

Tarpeena Primary School Decision-Making Policy

Introduction

We recognise that all members of the school community have the right to participate in making decisions which affect their achievement in the school. There should be opportunities to raise issue, share ideas, contribute to discussions, give constructive feedback and co-operate in a range of group situations.

All decisions made at Tarpeena Primary School must have a focus on four core elements:

- benefits to students
- impact on staff
- reflection of school values
- role in ongoing improvement

The Education Act and DECS Regulations determine that the final responsibility for decisions rests with the principal.

Decision-Making Groups within the Tarpeena Primary School Community

A number of decision-making groups operate to support the operation and continuous improvement of the school. Each group will have a nominated chairperson and minute-taker.

Staff

Members	All teaching staff, SSO's*
Formal Meeting Times	Weekly
Duration	3:15 – 1:50pm (with 10 minutes extension by agreement where required)
Agenda	Through staff meeting agenda book

*SSO's are not required to attend staff meetings but may choose to do so, or upon request from the principal.

Governing Council

Members	Elected by parent body, community and staff
Formal Meeting Times	Twice per term
Agenda	Shared by group

Student Voice

Members	Representatives as elected by their peers
Formal Meeting Times	Determined by the principal in consultation with class teachers

Various Committees

Members	Chosen or nominated by stakeholder groups
Formal Meeting Times	As required and determined by the group
Agenda	Committee members

Decision-Making Principles

- Good decision-making requires a culture of trust, openness and honesty.
- Any person or group involved in the school community has the right to raise and issue for consideration.
- Effective decisions require an ethical and thorough process.
- All people who are affected by a decision should be involved in making the decision, and sufficient time should be given for the process to be carefully worked through.
- People who are unable or choose not to attend decision-making meetings may pass their views on to the meeting via a proxy, but must abide by the decision taken
- Decisions should be communicated as soon as practicable to all concerned.

Decision-Making Process

Initiate

Issues raised by a member of the community

(Key considerations – who the issue affects, the need for confidentiality, availability of time, DECS Policy)



Reconnaisance

Who needs to be involved in making the decision?

What information is needed for people to make the best decision possible?

How will this information be gathered and presented?

Is there a relevant guideline or policy?

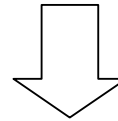
Are there any legal implications?

What is the timeline for the decision?

What are the available options?

What does risk-management tell us about each option?

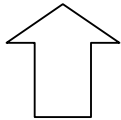
What does the sunlight test tell us about each option?



Implement

Once a decision is reached a clear timeline and responsibilities will be established.

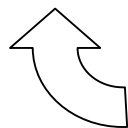
Each decision to be implemented requires all those responsible to act in the spirit in which the decision was intended.



Communicate

Decisions need to be communicated promptly through the accepted school communication process.

It is the responsibility of those not present at meetings to familiarise themselves with meetings and decisions.



Process

Consultation – process will be with all involved parties and a notice of proposal will be given 4 days before a meeting

Decision-Making – a secret ballot may be requested by any member of the decision-making process

Quorum – 50% + 1 must be present for the vote

Voting – greater than 66% is required for the proposal to be successful

Absentee Voting – written advice must be given or phoned to the chairperson before the meeting

Staff decisions will generally be made through staff meetings and by consensus wherever possible

The principal has the power of veto where decisions contravene the Education Act or DECS Policy, or where the decision prevents them from carrying out their duties

Monitoring and Evaluating Decisions

All decisions will be monitored by the school management team and/or group which proposed the decision. Once a decision has been made it cannot be brought back for further discussion until new or different information has been obtained or before a reasonable length of time has passed.

Decisions should be evaluated regularly to ensure they continue to contribute to the efficiency and effectiveness of the school.

Grievances

Grievances should be followed as per the grievance policy in this pack.

Areas and responsibilities for decision-making:

Whole-School Curriculum Priorities	Staff, Governing Council (broad direction)
Classroom Curriculum	Individual staff and principal
Classroom Management	Individual staff and principal
Site Improvement Plan and associated action plans	Staff, Governing Council, Students
School Operations	Principal
Student intervention and support	Individual staff, principal and regional interagency support team
Site Finances	Principal, School Administration Officer
Staffing	Principal, PAC
Student Behaviour Development	Individual staff and principal
Student Attendance	Individual staff and principal
Site Policy Formulation	Principal, staff and governing council (broad direction)
Occupation Health Safety and Welfare	Principal, OHSW Representative
Site Facilities	School management team, governing council (broad direction)
Teaching and learning resources	Staff and principal

The Sunlight Test

- Ask yourself the following questions:
- What would the Minister or Chief say if this was to be reported in the media?
- Would you be happy if the action mandated by the decision was performed on you?
- How will this decision be viewed in the future?