

Decision Making Policy 2015

About Decision Making

1. All groups within the school community have a right to be involved in the decision making process. The level of involvement will vary according to the issue under consideration and the role of the particular section of the community.
2. All staff has a right and responsibility to participate in school decision making, particularly in determining school policy and overall school direction.
3. Everyone has the right to freely express his/ her opinion in an appropriate way and that is only possible in an atmosphere of trust, respect and tolerance.
4. Every effort should be made to achieve consensus (i.e. a decision everyone is prepared to live with and implement, even though there are differing levels of individual satisfaction with it). If consensus is not achieved, the matter will be decided by a 2/3 majority vote.
5. Good decision-making requires open communication of information, adequate time for discussion and use of all available resources.
6. All staff should be committed to and accountable for the implementation of decisions made collectively. Special circumstances should be discussed with Principal.
7. It is necessary for everyone to know and understand the agreed procedures for decision making.
8. All decisions taken within the school must comply with the Education Act and Regulations and State laws and Commonwealth laws.
9. Staffs needs to be informed of emergency amendments/ variations to decisions as soon as possible.
10. PAC to meet twice a term.

The Decision Making Process

- Any person within the school community has the right to raise an issue for further discussion, decision and action.
- Bringing a Contentious Issue to meetings
Issues that may be contentious need to be:
 - placed on the Agenda before the meeting
 - briefly explained in writing – e.g. On Agenda, with minutes sent out, Daily Bulletin
 - brought to the S.I.T. meetings Tuesday 8.am
 - discussed at meeting with arguments for and against.
 - decided at the next meeting to allow time for reflection unless the matter is urgent
- All decisions made shall be BINDING on its members.

- The Principal is accountable to the CEO and Governing Council for all major decisions therefore these decisions are taken by the Principal after consultation and careful consideration of all issues raised by stakeholders.

The Information Seeking and Consultation Process

- It is important that as far as possible all appropriate information is gathered before a decision is taken, and that sufficient time is allowed for this.
- In seeking and discussing this information several things should be considered:
 - People are clear about the issue under consideration
 - Concerns and issues should be clearly identified
 - Options should be identified, and these options should be considered
 - Opposition to a point of view should be supported by formulated alternative proposals

Making the Decision

- Meetings involving decision-making should have a pre-determined and stated agenda.
- In general a consensus model of decision making will be used after appropriate consultation.
- The Chairperson shall determine whether consensus has been achieved by asking if everyone is prepared to abide by and implement the decision
- If consensus is not achieved, the issue may be decided by a 2/3 majority vote using formal meeting procedure.
- A secret ballot will be taken if requested by a participant.
- If individuals have prior knowledge that they will not be able to attend a decision-making meeting they may register their opinion and vote prior the meeting to their line manager in writing.

Review – Policy

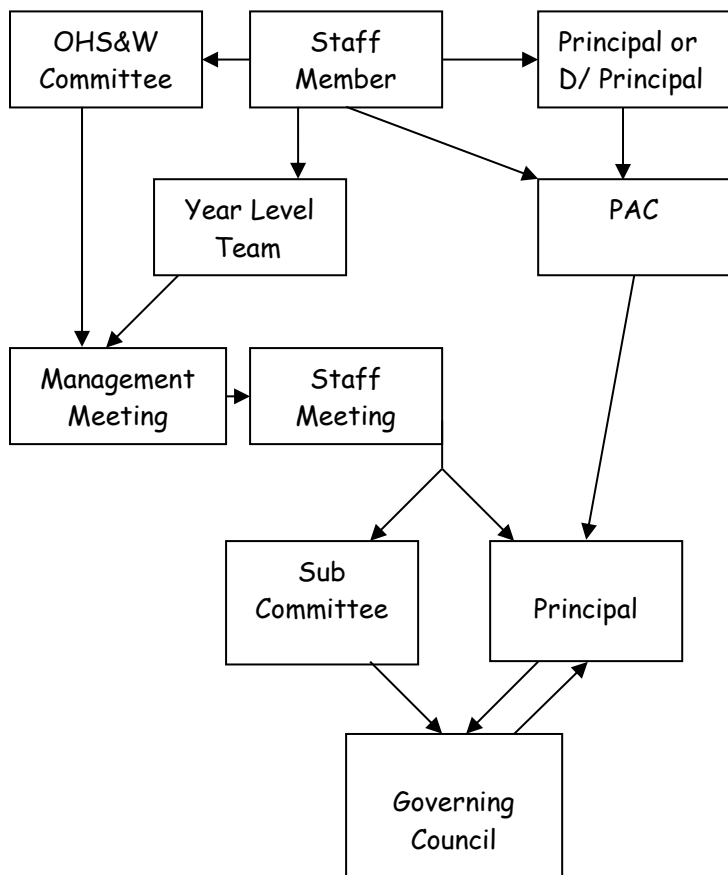
The document will also be reviewed annually at the beginning of the school year as part of induction of new staff, new members of Governing Council and its sub-committees, and all staff.

Brighton Primary School Decision Making Models

MANAGEMENT/ DECISION MAKING REFERENCE PLAN				
<p>Affects the decision Maker only</p> <p>DECIDE AND ACT</p>	<p>Affects the decision maker only but others need to know</p> <p>DECIDE, ACT AND INFORM</p>	<p>Affects other staff to some degree</p> <p>CONSULT, DECIDE, ACT, INFORM</p>	<p>Affects other staff to a significant degree</p> <p>CONSULT, DECIDE, ACT, INFORM</p>	<p>Affects most people significantly</p> <p>NEGOTIATED DECISION AS PER POLICY</p>
<ul style="list-style-type: none"> • Class Rules • Re-arrange class furniture • Class management • Teacher/Parent communications 	<ul style="list-style-type: none"> • Program Writing • Class excursions • School Admin Matter • First Aid (Teacher must know if child's class involvement matters affected) • Risk assessment 	<ul style="list-style-type: none"> • Facility booking sheets and procedures • Class camps • Submissions for material items • Equipment purchases • Conference attendance • Personal professional development • Running workshops with parents (Open nights, etc.) 	<ul style="list-style-type: none"> • Management Committee • P.A.C. • Year level camps • Submissions for Staffing • Budget preparation priorities • Book week 	<ul style="list-style-type: none"> • Budget • Curriculum Policies • School rules • School camps • School timetables • School direction • Staff meetings • Year Planner • Sports day

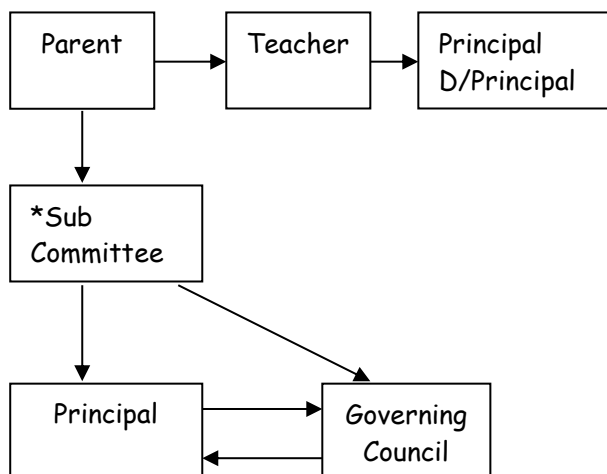
DECISION MAKING MODEL FOR STAFF

Issues or ideas for change in school policy, processes or facilities can be raised through various personnel or groups as follows



1. Decisions that affect very few people can often be made by approaching one person or group.
2. Decisions that affect many people will need the support of groups, before being endorsed by the governing council or Principal

DECISION MAKING MODEL FOR PARENTS

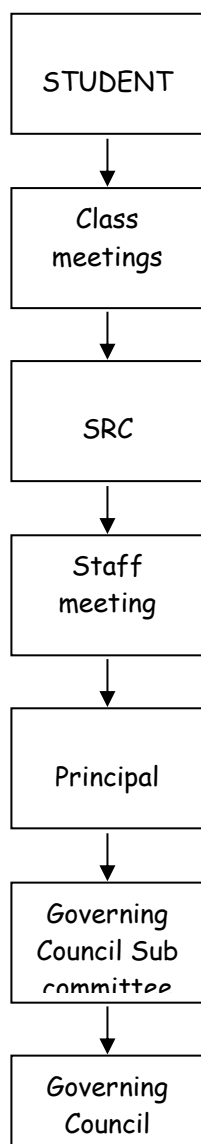


1. Ideas or issues related to your child should go to the class teacher and then the Principal if necessary.
2. Ideas or issues related to change of school policy or practices will need the support of a subcommittee before being accepted or rejected by the governing council or the Principal.

***Committees**

- Facilities & School Watch
- Finance
- Education
- Sport
- Canteen
- Student Wellbeing
- OHSC
- Marketing and Promotion

DECISION MAKING MODEL FOR STUDENTS



Ideas or issues need to have a majority support from each of the groups before being accepted or rejected by the next level.