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DECISION MAKING POLICY

CONTEXTUAL STATEMENT
There is an expectation by DECD that schools will develop appropriate policies for school based decision-making. The policy works within the expectations set out below:-

• DECD has a commitment to school based decision-making.
• We are accountable to the wider school community.
• The Principal is ultimately responsible to the Chief Executive Officer for the decisions taken at the school level.

All decisions made at Cadell Primary School must have a focus on four core elements:

* Benefits to students
* Impact on staff
* Reflection of school values
* Role in ongoing improvement

Decision Making groups within Cadell Primary School:

Staff/SSO Meetings
Members All teaching staff and SSO’s
When Teachers and available SSOs, Thursdays 3.00-5pm
SSO meetings twice per term
Agenda Set by Principal and staff

Personnel Advisory Committee
Members Principal, all teachers, AEU representative and Admin Officer
When As part of the staff meeting agenda
Agenda Set by Principal and staff

School Governing Council
Members Elected by parent body, community and staff
When Twice per term
Agenda Developed by Principal and Chairperson

Student Leadership Meetings
Members Elected by peers
When Three times per term or as required
Agenda Set by Principal and School Leaders

Whole School Meetings
Members All students
When Twice per term
Agenda Set by staff and students
STAGES OF DECISION MAKING
1. Raising ideas or issues of concern via the most appropriate means e.g. Staff Meeting, personal approach, general discussion.
2. Seeking all facts and sharing this information.
3. Consultation, asking opinions and discussions.
4. Making the decision (half + 1), including negotiation, as per belief statements.
5. Communication of decisions as per flow chart.
6. Implementation of decision.

Decision-Making Process

Initiate
Issues raised by a member of the school community. (Key considerations – who the issue affects, the need for confidentiality, availability of time, DECD Policy).

Implement
Once a decision is reached a clear timeline and responsibilities will be established.
Each decision to be implemented requires all those responsible to act in the spirit in which the decision was intended.

Communicate
Decisions need to be communicated promptly through the accepted school communication process.
It is the responsibility of those not present at meetings to familiarise themselves with meetings and decisions.

Reconnaissance
Who needs to be involved in making the decision?
What information is needed for people to make the best decision possible?
How will this information be gathered and presented?
Is there a relevant guideline or policy?
Are there any legal implications?
What is the timeline for the decision?
What are the available options?
What does risk-management tell us about each option?
What does the sunlight test tell us about each option?

Process
Consultation – process will be with all involved parties and a notice of proposal will be given 4 days before a meeting (or a negotiated time agreed by all stakeholders).
Decision-Making – our aim is to make a decision by consensus that everyone can live with, however; on occasion a secret ballet may be requested by members and will be held when all members are present or by post.
The Principal has the power of veto where decisions contravene the Education Act or DECD Policy, or where the decision prevents them from carrying out their duties.

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Areas and responsibilities for decision-making:

**Whole-School Curriculum**
- Staff, Governing Council Priorities (broad direction) and Principal

**Classroom Curriculum**
- Individual staff and Principal

**Classroom Management**
- Individual staff and Principal

**Site Improvement Plan**
- Principal, Staff, Governing Council, Students

**Day-to-day Operations**
- Principal / Site Manager

**Intervention and Support**
- Individual staff, Principal and Regional Interagency Support Team

**Site Finances**
- Principal, School Finance Officer, Finance Committee (budget approved by Governing Council)

**Staffing**
- Principal, PAC, HR

**Student Behaviour Development**
- Individual staff, Principal and Regional Interagency Support Team

**Student Attendance**
- Individual staff, Principal and Regional Interagency Support Team

**Site Policy Formulation**
- Principal, staff and Governing Council (broad direction)

**Occupation Health Safety & Welfare**
- Principal, OHSW Representative

**Site Facilities**
- Principal and Governing Council (broad direction)

**Teaching and learning resources**
- Staff and Principal

**The Sunlight Test / Tomorrow’s Headline Test**

Ask yourself the following questions:

- What would the Minister or the Chief Executive say if this was to be reported in the media?
- Would you be happy if the action mandated by the decision was performed on you?
- How will this decision be viewed in the future?

Reviewed June 2013

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