime focus and should be kept in mind when deciding on the final number of learners representing the school for a specific grade.

6. Replacement of members

In the event of a member being unable to complete his/her term of office for whichever reason, the member with the next most votes during the voting process will be incorporated in the SRC. This member will receive all the benefits and recognition as deserved.

In the event of a disciplinary action against a member and the outcome is that the member should be relieved from his/her duties, the member with the next most votes during the voting process will be incorporated into the SRC. This member will receive all the benefits and recognition as deserved.

Depending on the circumstances, School Management, along with the teacher(s) responsible for the SRC and RCL may decide not to replace a member.

The member that has been relieved from his/her duty will not receive any recognition.

7. Documents and Forms

7.1 Application form

7.2 SRC Acceptance of nomination form (displayed for learners and staff 1 week prior to voting)

(Revised October 2021)

Date: 27 October 2021

Mrs. M. van der Merwe

Head of High School



Executive Head