

## BEFORE

Make sure you have clear parameters from school staff about what influence your SRT will have.

# HOW TO SET UP A STUDENT REPRESENTATIVE TEAM



VictorianStudent  
RepresentativeCouncil

01

Get a group of students together to discuss the idea of an SRT at your school.

02

Establish a clear purpose and aims for the SRT.

03

Decide on a structure and how you will get members.

04

Share your purpose, aims, structure and selection method with the whole school to get feedback and spark interest.

05

Get your first team together (it might be a more informal group to start off with) and take action!

# ESTABLISH A CLEAR PURPOSE AND AIMS

What should your Student Representative Team (SRT) do? Use these discussion prompts to help decide a purpose and aims for your SRT. This will then form the start of your constitution or charter - a document that describes the purpose, structure and operations of your SRT that everyone can refer to.

**What is the core purpose of an SRT?**

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At VicSRC, we exist to empower all student voices to be valued in every aspect of education.

**What should the SRT aim to achieve long term?**

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VicSRC's long term vision is education that's flexible, relevant and includes all students in all decisions.

**What should students be able to influence through the SRT?**

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This prompt will help you work with school staff to negotiate where the SRT sits and how it works with staff.

**How will you make sure your SRT hears from and represents your student body?**

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What activities will the SRT do every year to hear from the student body?



[Example constitution](#)

# DECIDE ON A STRUCTURE AND HOW YOU WILL GET MEMBERS

What should your SRT look like? Use these discussion prompts to help decide on a structure for your SRT and then add the details to your constitution. Head to the next page for examples of common SRT structures.

**How many students will be part of the SRT?**



What number would be representative of your school size?  
What size is best for a group to work together?

**Where will students come from?**



Will it only be certain year levels or grades?  
Is there a house or homegroup system in place you could utilise?

**How should students be selected?**



Will students have the opportunity to vote for their representatives?  
Can anyone who wants to be involved volunteer and join?

**How could you make sure everyone feels represented by the SRT?**



Do you need quotas in place to make sure students who are underrepresented are included?



Does your school have student representatives on your school council? Make sure your SRT is connected to them to create a feedback loop for the student body, SRT and the school council.

# COMMON SRT STRUCTURES

## TRADITIONAL

Representatives from each class, homegroup or year level/grade form the SRT.

Good for:

- smaller schools (<400 students)
- encouraging discussion and reporting back in class, homegroup or year level/grade meetings

## SUBSCHOOL

SRTs are formed for each part of the school - this could be junior, middle and senior years, different campuses, or for each house.

Representatives from each SRT form an overarching SRT where they can connect and share what they are working on, and also connect in with school staff.

Good for:

- larger schools
- schools with an established house system


## ACTION TEAMS

Action Teams are formed around student interests or issues, with representatives from each team forming an overarching SRT to provide overall direction and a central body for feedback.

Good for:

- attracting students who care about particular issues
- involving more students in an SRT


# LOOKING FOR MORE?



STUDENT  
REPRESENTATIVE  
TEAM **TOOLKIT**  
VicSRC

For secondary schools

- 📄 34 lessons
- ⚡ 15 training activities
- 📅 12 months access



STUDENT  
REPRESENTATIVE  
TEAM **TOOLKIT**  
VicSRC

For primary schools

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- ⚡ 10 training activities
- 📅 12 months access



VicSRC  
**INTRO TO  
STUDENT  
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For students

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