

## Good practice - Helping to organise school councillors

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At a rural primary school, school councillors are provided with document folders which are kept at the school and copies of materials that are thought to be of interest to councillors are kept in these folders. For example, copies of the Education Times, newsletters, and other information are inserted. These are sent home with agendas, minutes, all sub-committee reports and anything else related to the upcoming meeting on the Thursday prior to the upcoming meeting (Monday). It therefore organises all current documents into one place and is appreciated by councillors.

The school also provides councillors with a binder that contains current school policies, the strategic plan and copies of key publications located on the Department's [school council website](#).

The school, has also established an effective email distribution list which is being used quite effectively for discussion and the reading of drafts, in addition to information distribution.