



Y Senedd

Terms of Reference



Purpose of the group:

Y Senedd is a group of pupils who act as representatives of their classmates in discussing school issues with school leaders. It makes sure that all children have a voice in shaping our school. The group is mentored by a member of staff.

Action	When	Person(s) responsible
Representatives from Senedd meet fortnightly. There are two elected members per year group from Year 2 to Year 6.	Yearly	Senedd Staff Lead to ensure elections have taken place. All staff to ensure opportunities for elections take place.
The roles of Chair, Vice Chair and Clerk are allocated during the first Senedd meeting. These pupils receive training in their roles before the next meeting.	First meeting set by PV lead	Senedd Staff Lead to ensure roles are allocated and provide training for the elected members.
Grand Council members elected – two representatives from Year 6 who will take part in Blaenau Gwent Grand Council meetings.	First meeting election Grand Council meetings held termly	Senedd Staff Lead to ensure pupils are aware of the Grand Council meetings.
Expectations and boundaries are discussed and shared with the Senedd each meeting.	Each meeting	Senedd Staff Lead and Chair and Vice Chair
Agenda to be agreed prior to the meeting taking place and updated on meeting minutes.	The week between meetings	Senedd Staff Lead and Chair and Vice Chair to agree agenda and Clerk to update minutes
Take minutes and record actions saved on Google Drive in Pupil Voice folder.	During the Senedd meetings	Elected Senedd Clerk to action with guidance from Senedd staff lead
Senedd members demonstrate excellent behaviour at all times.	Always	Senedd members
Senedd members pictures to be displayed on a board in the hall.	Following election period	Senedd Staff Lead
Senedd boxes to be placed in each classroom. Senedd members to go through and read the feedback from peers and bring to meetings.	Fortnightly	Senedd members
Senedd members to feedback to their classes following the meeting and class members to have the opportunity to give their feedback.	Once a fortnight following a Senedd meeting	Senedd Members to deliver Class teachers to ensure opportunity for this is actioned



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Feedback any pertinent actions from Senedd meetings to the Headteacher at agreed time. Chair and Vice Chair to deliver feedback.	Within 1 week following the meeting	Chair and Vice Chair
Represent the school and work with external agencies where appropriate.	When appropriate	Members of the Senedd