**Action plan: Establishing an effective SRC**

This plan outlines the key steps involved in establishing and maintaining an SRC, ensuring student input is at the heart of every stage.

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| **Phase** | **What action is required?** | **Notes**  |
| **Define the purpose and structure**  | Define the role of student voice, participation, and representation in your school. Review past SRC initiatives to identify strengths and areas for improvement. |  |
| **Plan and coordinate** | Develop an annual budget for the leadership program and establish the SRC’s structure. |  |
| **Raise awareness**  | Engage staff, students, and parents by clearly communicating the SRC’s purpose, goals, and responsibilities. |  |
| **Set up an election and induction process** | Implement a transparent process for electing and onboarding SRC members. |  |
| **Train student reps**  | Prepare SRC members for their leadership roles. Provide guidance on the SRC’s structure and explore ways to include input from the wider student body. |  |
| **Establish a constitution**  | Draft or review the SRC constitution.  |  |
| **Generate and prioritise ideas**  | Brainstorm project ideas that align with student values, school needs, and community aspirations. |  |
| **Conduct meetings** | Schedule regular SRC meetings at a consistent time and location to ensure ongoing engagement and momentum. |  |
| **Evaluate** | Conduct an annual review, including surveys with staff and students, to assess the effectiveness of the SRC and identify opportunities for growth. |  |