



PORT WAKEFIELD PRIMARY SCHOOL **DECISION MAKING POLICY**

Learning Respect Honesty Teamwork

Introduction:

This policy exists to enable staff, students and parents to understand and participate in school decision making.

Issues requiring decisions come from the needs of the community, needs of children, needs of staff, DECD regulations and AEU.

At our school we make decisions:

Through a consultation process where [people's] opinions and views will be sought. Everyone can share in the decision making process through their own participation. Communication between decision makers will be open and honest.

The number of people affected by a decision will determine the degree of consultation that takes place.

If due to time constraints and not all parties can be part of the consultation process, then the Principal will make a decision after consultation with as many people as possible.

All members of the school community are encouraged to use a consensus decision making process.

Consensus

'CONSENSUS' is used to convey the idea of a general agreement. Consensus in groups is reached when participants have an opportunity to discuss and explore a subject and come to some tentative working agreement in the interest of helping the group move ahead. The provisional agreement is the result of concessions made from both majority and minority views and is taken after each participant's contribution has been considered. This process may take time.

This means that everybody can accept responsibility for the decision.

Governing Council is the main decision making body for parents in a school. The makeup is determined by the Constitution.

Types of Decisions

In the following 'Types of Decisions' the term 'staff' includes the Principal, teaching and ancillary staff.

Updated by staff Jan 2015 To be ratified at Gov Council 2015. To be reviewed March 2016
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Types of Decisions

Management - Governance

Role of Council	No Role	Can Discuss	Provide Advice	Make Decisions
Develop School Objectives				√
Curriculum Directions Programming Learning objectives Time allocation	√	√ √ √		
Teaching Style	√			
Principal Selection			√	
Staff Selection	√			
Selection of Council Chairperson				√
Nomination of Staff to Council	√			
Appointment of Community Reps. To Council			√	
Enrolment of Students	√			
Allocation of Students to Classes	√			
Allocation of Teaching loads	√			
Determination of School Budgets		√		
Monitoring of School Absenteeism		√		
Selection of Languages to be taught			√	
Staff Professional Development Objectives/direction Approval for Pupil Free Days and School Closure Days		√ √		
Performance of Teachers/ SSO's/GSE's	√			
Behaviour of Pupils	√			

Principal's Responsibility

Principals are responsible under the Education Act to the Chief Executive Officer for the management, organisation and administration of the school and the welfare and development of its students. Thus the Principal carries the final responsibility for all decisions regarding school management, policy and curriculum. Therefore the Principal's acceptance of the decision is essential.