KIND HEARTS, EXCEPTIONAL MINDS!

Berri Primary School

Berri Primary School Decision Making Policy

(Review due October 2028)

Rationale

Berri Primary School believes that the experiences and opinions of all students, staff, parents, and the wider community matter. We believe that all relevant stakeholders have the 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.

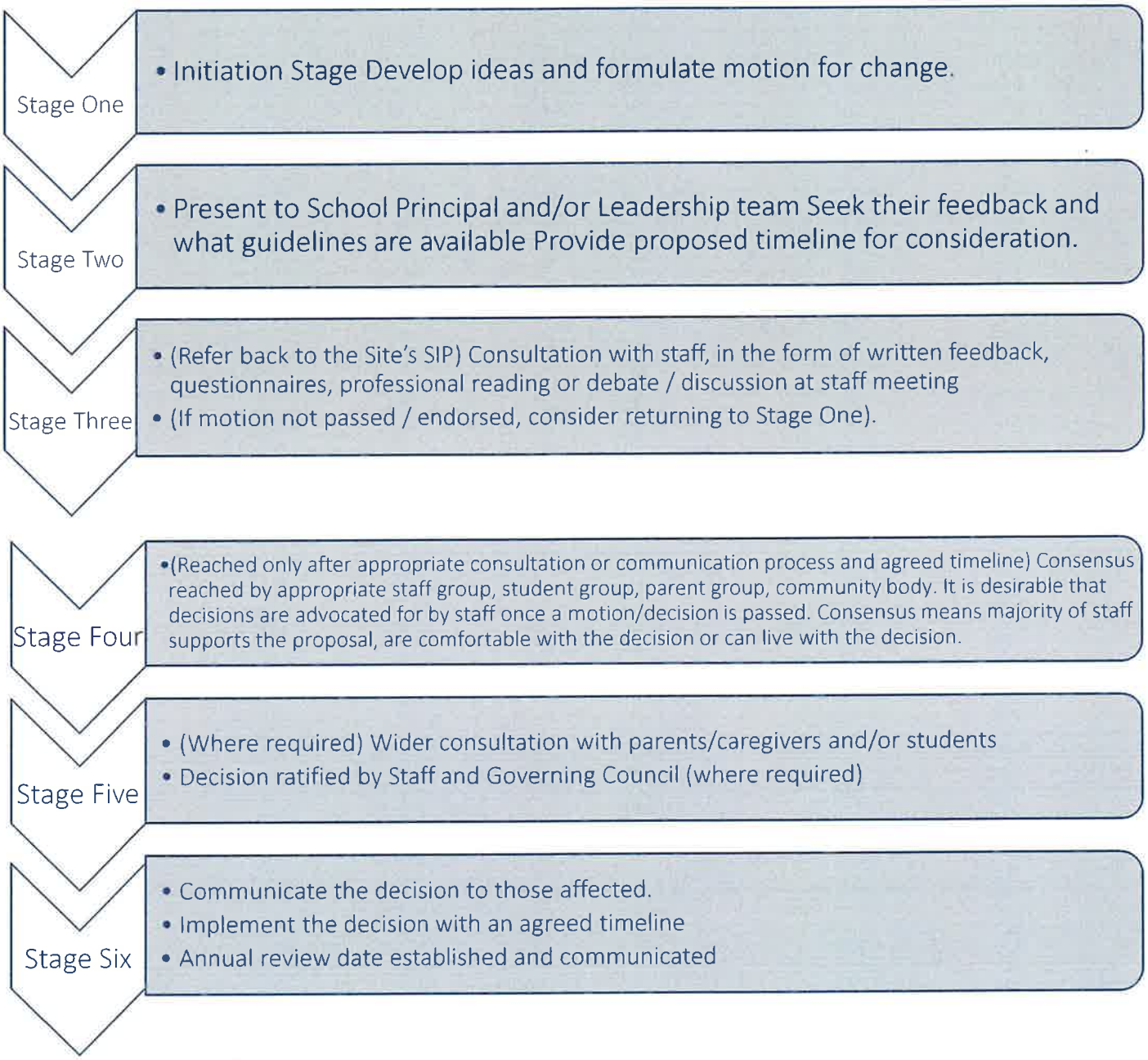
This document outlines consultation and decision-making processes at Berri Primary School.

Aims

This policy aims to:

- ensure leaders keep all relevant employees informed about important matters,
- ensure leaders actively seek feedback from employees and provide all relevant staff with the opportunity to contribute to decision-making processes that affect their work,
- enhance effective and respectful communication at our site, allowing employees to raise suggestions for improvement,
- help staff understand the reasons and purpose for change; and
- ensure everyone knows and understands 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 outlined in the table below.

ISSUE TYPE	Decision maker/s	Committees
EXECUTIVE 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 WHS
ORGANISATION & MANAGEMENT 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
PROFESSIONAL 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
COMMUNITY and Governing Council 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, is consistent with the school vision and 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
- people are satisfied with the way a decision has been made, including the process used

Consensus does not mean that everyone will agree with the decision. However, it does mean that all views will be taken into consideration in the decision-making process.

Once a decision has been reached, it is understood that we are all collegially 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 that results in initiative, creativity, and high-quality decisions,
- relies on the chairperson and/or leadership team ensuring every person's opinion is known, whether verbal or non-verbal; and
- relies on the chairperson and/or leadership team balancing the voices of quieter staff with those who are 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 the 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 the 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 is required by law; and
- not engage in conduct likely to bring discredit upon the school or the Minister.

All interested parties shall have the right to follow the employee complaints procedure should they believe they are justified in doing so.

Approved by Berri Primary School Governing Council, October 2026.

Chairperson	Mr Deon Hallam	Signed:	Date: 02/11/2026
Principal	Mrs Brenda Pfitzner	Signed:	Date: 2/11/26