Decision Making Policy

Torrensville
Primary School

RATIONALE:

A formal and inclusive structure allows all opinions to be considered in decision making. Families, students and staff have ideas and opinions that contribute to the efficacy of all areas of school life. Effective structures and processes support the participation of all community members in the management of the school. Productive decision making is one of the most significant and critical success factors in the achievement of;

- Organisational goals,
- Long term school effectiveness,
- Family involvement,
- Maximising the productivity of staff,
- Successful student learning achievement.

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

POLICY DETAIL / GUIDELINES:

There are a variety of decisions made at Torrensville Primary School:

- **Individual:** A decision that is made by a person without consultation and does not directly affect others e.g. programming.
- **Consultative:** A decision that affects individuals and groups and is made by a person after consultation with others e.g. timetable changes, room usage.
- **Collaborative:** A decision that is made by a group after discussion, negotiation, well considered processes and time-lining which affect whole school policies and procedures e.g. Policies
- **Delegated:** A decision that is given to a group or an individual to take, e.g. organising dates for performances.
- **Executive (Principal/Deputy Principal/Assistant Principal):** A decision that is made based on Department for Education (DfE) and or legal requirements and may be made without consultation, e.g. duty of care, Work Health & Safety (WHS).

ROLES AND RESPONSIBILITIES

Stakeholders	Areas of Responsibility
Staff	- Relevant Policies - Assessment & Reporting - Special Events - Professional Development - Internal Logistics - Curriculum Development
Leadership	- Matters of urgency - Staffing/Human Resources (HR) - Strategic Directions - Timetables/Rosters - Site Improvement Plan (SIP) - Departmental Directives - Critical Incident Management - Budget/Finance - Facilities
Governing Council	- School Policies - Strategic Directions

Policy to be reviewed in 2025

	- Out of School Hours Care (OSHC) policies - Finances - Facilities - Fundraising
Families	- Contributing to the consultative process
PAC	- Staffing - Workload - School structures - Grievances
Sub committees	- Curriculum Development - Professional Development - Budgets - Resources - Whole school events

URGENT SITUATIONS

Principal or principal's nominee will have emergency decision making powers when an urgent decision must be made, and the situation makes it impossible to follow the usual decision-making process.

COMMUNICATING DECISIONS

Staff meeting minutes will be in the staff meeting folder, on Teams, the day following staff meetings. Decisions will be recorded in the minutes. Sub-committee minutes are in their respective folders under the 'General' tab on teams. Community-wide decisions will be communicated via electronic communications and/or the school newsletter.

IMPLEMENTING DECISIONS

Once a decision is made it is the responsibility of all stakeholders to accept and implement that decision in a professional manner. Leadership has the responsibility to counsel any stakeholder who does not implement the decision in the manner it was intended.

REVIEWING DECISIONS

Decisions are to hold for the agreed upon timeframe and will be reviewed as needed.

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 welfare 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.

SEE ATTACHED FLOWCHART

Policy to be reviewed in 2025

General Decision-Making Process
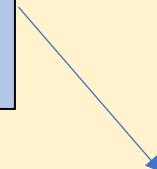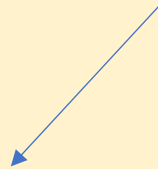
```
Determine the appropriate stakeholder(s)
        ↓
Present the idea/issue/proposal
        ↓
Determine whether the decision is;

Individual, consultative, collaborative, executive or delegated.
```

Individual/Consultative/Delegate

```
Consultation with relevant stakeholders

(If required)
        ↓
Decision Made- Communicate to stakeholders
        ↓
Implement/ Action decision
```
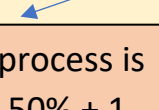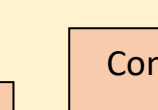
Collaborative/Executive

```
Discussion/collaborative process occurs
        ↓                              ↓
If a voting process is        OR    Consultation with
required- 50% + 1                    relevant
majority                             stakeholders
        ↓                              ↓
Decision Made- Communicate to stakeholders
        ↓
Implement/ Action decision
```