



Rose Park Primary School

"A learning community encouraging achievements and embracing diversity"

SCHOOL DECISION MAKING POLICY

ROSE PARK PRIMARY SCHOOL VALUES: CARING, RESPECT, HONESTY AND COURAGE

Preamble

Decisions in schools need to occur on a day to day basis. Some decisions are minor and yet others may need widespread consultation and careful consideration. This policy outlines how decision-making occurs at Rose Park Primary School in a fair and inclusive way amongst all stakeholders.

Belief Statement

At Rose Park Primary School, we have the following beliefs about decision-making:

- All opinions are valued and important
- Discussions are open
- Key stakeholders of the decision are involved
- Opportunity for review of decisions
- Relevant information needs to be presented
- Inclusive, all should have an opportunity for input
- Being able to question and respectfully disagree in comfort
- Adequate think time before voting.

Decision making areas can be broadly grouped as:

- School Values and Vision
- Curriculum and Pedagogy
- Personnel Matters
- Student Matters
- Parents and Community
- School Organisation
- Finance

Levels of decision-making

Level One – Executive Decisions (Principal, Deputy Principal, Assistant Principal(s))

These decisions are made when an individual exercises his/her authority for the smooth day to day operations of the school. The Principal and/or Deputy Principal and/or Assistant Principal(s) often need to make these decisions. These decisions are made in line with DECD policy and procedures, WHS guidelines and school based agreements.

Level Two – Collaboration (Committees, Leadership and Learning and Year Level Teams, SRC, Student Executive, Governing Council, P&F, Foundation)

Groups share ideas and make decisions across the school in striving to achieve agreed goals and objectives. If these decisions affect the group only, the decision can be implemented, providing it has Principal and/or Deputy Principal approval. If the decision affects a wider group of people, the level of decision making process moves to level three.

Level Three – Consultation (see attached flow chart)

These are decisions that require consultation with staff and/or Governing Council. SRC- Students Working Actively Together, also may need to be involved. The Principal and/or Deputy Principal and/or Assistant Principal(s) will oversee the consultation, the degree of which will depend on the scope of the decision. Wider consultation, other than Governing Council and school staff, may be necessary with the parent community through Parents & Friends, surveys and forums.

Decision-Making Groups

Leadership

An executive staff group consisting of the Principal, Deputy Principal, Assistant Principal, Curriculum Coordinators and Business Manager. Personnel Advisory Committee and other members of staff may be consulted as necessary at the Principal's discretion.

Staff

Constitutes the Principal, Deputy Principal, Assistant Principal(s), teachers, SSOs, Grounds Person where required. A staff meeting occurs weekly with the focus being on Professional Learning. All teaching staff are required to attend these meetings. SSOs and Pre Service Teachers are also welcome to participate. Other Decision making groups include Curriculum Committees, Social Club, PAC and WHS.

Students

Each class has 2 SRC Representatives appointed. In addition, there are 6 SRC Yr. 7 Executive Students, referred to as the SWAT team. SRC Forum occurs three times a term for R-2 and Yr. 3-7. Class meetings are held each week, minutes documented and presented at Forums.

Learning and Year Level Teams

School Improvement Priorities are determined and reviewed at the end of each Site Learning Improvement Plan cycle. Teaching and SSO staff work together at a year level to develop directions, set targets and measure achievement towards achieving agreed goals and objectives.

Governing Council

Bound by a Constitution, the Governing Council preside over the general operations and functioning of the school. Membership can be made up of the Principal, 11 elected parents of the school, up to 3 Community Representatives, 1 Parents & Friends representative and 2 staff reps. Governing Council meets twice per term. Observers/guests are invited to attend but do not have voting rights and can only speak at the discretion of the Chairperson.

Governing Council Sub Committees

Committees are formed by need and reviewed annually. Membership is determined in collaboration between Council and school staff. The Convenor of each Committee is appointed by the committee members. The Principal, Deputy Principal and Assistant Principal(s) along with at least 1 staff member will work with these committees.

Parents & Friends

Bound by a separate constitution to the Governing Council, the P&F is a committee of any interested parent or community members. This is an interest group who provides input into decision-making and fundraising. They meet at least once per term.

DECISION MAKING PROCESS – LEVEL THREE AGREED PROCESS

