

# Sandy Creek Primary School



**SANDY CREEK**  
Primary School  
RESPONSIBILITY RESPECT EXCELLENCE

## Decision Making Policy

**Current as of:** May 2016  
**To be Reviewed:** May 2020

### Core Beliefs

The best decisions are made when people have the opportunity to share information, ideas, beliefs and values. This enables stakeholders to contribute their knowledge and expertise. This contribution needs to be sought not only from those directly involved but also from the communities we serve.

The school community is made up of the staff, students and parents of students who attend Sandy Creek Primary School. All members of the school community should have the opportunity to be fully aware of the various decision making bodies within the school, their structure and role and the ways of accessing them.

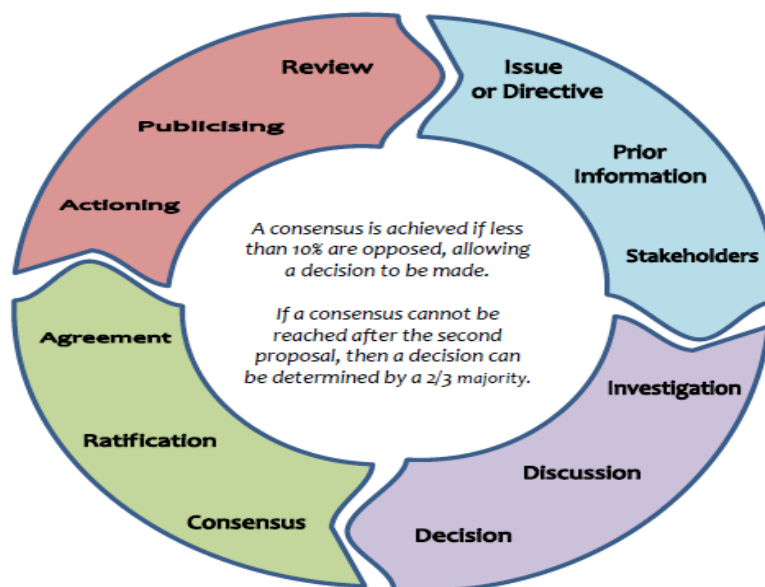
### Outcomes

- The school will function as a democratic workplace.
- Parents and children will be given the opportunity to participate in decision making when necessary.
- Decisions taken will consider legislative responsibilities, good educational practice and the advice of parents, children and staff.

### The Decision Making Process

#### Decision Making Cycle

<p><b>How are issues raised?:</b></p> <ul style="list-style-type: none"> <li>• Review processes</li> <li>• Needs based from surveys, events, priorities</li> <li>• PAC</li> <li>• Curriculum committees or task groups</li> <li>• Governing Council</li> <li>• Student Representative Council</li> <li>• DECD directives</li> <li>• Staff, student, parent or community suggestions</li> </ul>	<p><b>Code of Conduct:</b></p> <ul style="list-style-type: none"> <li>• Participation by all present is essential to ensure wise decisions are made</li> <li>• Participation by all will ultimately lead to ownership of decision</li> <li>• that people making a decision all have a professional outlook</li> <li>• we all have a right to disagree</li> <li>• no one is free to make decisions in isolation if their action will affect others</li> <li>• all decisions (consensus or majority) made are binding</li> </ul>	<p><b>Code of Ethics:</b></p> <ul style="list-style-type: none"> <li>• Supportive environment</li> <li>• Proposal published ahead of time</li> <li>• Small group discussion essential</li> <li>• Individuals need to take responsibility for reading / collecting information</li> <li>• Personal beliefs / feelings, opinions are aired</li> <li>• DECD policies acknowledged and accommodated</li> <li>• Legal requirements are met</li> <li>• Decisions can be deferred until next meeting time.</li> </ul>
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<p style="text-align: center;"><b>Governing Council</b></p>	<p>The Governing Council meets twice per term and the AGM is held in February each year. Governing Council members are elected for two years. Any member of the school community can attend the meetings however they do not have voting rights.</p> <p><u>The Governing Council is comprised of:</u></p> <ul style="list-style-type: none"> <li>• Elected members of the school community</li> <li>• The Principal</li> <li>• A staff representative</li> </ul> <p><u>The role of the Governing Council is to:</u></p> <ul style="list-style-type: none"> <li>• Set the Broad Direction of the School: The Governing Council identifies and incorporates where possible, student, parent and community input and values. Initiate and Approve Recommendations and Strategies: All recommendations must conform with government policy, industrial agreements, DECD policy and site decision making structures.</li> <li>• Monitor and Report Progress: The Governing Council monitors the site budget and progress towards the broad directions set. This is done at each governing council meeting where the principal and treasurer provide information and data as a part of their reports against the plans, priorities and budget.</li> </ul>
<p style="text-align: center;"><b>Personal Advisory Committee</b></p>	<p>A Personnel Advisory Committee (PAC) is fundamental to ensuring effective staff consultation occurs within schools and is a key forum which contributes positively to decision making processes on matters pertaining to human resource management.</p> <p><u>The PAC is comprised of:</u></p> <ul style="list-style-type: none"> <li>• the Principal</li> <li>• A representative elected by AEU members at the school</li> <li>• An equal opportunity representative elected by all staff at the school</li> <li>• A member of the non-teaching staff, elected by non-teaching staff at the school, who participates only when the PAC is to deal with matters relating to non-teaching staff.</li> </ul> <p><u>The role of the PAC is to advise the Principal on:</u></p> <ul style="list-style-type: none"> <li>• Leadership positions</li> <li>• Job &amp; person specifications</li> <li>• Selection of staff, where there is a school decision</li> <li>• Class structure</li> <li>• Teaching loads</li> <li>• Allocation of instruction time and other duties</li> <li>• Staff conversions</li> <li>• Training and development priorities</li> </ul>
<p style="text-align: center;"><b>Student Representative Council</b></p>	<p>A Student Representative Council (SRC) is elected in Term 1 of each year. The SRC is comprised of 2 leaders from the Junior Primary class, 4 leaders from the Middle Primary class and 6 leaders from the Upper Primary Class.</p> <p><u>The role of the SRC is to:</u></p> <ul style="list-style-type: none"> <li>• Organise school/student activities</li> <li>• Partake in decision making on student matters</li> <li>• Fundraise for the school and community groups</li> <li>• Liaise between students, staff and the school community</li> </ul>
<p style="text-align: center;"><b>Staff Meetings</b></p>	<p>Staff meetings between teaching staff are held once per week. Minutes of the meeting are stored in the staff room. Staff meetings are the usual forum for decision making.</p> <p><u>Code of Conduct</u></p> <ul style="list-style-type: none"> <li>• Participation by all present is essential, to ensure wise decisions are made.</li> <li>• To provide a supportive environment where beliefs and opinions can be aired.</li> <li>• Individuals take responsibility to prepare themselves before meetings.</li> <li>• Consensus is achieved when staff concerned with the issue support the proposal or can abide by it. While it may not always be practical, staff will work towards consensus wherever possible.</li> <li>• Committees or individuals will advertise the need for a decision to be made by writing the proposal on the staff meeting agenda.</li> </ul>