



# DECISION MAKING POLICY

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Date: Current as of 07/08/2015

## Purpose

The best decisions are made when people have the opportunity to share information, ideas, beliefs and values and which enables stakeholders to contribute their knowledge and expertise. This contribution needs to be sought not only from those directly involved but also from the communities we serve. Every school member has the right to have input into school decision making processes.

## Action

### Code of Conduct

- Participation by all present is essential to ensure wise decisions are made
- Participation by all will ultimately lead to ownership of decision
- People making a decision all have a professional outlook
- We all have a right to disagree
- No one is free to make decisions in isolation if their action will affect others
- All decisions (consensus or majority) made are binding

### Code of Ethics

- Supportive environment
- Propositions published ahead of time
- Small group discussion essential
- Individual need to take responsibility for reading / collecting information
- Personal beliefs / feelings, opinions are aired
- Decisions can be deferred a week / fortnight as business arising.

**Consensus is achieved** when staff concerned with the issue support the proposal or can abide by it. While it may not always be practical, we will work towards consensus wherever possible. If consensus cannot be achieved by the end of the process then it will be determined by a 2/3 majority of voting members present.

- Issues raised for decision requires information to be provided to all staff.
  - DECD policies are acknowledged and accommodated and legal requirements are met
  - Staff meetings / administrative meetings are the usual forum for decision making
  - Committees or individuals will advertise the need for a decision to be made by making information available to staff and by writing the proposal on the staff meeting agenda sheet. All staff have the opportunity to contribute to staff meeting agendas through the use of an agenda sheet on the pin up boards near the staff room.
- Because staff meetings are often organised ahead of time, some issues will not always be raised at staff meetings.
- Once information has been made available, the proposal will be presented to staff.
  - After discussion, the chairperson of the meeting, will ask if people are ready to make a decision.

- Staff will be asked if they require a secret ballot.
- If staff don't need more time and consensus is reached (or less than 10% are opposed) and a decision will be made.
- If a decision cannot be reached, the decision may be put off for discussion until the next meeting OR proposal defeated.
- If consensus cannot be achieved after the second proposal then a decision can be determined by a 2/3 majority.

## Decision Making Cycle

### How are issues raised?:

- Review processes
- Needs based from surveys, events, priorities
- PAC
- Curriculum committees or task groups
- Governing Council
- Student Representative Council
- DECD directives
- Staff, student, parent or community suggestions

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## Action



Related items:

**Review**

Term 3 2017