

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.

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.	