

Item 16 a

### **CONSTITUTION**

The Sixth Form College Birkenhead (the College) operates a system of Student Ambassadors and appointed Head Students and Student Ambassadors who have input into a range of college activities and processes.

This document sets out how Head Students and Ambassadors are appointed, the roles they have within the College, and the support available to them from the College.

### **APPOINTMENTS**

All students holding a current Learner Agreement at the College are entitled to stand for Head Student or Student Ambassador.

#### **Student Ambassadors**

1. Up to thirty Student Ambassadors will be appointed from the student body.
  - 1.1. Student Ambassadors serve a minimum of sixteen months from 1st of April.
  - 1.2. The appointment process begins in December, with appointments made during February and March.
2. Staff can nominate Student Ambassadors, or students may put themselves forward.
  - 2.1. All students nominating themselves or nominated by a member of staff must complete an ambassador application which requires the support of a member of staff.
  - 2.2. Nominations and applications will be reviewed by current Student Ambassadors
  - 2.3. Current Student Ambassadors will support the selection of future Ambassadors, supported by Learner Services.
  - 2.4 Student Ambassadors are selected based on their nomination status and application.
  - 2.5 On Appointment, Student Ambassadors must comply with and uphold College Policies such as Equality & Diversity.

The college expects all applying Student Ambassadors to show they are willing and capable of representing the student body in a manner that is consistent with the ethos of the college set out in Learner Agreement and college policies covering areas such as Equality & Diversity. Any Student Ambassador who fails to meet these responsibilities may have his or her position terminated.

### Head Students / Student Governors

1. Four Head Students will be appointed from the Student body: Two Head Students and two Deputy Head Students
2. Students are invited to apply for Head Student positions and will be selected via a rigorous process of application, election and interview.
  - 2.1. To stand as a Head Student, students will need to complete nomination papers this will include an opportunity for the candidate to provide material in support of their candidature.
  - 2.2. This information will be posted in an appropriate area within the college intranet (Moodle).
3. Head Students will also fill the position as Student Governors
4. If at any time a Head Student vacancy arises, Deputy Head students will be offered the role of Head Student and Student Governor so long as they are still a member of college.
  - 4.1. If they do not wish to take on the role, it will be offered to the candidate with the next highest number of votes and this process will continue until the post is filled or there are no further candidates.
  - 4.2. In the no further candidates are available a re-election will take place.
5. The college expects all candidates to show they are willing and capable of representing the student body in a manner that is consistent with the ethos of the college set out in Learner Agreement and college policies covering areas such as Equality & Diversity.
  - 5.1. Any candidate who once appointed fails to meet these responsibilities may have his or her position terminated.

### SUPPORT

1. Student Ambassadors will formally meet at least once a month. Learner Services will support the Representatives with access to facilities, advice etc.
2. The Assistant Principal will meet with Head Students at least once each half-term. These meetings will be used to review concerns raised by students and to plan developments and activities.
3. The Principal will meet with the Chair and the Student Governor approximately a week before each Governor Meeting to brief them on the business at the meeting and to help prepare any input from the students.

### DISQUALIFICATION

1. If at any time during the year a Head Student / Student Ambassador ceases to be a student of the College they automatically surrender their role and responsibilities as a Head Student / Student Ambassador with immediate effect.
2. If a Student Representative is suspended from college for any reason, they are also suspended as an Ambassador / Head Student. Their post is not considered vacant, but they can play no part in college life during their suspension.
3. If a Head Student / Student Ambassador is found to be abusing his or her role they can be dismissed from this role by the Principal, who will make a report to the other Head Student / Ambassadors concerning this action. It may not be possible for the Principal to give full details to the other Students. If any student has concerns of a serious nature concerning a Head Student / Student Ambassador they should speak in confidence to the Assistant Principal Learner Services.
4. A dismissed Student Representative has a right of appeal against the dismissal following the college's normal appeals procedure.

### CODE OF CONDUCT

The Head Students / Student Ambassadors have a clear responsibility for the leadership of the student body and representation of the College. In order to deliver this responsibility they have a duty to conduct themselves under the following guidelines:

1. Head Students / Student Ambassadors should use their roles for the benefit of the student body as a whole and avoid situations where it might be felt that they have used their roles for their own benefit or for the benefit of their friends.
2. Head Students / Student Ambassadors should take their roles seriously. They should make genuine efforts to consult with a wide range of students, attend meetings regularly, and present views in a responsible manner.
3. Head Students / Student Ambassadors should ensure that they follow the principles set out in the College Equality & Diversity policy.
4. Head Students / Student Ambassadors should conduct all their business in a way which meets the requirements of College procedures such as Health & Safety Policies and Financial Regulations.