



Student Council Guidance Handbook

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1. Purpose

The purpose of the Student Council Guidance Notes handbook is to inform student council members what the role of the student council is within the College and how to operate it.

2. What is the Purpose of the Student Council?

The overall aim of the Council is to provide a 'voice' for students at Oxford Business College.

The objectives are to:

- Represent and promote the general interests of students at the College and contribute to a positive student experience.
- Provide a forum for bringing together staff and students from different areas of the College.
- Provide a recognised means of, and forum for, communication between students and the management of the College.
- Promote equality of opportunity amongst students and challenge all forms of discrimination whether based on sex, age, race, ethnicity, sexuality, disability, marital status, religion, cultural background or other such status.
- Act as a body with which college management can consult to get student opinion and involvement.
- Consider cross college issues, including the college environment, health & safety, safeguarding, health and wellbeing and enjoying and achieving.

- Provide advocacy and support service for all students.
- Be solution and action focused.
- Suggest improvements to the college environment for the benefit of all the college's students.
- Identify and share areas of good practice within the college.
- Plan and promote activities that bring Oxford Business College's student community together.
 - Promote Prevent Strategy and follow the channel process within the College.

3. Maintaining a Student Council

Given that Oxford Business College Student Council has been established already but the members of the council do change from time to time, please use the following notes for maintaining the student council.

First Steps:

- Staff Advisor to talk to the students who enrol in the October term at the College
- Discussion of the benefits
- Select representatives from different groups to ensure everyone is represented
- Student Welfare Officer will act as a Staff Advisor for the Student Council
- 6 – 10 students will ensure that all groups are represented is the ideal
- Elect a secretary (termly)

4. How to run a successful student council meeting

- Schedule monthly meetings in advance and try and keep them on the same day each term
- Nominate a Secretary for the term to take minutes
- Take attendance at the beginning of every meeting
- If a member cannot attend a meeting, make sure they report to the person responsible
- Prepare an agenda prior to the meeting and make it available to all members
- Involve, where appropriate, a staff advisor to help in the running of the council meetings
- Maximise efficiency by keeping the meeting short and productive
- Allow members to bring up any other points of interest at the end of the meeting. These items can be discussed under AOB
- Briefly go over what has been agreed upon at the end of the meeting. Make sure members are aware of their responsibilities and deadlines for their actions
- Secretary to distribute minutes in a timely manner following each meeting. Ensure that all responsibilities and actions are clearly indicated. Recipients of minutes to include Principal so that appropriate actions can be taken
- Keep a record of all minutes and events organised

5. How can a student council best represent the students that it represents

- Create posters
- Use the Intranet
- Social Networking
- Word of mouth
- Seek the input of all students to show
- Provide a variety of events
- Student forums
- Polling the student body

6. Student Council roles

Secretary:

- Keep an account of minutes at every meeting
- Keep an accurate account of attendance at every meeting
- Help maintain student council files
- Maintain contact information for people who work with the council
- Participate in student council sponsored activities/events
- Circulate the minutes of every meeting to the other members and to the staff advisor

Treasurer:

- Oversee council expenses and revenues



- Maintain an accurate and detailed financial record
- Give monetary advice to the council
- Authorize payment/deposits
- Work with President and Vice President in preparing calendar and budget
- Liaise with Staff Advisor as Oxford Business College representative on financial matters

Events coordinator:

- Create student polls regarding events
- Help create, implement and promote student events
- Give feedback on the success of events at Oxford Business College

Sports coordinator:

- Create student polls regarding sports
- Help create, implement and promote sporting events
- Organising sporting events and booking sport grounds as and when required
- Give feedback on the success of sports at Oxford Business College