



23 Barassi Street, PARALOWIE 5108
PO Box 65 Salisbury South 5106

Telephone: 82806866
Email: dl.1851.info@schools.sa.edu.au

Fax: 82806403

Decision Making Policy

PURPOSE / RATIONALE:

A formal structure allows all opinions to be considered in decision making. Parents, Students and Staff Members have ideas and opinions that contribute to the effectiveness of all areas of school life. Effective structures and processes support the participation of all Community Members in the management of the school.

Effective decision making is one of the most significant and critical success factors in the achievement of;

- organisational goals,
- long term school effectiveness,
- parent involvement,
- maximising the productivity of staff,
- successful student learning achievement.

These decisions will be focussed on educational outcomes. Decisions will be transparent, documented, communicated and effective.

POLICY DETAIL / GUIDELINES:

There are a variety of decisions made at Settlers Farm Campus R-7 :

- **Individual:** A decision that is made by a person without consultation and does not directly affect others eg programming.
- **Consultative:** A decision that affects individuals and groups is made by a person after consultation with others eg timetable changes, room usage.
- **Participatory:** A decision that is made after discussion, negotiation, well considered processes and time-lining which affect the whole school policies and procedures. E.g. Policies
- **Delegated:** A decision that is given to a group or an individual to take; eg organising dates for Arts Performances.
- **Executive (Principal/Deputy Principal):** A decision that is made based on DE and or legal requirements and may be made without consultation; eg duty of care, WHS.

Ratified by Governing Council 5th August 2019



Government of South Australia
Department for Education

ROLES AND RESPONSIBILITIES

STAFF WILL:

- Follow the school's decision making policy and the processes outlined within.
- Participate in the decision making process.
- Uphold decisions made.
- Follow the protocols and individual procedures within Staff, SSO, Team and Committee meetings.

TO SUPPORT STUDENT PARTICIPATION IN DECISION MAKING, STAFF WILL TEACH:

- The procedures of decision making.
- Skills of participation.
- Meeting protocols; one person speaks at a time, build on the last speakers comment.
- Roles for class meetings and/or discussions; chair person, minute taker etc.
- Strategies to evaluate pros and cons.
- Debating skills and procedures and higher order thinking skills.
- The expectation of upholding and enacting decisions.

STUDENTS WILL:

- Be encouraged to participate in decision making processes at a class and school level.
- Follow and participate in the decision making procedures.
- Uphold decisions made.

PARENTS WILL:

- Have the opportunity to be involved in participatory and consultative processes, including school committees.
- Uphold decisions made.
- Entrust the Governing Council Parents Representatives to represent the school community, consult with stakeholders and participate in decision making that benefits students' learning outcomes on their behalf.
- Entrust Governing Council to follow the decision making process according to the GC constitution and procedures.

PROCEDURES (For staff decisions)

A committee structure exists at SFC where proposals can be put forward to the relevant group to be explored before they are presented to the whole staff. Once a proposal has been clarified:

1. A formal motion will be put forward at staff meeting OR sent out via email and recorded on OneNote for information purpose.
2. An opportunity for discussion will be provided before speakers are asked for in the open forum. The time allowed for this discussion will be at the discretion of the Chair and will depend on the time allowed for on the agenda. The points raised need to be recorded on OneNote, Staff Meeting Notes.
3. The meeting minutes is then displayed on the whiteboard in the corridor for 1 week for staff to consider. Any questions or information required to make an informed decision must be sought out during that week and added to the board or OneNote with the other points raised before the next staff meeting.

4. A reminder re the motion being voted on will be put in the bulletin on the day of staff meeting.
5. At the next staff meeting the motion is re-stated. No discussion is entered into at this point. Before voting the chair will remind staff that individuals not significantly affected by the issue may choose to abstain and that vote is not counted. The formal vote is then taken.
6. A 2/3 majority of the voting staff members will carry the motion.
7. Only those present at the meeting may vote unless the motion has been emailed one week prior, in which case signed votes submitted to the chair will be accepted from those absent.
8. A show of hands will be the system of voting unless a secret ballot is called for by anyone present. (Anyone who wishes to have a secret ballot but does not wish to call for one in the open forum can approach the Chair prior to the meeting).

URGENT SITUATIONS

Where a decision is needed in the same week that it has been proposed. Steps 1 & 2 occur as before and then a vote is taken to determine whether the proposal will be;

- * voted on immediately OR
- * what further information is required

A simple majority will determine which process will be used.

- * If voting is the agreed process the formal voting procedure will occur.

If further information is required, it will be at the discretion of the Principal or delegate how that information is obtained in a timely manner given the urgency. An extra staff meeting, or a ballot process, may need to be called to vote on the motion before the next staff meeting.

COMMUNICATING DECISIONS

Staff meeting minutes will be located in the staff meeting folder on the day following staff meetings. Decisions will be recorded in the minutes.

IMPLEMENTING DECISIONS

Once a decision is made it is the responsibility of all staff to implement that decision. Staff Member's Line Manager has the responsibility to counsel any staff member who does not implement the decision in the correct manner in the first instance. The Principal and Deputy Principal have the responsibility to counsel any staff member continuing to not implement decisions in the correct manner *after* the issue has been discussed with their Line Manager.

It is expected that not only the letter of the decision but also the "spirit" of the decision will be implemented by staff.

REVIEWING DECISIONS

Decisions are to hold for at least one calendar year and can be reviewed after that time if any member of staff feels that a review is necessary.

SEE ATTACHED FLOWCHART

Ratified by Governing Council 5th August 2019

FLOW CHART: DECISION MAKING AT SFC

