



Napperby Primary School

Decision Making Policy

Rationale:

The Napperby Primary School is a democratic institution in which the beliefs, experiences and opinions of all staff are valued. Individuals and groups within our school/centre community have a right to be involved in decision making. The level of involvement will vary according to the issue under consideration and the urgency associated with the decision.

Principles:

- It is necessary for everyone to know and understand the agreed procedures for decision making.
- Everyone has the right to freely express their opinion and that this is only possible in an atmosphere of trust, respect and tolerance.
- Effective decision making requires open communication of information, adequate time for discussion and use of all available resources. Major decisions need to have a month's notice, e.g. budget, finance, curriculum changes, etc. to allow time for consultation and thoughtful discussion.
- All staff, student (where appropriate) and parent (Governing Council) representatives should be committed to, and accountable for, the implementation of decisions made in the best interests of the school and all students.
- All decisions taken within our school comply with the relevant Acts, Regulations, State Laws and Commonwealth Laws;
- The roles and responsibilities of the following decision-making groups in our school are clearly stated and documented: SRC, Staff, Governing Council (and its sub committees).
- Decisions are recorded and communicated effectively throughout the school.

How a Decision is Made:

- Consensus underpins decision making as the most common method of resolving decisions by groups at Napperby Primary School.
- Consensus is defined as being the majority viewpoint evident through group discussion / show of hands / nods by the group where all present indicate they support or are **'able to live with and action'** the decision – there is an absence of serious disagreement.
- A consensus is not always quickly formed and requires the willingness to listen to the particular issues objectors have and attempt to address their needs within a modified position.
- The emphasis is on reaching a **quality decision** that is in the best interests of the school, consistent with school vision / regulations and has the widespread support of stakeholders involved.

Where a consensus cannot be reached / time will not permit further discussion:

- Delay a decision for further consideration – future meeting, sub committee for guidance, more information or data
- Trial an option for a specified length of time - followed by a review
- Make a determination through a majority vote (simple majority of members present)

Review:

This policy should be reviewed annually by staff and Governing Council and communicated to all stakeholders in the school. It will be included in the parent handbook for all new families.

Date Reviewed: 23/09/14



Government of South Australia
Department for Education and
Child Development

Decision making at Napperby Primary School involves various personnel depending on the nature of the issue requiring decision:

<i>Issue Type</i>	<i>Decision Maker(s)</i>	<i>Consultation Process</i>
<p>1. EXECUTIVE</p> <p>Legal requirements and Department Regulations governing Principal's duties,</p>	Principal	Can be non-consultative.
<p>2. MANAGEMENT</p> <p>Organisational management type issues</p>	Principal and / or delegated staff member (s).	Consult with relevant key personnel and/or groups.
<p>3. PROFESSIONAL</p> <p>Implementation of curriculum programs, school policies, Professional Development and Learning programs, and assessment, recording and reporting re: students' outcomes.</p>	Staff (including SSOs where appropriate)	Consult with parents and students (where appropriate), staff members, and departmental personnel as required.
<p>4. COMMUNITY & SCHOOL POLICY</p> <p>School policies, Self Review and Accountability processes and those issues that impact on the whole school community.</p>	<p>Governing Council</p> <p>Sub-committees of the above which are representative of the school community may be formed when necessary.</p>	<p>Adhoc Task Groups can be established to undertake the process of developing a policy.</p> <p>The process undertaken will be in line with the school's policy development guidelines.</p> <p>The Governing Council will advise the Principal to assist in making their decision.</p>