



MANOORA PRIMARY SCHOOL

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DECISION MAKING POLICY

PRINCIPLES UNDERPINNING DECISION MAKING

All decisions made at Manoora Primary School are governed by:

- ◆ The Education Act
- ◆ Regulations under the Act
- ◆ Legal and Policy Framework
- ◆ Administrative Instructions and Guidelines
- ◆ OHS&W Act
- ◆ Department for Education Policies
- ◆ Lower Mid North Partnership Agreement

Decision-Making at Manoora Primary School is a negotiated democratic process that seeks consensus through consultation with stakeholders.

A range of individuals and groups are responsible for making decisions within their area of responsibility.

Whole school decisions will involve a high level of communication and provide accurate and complete information to those who require it.

All members of the school community are expected to support decisions made.

All decision making must be communicated to the Principal for final approval.

DEFINITIONS AND RESPONSIBILITIES

STAFF

Principal

The Principal is answerable to the Chief Executive for providing educational leadership in the school and for other general responsibilities prescribed in the Act and Regulations. The Principal must be aware of all decision-making discussions and give authorisation thereof.

Teachers

Teachers occupying a position in a school shall be responsible to the Principal of that school. They can expect to be involved in the formulation of policies in that school, and when these have been determined, they shall see that such policies are properly implemented.

SSOs

SSOs have a role description and are accountable to the Principal. They are welcome to attend staff meetings, and may be consulted and participate in decision making.

GOVERNING COUNCIL

The Council is jointly responsible, with the Principal for the *governance* of the school.

PARENT CLUB

Parent Club are required to report back to their relevant peak decision-making group eg: staff meeting, Principal or governing council where their planning is presented and considered for decision.

The Parent Club is responsible for fundraising, social events and ordering and stock taking uniforms.

STUDENTS

SRC is the representative body for the students. SRC discuss issues raised in class meetings and vote on issues raised. SRC may be involved in whole school decision making processes through consultation. SRC decisions are taken to staff meetings for further discussion.

PARENTS/CAREGIVERS

Parents and caregivers will be informed about issues and policies in the school where they will be involved in whole school consultation on issues and encouraged to respond using the appropriate process.

DECISION MAKING PROCESS

The following steps will be observed in any Decision-Making process.

1. Raise issue/proposal
2. Gather information
3. Consult with relevant group or individual and principal
4. Principal consults with staff at staff meeting
5. If necessary, take to the Governing Council
6. Implement through appropriate group
7. Monitor and review

POLICY DEVELOPMENT AND REVIEW

In developing or reviewing policy, the same 7 step Decision Making approach will be used. The draft policy or policy review may be undertaken by the Principal and/or sub committee consisting of staff and/or Governing Council representatives. Parents and students may also have the opportunity to be involved.

RESPONSE TO DECISION-MAKING

Once a decision has been made it is in the best interests of the school that there is whole community support for that decision. It should be recognised that all decisions are made primarily in the best interests of the students.