247 Main Road, Willunga SA 5172
(08) 8556 2234
dl.0744.info@schools.sa.edu.au
www.willungaps.sa.edu.au

DECISION MAKING POLICY

PURPOSE

The purpose of the policy is to provide principles that underpin Decision Making processes and procedures at Willunga Primary School.

This Decision Making Policy supports Professional Protocols that build a culture of strong collegiality and provide clear expectations. The dispositions will underpin our work to ensure professional respect, trust and integrity and to facilitate professional learning and decision making.

- Open Mindedness

  A commitment to listen to more than one view and to give full consideration to different perspectives   and alternative possibilities.

- Collegial Responsibility

  A commitment to support and challenge each other; to give and receive constructive feedback and to commit fully to professional learning and critical inquiry into educational practice.

- Whole Heartedness

  A commitment to critically examine our assumptions and beliefs, as well as the results of our actions, with the intention of learning something new.

POLICY DEVELOPMENT

The Department for Education policies and procedures, provide direction and all decisions and policies will reflect all mandatory directions and procedures.

The Governing Council has responsibility for ratifying the majority of policies and is informed and consulted about strategic, improvement and financial planning and broad educational outcomes.

POLICY DETAIL

Decision Making Principles and understandings

The following decision making principles have been developed to maximise opportunities for collaborative decision making:

1. Consultation is essential and those affected by decisions have the right to participate in the formulation of directions and decisions.

2. Relevant groups should have the opportunity to consider proposals; understand the breadth of views and perspectives; express opinions and hear the opinions of others; view the results of surveys; engage in debate and contribute to agreements, directions and policies where appropriate

3. As a general rule, democratic principles will underpin decision making processes to achieve consensus. Consensus may be achieved with agreed refinements. Consensus is reached once a majority can 'live with' or

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support a decision. Once consensus has been achieved and a decision has been made, all will be expected to implement it.

4. In the event that a consensus cannot be reached then a Ballot will be conducted over a 5 day period. A majority vote is 50% +1. In the event there is a tied vote the Principal will make the final decision.

5. Staff who are directly affected by the decision will have the opportunity to vote. Staff have an obligation to read Minutes of all meetings and will have the opportunity to vote with a ballot paper posted in their pigeonhole.

6. Staff who are absent for leave other than sick leave, family leave and short term special leave for 5 days or less, will have the opportunity to vote. Staff who are on Long Service leave or extended leave for more than 5 days will not be included in the vote.

7. The counting of the Ballot will involve the Principal and a nominated scrutineer.

8. Regardless of the final decision, it is the decision of the majority and this needs to be accepted and implemented.

9. As a general rule, decision making processes and timelines will be determined by and or be commensurate with the significance and impact of the decision. For example, decisions that affect the whole school should provide opportunity for whole school consultation. Where decisions will have less effect or impact, consultation will generally be less extensive.

Step 1 Issue raised or review determined	• Policy development • Policy review • Formal review • New proposal • Program development • Curriculum development • Improvement|Plan|initiative
Step 2 Raise with relevant group ie staff meeting, GC, students	• Define the parameters of the policy, program or review • Whole group (Staff Meeting) information sharing; clarification; and discussion
Step 3 Representative working party formed	• Proposed committee/working party established. Representative group.
Step 4 Working party meet	• Discussion, debate and development
Step 5 Reviewed with whole staff or relevant group	• Review progress with whole staff • Whole group information sharing; clarification; and discussion
Step 6 Working party meet again if required	• Discussion and debate and development

CONNECT | ASPIRE | RESPECT | EMPOWER

Step 7 Reviewed with whole staff.	• Review progress with whole staff • Whole group information sharing; clarification; and discussion • Review progress with whole staff • Whole group information sharing; clarification; and discussion • Consensus reached or ballot conducted
RATIFICATION BY *GOVERNING COUNCIL IF REQUIRED (Policy)* *COMMUNICATION OF OUTCOME TO ALL STAFF* PUBLISHING OF POLICY as required. POLICY DATED and REVIEWED no later than 2 years from Ratification	

10. Timely review is crucial to evaluate the effectiveness of new programs and initiatives and to provide opportunity for further improvement.

11. Grievance procedures are necessary to support effective collegial decision-making processes.

12. The Principal is ultimately responsible for decisions made and where necessary, will make non- negotiables, and the reasons behind these, explicit from the outset.