



Ridgehaven Primary School and Preschool

Ratified 22/6/2023 Review June 2026

Decision Making Policy

1. RATIONALE

At Ridgehaven Primary School and Preschool, decision making is a democratic process where consultation involves all relevant parties and decisions are reached where possible by consensus or a majority of affected stakeholders. The needs of students and the school are guiding principles to be considered.

2. SCOPE

All decisions will involve:

- Identifying who is responsible for making the decisions
- Identifying who is affected by the decision
- Establishing a timeframe
- Determining the processes for the decision making
- Communication by face to face, email, EdSmart, SMS, Daybook, Seesaw or letter
- Ensuring all relevant groups or individuals are advocated for in the decision making process
- Communicating information to relevant bodies
- Keeping a record of the decision for future reference

3. DETAIL

Decision affects	Possible examples	Consultation process	Communication of process and outcome	Additional information
Stakeholders (staff, students and parents)	<ul style="list-style-type: none"> • Relevant policies • Material and services charges • School priorities • Facilities 	<ul style="list-style-type: none"> • The initial idea is presented to school and preschool Staff and/or Governing Council and/or the School Sub Committees for discussion • Any proposal is put to the affected stakeholders • An opportunity for input is afforded to affected stakeholders depending on the decision needed 	<ul style="list-style-type: none"> • The proposal and subsequent discussion and feedback are to be minuted and made available to all stakeholders 	<ul style="list-style-type: none"> • These matters require a clear understanding of who is responsible for making final decision





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		<ul style="list-style-type: none"> • A final decision is made by the correct individual or group 	<ul style="list-style-type: none"> • The decision is communicated to the relevant stakeholders 	
<p>Staff</p> <p>Staff (continued)</p>	<ul style="list-style-type: none"> • Relevant policies • Assessment and reporting • Whole School Events (Sports Day, End of Year Concerts) • WHS/Well Being • Professional Development/Pedagogical learning 	<ul style="list-style-type: none"> • The initial idea is presented to leadership/PAC for discussion and development of a proposal • The proposal and/or information is presented to the staff impacted or affected – this could be by email, Daybook or at a staff meeting • Any issues relating to WHS or staff well-being be included in the consultation process so that staff have the opportunity to feedback to Leadership prior to the implementation of a change to our work practise. • An opportunity is afforded for input by staff in a variety of ways depending on the decision needing to be made • Any proposal put to staff or a staff meeting will need to allow adequate time before making a final decision • The final decision is to be made by whole staff 	<ul style="list-style-type: none"> • The proposal and subsequent discussion and feedback are to be minuted • The decision is communicated to the relevant stakeholders • Review decisions within a specified time frame 	<ul style="list-style-type: none"> • The preference for proposals is to go through Leadership/PAC before using up time in a staff meeting – this may not always be possible depending on the urgency of the issue and associated timelines
Subschool or Professional Learning Committee (PLC)	<ul style="list-style-type: none"> • Incursions and excursions • End of Year celebrations • Swimming • Improvement ideas • Curriculum overviews/Newsletters 	<ul style="list-style-type: none"> • Initial idea to line manager for discussion and then the development of a proposal at least 3 weeks before planned event • The proposal is put to PLC/Year level team • An opportunity for input by staff is given in the most appropriate way depending on the decision needed • The final decision is made by relevant group with necessary approval 	<ul style="list-style-type: none"> • The proposal and subsequent discussion and feedback are recorded • The decision is communicated to the relevant stakeholders 	<ul style="list-style-type: none"> • Once the decision is made, the Subschool or PLC will need to document a timeline and who is responsible for implementation
Leadership	<ul style="list-style-type: none"> • Matters of urgency • Logistics • Staffing • Timetables / Rosters 	<ul style="list-style-type: none"> • The relevant individual leader or leadership group makes the decision, in consultation with relevant parties when time allows if possible or when needed 	<ul style="list-style-type: none"> • Depending on decision and who is affected it will be communicated in the appropriate manner 	<ul style="list-style-type: none"> • Timeframes are often short • Many matters are confidential
Personnel Advisory	<ul style="list-style-type: none"> • Staffing • Long Service Leave (LSL) and retention leave 	<ul style="list-style-type: none"> • The initial idea or issue is taken to PAC for discussion • Appropriate regulations are reviewed • After discussion, PAC presents recommendation(s) to staff 	<ul style="list-style-type: none"> • Appropriate information from DfE is accessed and shared 	<ul style="list-style-type: none"> • PAC members require training





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<p>Committee (PAC)</p>	<ul style="list-style-type: none"> Excessive workload Regulations and Entitlements 	<ul style="list-style-type: none"> An opportunity is given for input by staff in the most appropriate way depending on the decision needing to be made Final recommendations are discussed by PAC The final decision is made by PAC or the principal if a majority decision (including the principal) cannot be reached 	<ul style="list-style-type: none"> The proposal and subsequent discussion and feedback is to be minuted The decision is communicated to relevant stakeholders 	<ul style="list-style-type: none"> Some areas of a discussion or decision making may be of a confidential nature and not recorded in the minutes if agreed to be the PAC
<p>Students</p>	<ul style="list-style-type: none"> Fundraising ideas to assist others Lunch time activities School and yard issues Ideas and suggestions for improvement 	<ul style="list-style-type: none"> Initial ideas from class meetings are taken to a Student Voice meeting for discussion and if decided, development of a proposal Proposals from Student Voice are taken to all classes for discussion and possibly voting The final decision made by Student Voice, staff and/or leadership depending on the impact of the decision 	<ul style="list-style-type: none"> The proposal and subsequent discussion and feedback is to be minuted (at class meetings and SL) The decision is communicated to relevant stakeholders 	<ul style="list-style-type: none"> Before a final decision can be made the proposal may require input and/or agreement from staff and leadership

Next review 2026

