



## **NOARLUNGA DOWNS DECISION MAKING POLICY AND PROCESS 2015**

**Quality communication underpins effective decision-making. All stake-holders participate in decisions that affect the work or learning. To ensure shared ownership, consultation is the schools' preferred process. Ultimately the Education Act and DECD regulations determine that the final responsibility for decisions rest with the Principal. Authentic students involvement in decision making increases engagement, student leadership, and empowers them for the future.**

### **Decision making focuses on the following core questions:**

- Is it reflective of our school vision and values?
- Will it benefit students, staff, parents and our community?
- Does it target continuous improvement in teaching and learning?
- Does it comply with DECD policy and procedure?

### **Effective decision-making is**

- Clear and consistent
- Transparent, accessible and public
- Equitable, inclusive and respectful of all stake-holders
- Adheres to agreed procedures, policies and agreements
- Ensures inductees are informed about agreements.



# Decision Making Cycle 2015

## How do they become embedded?

- Once consultation, agreement of process and policy are made they are ratified by Governing Council
- Decisions are publicised and agreements are lodged on the ND Intranet and displayed.
- All are expected to action decisions.

## Who is informed?

- Anyone who will be affected by the decision.
- At times decisions required of the Principal quickly and others will be informed retrospectively.

## How are consultative decisions made?

- Initiator(s) present information to stakeholders
- All stakeholders given enough time for them to consider the decision.
- Open or facilitated discussion occurs to reach a common understanding, acceptance, ownership, consensus and / or empowerment.
- A final decision is taken by vote.
- Consensus is 50% plus one.



**Review**

**Publicising**

**Actioning**

**Agreement**

**Ratification**

**Consensus**

**Issue or directive**

**Prior Information**

**Stakeholders**

**Investigation**

**Discussion**

**Decision**

## How can others be informed?

- Notes in pigeon-holes
- Staff /SSO /Student Executive /Parent Meetings and formal minutes
- Notice Board Day Book
- Weekly Noarlunga Notes
- Website or Facebook
- Staff Committee Meeting and Minutes
- Email distributions
- Eduportal / Intranet
- Specialised meetings: Personnel Advisory Committee, Australian Education Union, Public Service Association

## How are issues are raised?

- Review processes
- Needs based from surveys, events, priorities
- Staff, student, parent or community suggestions
- DECD directives

## What?

- Basic information is shared with stakeholders

## Who makes decisions?

- Level 1: Principal / leadership
- Level 2: Collaborative Committees
- Level 3: Staff
- Level 4: Students Leadership Committee/ Class Meetings
- Level 5 : Governing Council
- Level 6: Consultation through the broader school community

## Collaborative Committees:

- Governing Council
- Student Executive
- Site Learning Plan Professional Learning Committees
- Staff meetings
- SSO meetings
- AEU
- PAC
- Year level groups

**If consensus / agreement cannot be reached conflict resolution / grievance procedures may be actioned.**