



Hallett Cove South Primary School

DECISION MAKING POLICY

Reviewed September 2014

OBJECTIVES

- Effective decision making is essential to the achievement of school and student outcomes
- Decision making practices must ensure:
 - provision of relevant information, adequate discussion time and appropriate use of available resources
 - consultation with individuals and groups affected by planned action
 - opportunities for participation by students, parents and staff
 - knowledge by all school community members of the decision making process
 - balanced, inclusive membership of decision making groups

Decision making at Hallett Cove South Primary School takes place in the context of:

- the Education Act and consequent regulations, administrative instructions and guidelines, and system policy statements
- the Hallett Cove South Primary School Site Improvement Plan
- relevant acts of Parliament, including Work, Health and Safety Act, the Child Protection Act, Discrimination Act and Equal Opportunity Act
- the Principal's role and responsibility statement

Consultation enables the person or group responsible for a decision to consider the full range of views, prior to action.

Participation in decision making is facilitated by the Principal through delegation of responsibility to individuals and other formal groups. Delegations made are appropriate to role statements for individuals and formal groups.

OVERVIEW CHART

ISSUE TYPE	DECISION MAKER (S)	CONSULTATION PROCESS
Legal requirements and Principal responsibilities defined in the DECD Principal's role statement, which cannot be delegated	Principal	Non Consultative
Organisational/management E.g. - timetables - school times - rosters - facilities maintenance	Principal: may be delegated to sub committees, individual personnel or whole staff group	Consult with relevant personnel
Development and implementation of Curriculum, Training and Development, Assessment and Reporting	Principal: may be delegated to: - individual staff - sub committees - ancillary staff - whole staff group	Consult with staff, education subcommittee, relevant DECD personnel, students, parents as relevant
School planning and policy affecting the whole school community	Principal in collaboration with - Governing Council - Staff - Sub committees - Students and parents	Consult with all, or relevant parts of the school community
Personnel matters including: - Staff deployment - Nature and tenure of Leadership positions - Performance Development	Principal with advice from PAC	Consult with PAC and staff, DECD Human Resources
Student matters including - Participation in school governance - Fundraising - Expenditure of student funds	S R C with support of staff facilitator	Consult with student body, through the class meeting structure, Principal, staff, Governing Council as required
Finance	Governing School Council Budget area groups Principal	Consult with Principal, Treasurer, Finance Officer, staff, parents, students, and sub committees

DECISION MAKING PRACTICE

Issues requiring decisions can be raised by:

- Principal and Staff
- Parents (through Governing Council, sub committees or as individuals)
- Students
- Community members
- DECD

THROUGH:

- The Principal
- The agenda of any formal meeting group such as Governing Council, by contacting the group convener
- SRCconvener

Where appropriate, the Principal will make a decision, or an individual or formal group with delegated authority, without further discussion or consultation.

Issues requiring discussion and consultation will be addressed through the meeting processes of the relevant formal group and a consequent decision made by the Principal or individual or formal group with delegated authority.

It is the Principal's responsibility to ensure that staff, parents and students, individually and in formal groups, clearly understand when they are being consulted about a decision to be made by the Principal, and when authority for a decision is being delegated.

The convener or chairperson of that group will provide an agenda for meetings in a timely manner.

CHAIRPERSON/CONVENER RESPONSIBILITIES

Chairpersons or conveners are identified by the formal groups, using various processes, including election, roster and volunteer.

Responsibilities of the chairperson/convener include:

- Ensuring the preparation and distribution of the agenda
- Opening the meeting, managing business, and closing within the agreed time limit
- Negotiating time extensions
- Ensuring fair and reasonable debate, and encouraging participation by all group members
- Implementing decision reaching strategies including progressive summarising, checking for consensus, and calling for a vote
- Ensure decision communication strategies are implemented

MEETING PROCEDURES

1. Each formal group will have a convener or chairperson, responsible for meeting management
2. A quorum for each group, will be half of the membership, plus one
3. When decisions are delegated to formal groups, consensus is recognised as an ideal for participants to attain
4. The group responsible for a decision considers all available information. Time is allowed for discussion, questions or clarification and opinion sharing.
5. If a consensus decision is not achievable within determined timelines, a majority of the delegated group determines the issue. Chairpersons of formal groups retain voting rights at all times. Decisions made are binding on all school community members.
6. Individuals may request a secret ballot on all issues requiring voting.
7. Minute taking will be managed in a variety of ways by formal groups:
 - A secretary eg Governing Council
 - A roster eg Staff Meetings
 - Volunteers eg PAC meeting
8. Minutes should record name of the meeting, date, list of attendance and apologies, decisions made and actions to be taken, and name persons responsible for action. Minutes may include main points discussed. Minutes must be approved at the subsequent meeting, and business arising from the minutes attended to as part of the agenda. Minutes are distributed to appropriate meeting members, and made available in designated locations.

COMMUNICATION

Decisions and consequent necessary action is communicated to all people affected through:

- Verbal message/oral interview
- E-mail
- Written statement
- Class/school newsletters
- Daily notice
- School App
- Website
- Community media

Representatives in formal groups are responsible for reporting decisions back to the school community.

GRIEVANCE PROCEDURES

Defined in the policy statement arising and resolving issues at Hallett Cove South Primary.

These processes are supported by:

- Principal/other leadership staff
- Grievance officer (elected by staff)
- WHS sub committee
- AEU Representative (elected by AEU members)

MEETING SCHEDULE

FORMAL GROUP	TIME
Site Improvement Group - staff representatives from each unit	Twice per term
Staff and Unit teams	Weekly
PAC	Twice per term
SRC	Fortnightly (day to be determined)
Governing Council and sub committees	Twice per term

Review Date: September 2016