

# Berri Primary School Decision Making Policy

## (Review August 2026)

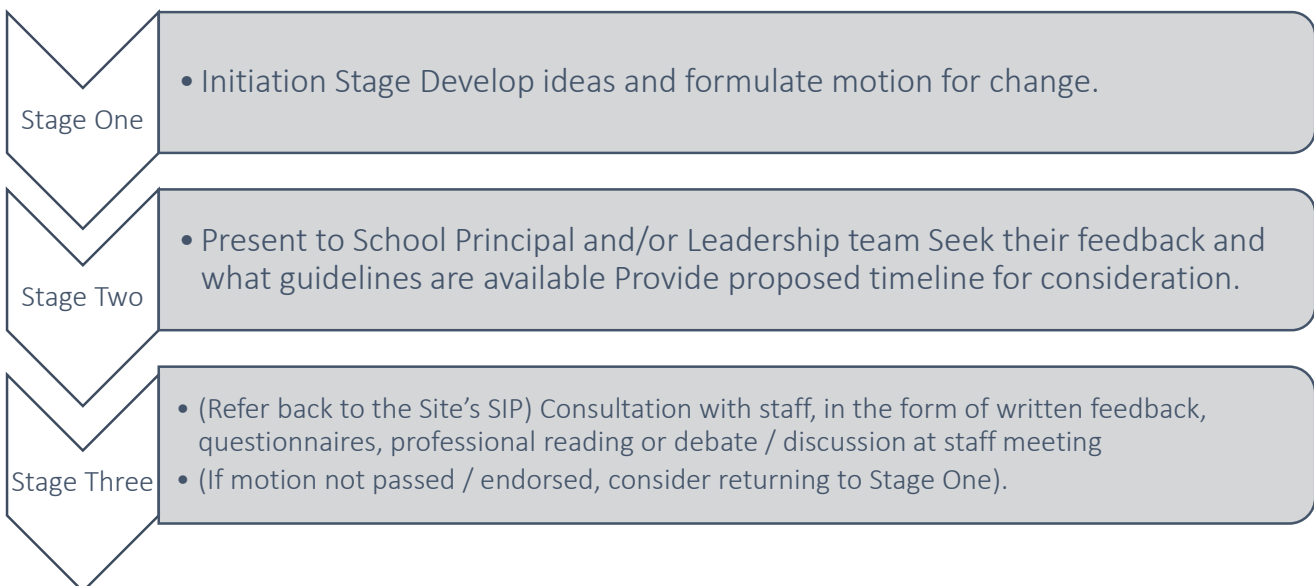
### Rationale

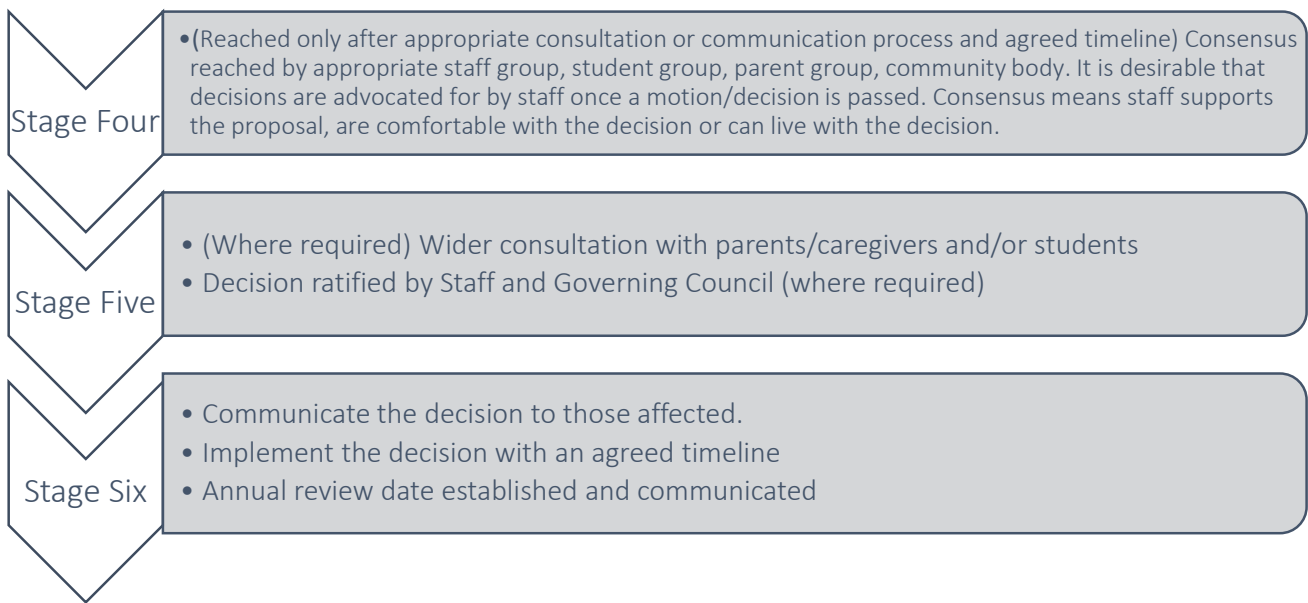
Berri Primary School believes that the experiences and opinions of all students, staff, parents, and wider community matter. We believe that all relevant stakeholders have a right to be involved in the decision-making process. The level of involvement will vary according to the issue under consideration and the urgency associated with the decision. This document provides the detail of consultation and decision making and outlines the processes.

### Aims

- 1 For leaders to keep all employees informed about important matters,
- 2 For leaders to actively seek feedback from employees and allow all staff the opportunity to have input in decision making processes that affect their work,
- 3 To enhance effective and respectful communication at our site to allow employees to raise ways in which we could improve,
- 4 For leaders to help staff to understand the reasons/purpose for change; and
- 5 For everyone to know and understand the agreed procedure for decision making.

### Process Flowchart





## **Types of DM**

Schools are influenced by a wide range of decisions involving numerous groups and discussion topics. This is best explained by the following table:

ISSUE TYPE	Decision maker/s	Committees
<b>EXECUTIVE</b> Legal requirements & DfE regulations governing Principal's duties. Suspension/exclusion Staff deployment / performance Crisis management Administration Finance Work Health & Safety	Principal Deputy Principal WHS Representative Business Manager	Leadership PAC Finance Governing Council WHS
<b>ORGANISATION &amp; MANAGEMENT</b> Dissemination of information Whole School events and Team activities	All staff	Staff meetings Professional Learning Teams Other committees eg: Sports Day SSO meetings Leadership meetings PAC
<b>PROFESSIONAL</b> Implementation of curriculum Implementation of school policy Classroom management Training and Development Assessment and Reporting Student and Staff Wellbeing	All staff	All committees and working parties Staff meetings Professional Learning Teams
<b>COMMUNITY and Governing Council</b> School Policy Quality Assurance – Strategic Plans Finance	Governing Council members	Governing Council meetings Finance Grounds

## **Consensus**

Consensus means that:

- everyone (or the vast majority of people) agrees to support a decision because they feel their thoughts and opinions have been considered,
- The emphasis is on reaching a quality decision that is in the best interests of the school, consistent with school vision / regulations and has the widespread support of all stakeholders involved
- People can live with the decision (even though they may not agree with it, or like it); and
- people are happy with the way a decision has been made (the process).

It does not mean everyone will agree with the decision, but it does mean that their views will be taken into consideration in the decision-making process itself.

Once a decision has been reached it is understood that we are all collegiately responsible for enacting that decision.

Decision making by consensus:

- takes time and energy,
- is the preferred way of making decisions affecting the whole school,
- includes the ideas and views of all people affected by the decision,
- is a collaborative approach to decision making which results in initiative, creativity and high-quality decisions,
- relies on the chairperson ensuring every person's opinion is known, whether it be verbal or non-verbal; and
- relies on the chairperson balancing the voices of quieter staff with those more vocal.

## **GC involvement**

Governing Council members will:

- recognise that the primary responsibility of the council is to the school, and have regard for the interests of all students and children,
- not take improper advantage of their position on council or as a council member,
- ensure that there is no conflict or apparent conflict between their own interests and duties and those of the council,
- be independent in judgement and actions and take all reasonable steps to be satisfied as to the soundness of all decisions taken by the council,
- not make improper use of information acquired,
- make decisions that are lawful and not contrary to department policy, regulations, established procedures or acts of law,
- keep confidential the information received in the course of their duties, and not disclose it, or allow it to be disclosed, unless that disclosure has been authorised or the disclosure is required by law; and
- not engage in conduct likely to bring discredit upon the school or the Minister.

All invested parties shall have the right to follow the site grievance procedure, should they believe they are justified in doing so.

Approved by Berri Primary School Governing Council, August 2024.

Chairperson Mrs Sarah Plush

Principal Mrs Brenda Pfitzner