



Decision Making Policy

Ratified: 22/6/2023

Review Date: June 2026

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.

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

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 • A final decision is made by the correct individual or group 	<ul style="list-style-type: none"> • The proposal and subsequent discussion and feedback are to be minuted and made available to all stakeholders • The decision is communicated to the relevant stakeholders 	<ul style="list-style-type: none"> • These matters require a clear understanding of who is responsible for making final decision

Staff	<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 Committee (PAC)	<ul style="list-style-type: none"> • Staffing • Long Service Leave (LSL) and retention leave • Excessive workload • Regulations and Entitlements 	<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 • 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"> • Appropriate information from DfE is accessed and shared • The proposal and subsequent discussion and feedback is to be minuted • The decision is communicated to relevant stakeholders 	<ul style="list-style-type: none"> • PAC members require training • 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
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