



Decision Making Guidelines

Rationale

Lockleys North Primary School is a democratic institution in which the beliefs, experiences and opinions of all students, staff, parents and wider community are valued. Individuals and groups within our school 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 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 should have a month's notice, (e.g. budget, finance and curriculum changes) to allow time for consultation and thoughtful discussion.
- All staff, student and parent (Governing Council) (where appropriate) 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: PAC, 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 Lockleys North 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 whereby 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 all stakeholders involved.

Where a consensus cannot be reached or 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).

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.

Review

This policy should be reviewed biannually 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.

Lockleys North Primary School

Decision Making Flow Chart



Issues requiring decisions come from: Students - SRC - Parents/Caregivers - Staff - PAC - Governing Council - DECD

ISSUES THAT THE PRINCIPAL DECIDES UPON	ISSUES THAT THE PRINCIPAL OR DELEGATED PERSON(S) DECIDE UPON FOLLOWING	ISSUES THAT THE PROFESSIONAL PERSONNEL IN THE SCHOOL PRIMARILY DECIDE UPON	ISSUES THAT THE COMMUNITY DECIDE UPON	SCHOOL
NON CONSULTATIVE	APPROPRIATE CONSULTATION	FOLLOWING APPROPRIATE CONSULTATION	FOLLOWING WHOLE SCHOOL CONSULTATION	SCHOOL
EXECUTIVE TYPE There are legal requirements and Departmental Regulations governing Principal's duties. These can only be undertaken by the Principal and cannot be delegated.	MANAGEMENT TYPE There are organisational and management type issues which the Principal and/or staff members make decisions about after consulting with appropriate personnel and/or groups. These issues do not require full consultation.	PROFESSIONAL TYPE Curriculum, Teaching and Learning, content and delivery, instructional methods, support services and strategies for students. This group primarily determines the general implementation and management of various school policies.	POLICY & COMMUNITY TYPE There are issues requiring consultation with the whole school community, which includes parents, students/SRC (where applicable) and staff. These issues in the main centre on various school policies and Quality Assurance processes.	
Examples: <ul style="list-style-type: none"> • Suspension / Exclusion • Managing under performance • Critical Incidents • Staffing 	Examples: <ul style="list-style-type: none"> • Staffing through PAC • Timetable • Yard Duty Roster • SSO rosters • Bell Times 	Examples: <ul style="list-style-type: none"> • Areas of Learning • Assessment & Reporting • Professional Development • Intervention Programs • Values Programs 	Examples: <ul style="list-style-type: none"> • School Priorities and Objectives • Mobile Phone Policy • Relationship Guidelines • Behaviour Management Policy 	