

Padthaway School Decision Making Policy

It is hoped that members of the whole school community feel that they have a right to involvement in our decision making process although there may be no perceived need to involve every member in every decision.

Good decision-making should involve the following steps:

- Raising issues
- Gathering information
- Consultation
- Negotiation
- Making the decision
- Communicating the decision
- Implementing the decision
- Monitoring/evaluation

PRINCIPAL

The Principal is ultimately responsible for each decision and must be directly involved or consulted in the decision making process. Therefore, the decision making process is participatory. This means that recommendations are made through a democratic process. The Principal will respect this process and only use the power of veto if necessary, eg a decision may fall outside of the borders of the Education Act and therefore cannot be implemented.

SITE IMPROVEMENT PLAN

The *Site Learning Plan* will:

- Involve the school community in the review and writing of the *Site Improvement Plan*
- Direct the next years development of curriculum focus at Padthaway School
- Give direction and priority to funding for a three-year period
- Be reported against annually.

STAFF

Role is to:

- Take part in decision-making processes in the school through membership of school committees
- Make decisions at staff meeting concerning every day running of the school
- Make decisions about expenditure of allocated budget amounts in curriculum areas
- Make decisions on implementation methods of policies
- Make decisions jointly with parent bodies concerning issues
- Make programming and timetabling decisions.

STUDENT REPRESENTATIVE COUNCIL

Role is to:

- Be actively involved in the decision making and planning of student activities and needs
- Make recommendations to Governing Council and subcommittees
- Assist with the financial management of the school
- Fundraise for identified needs and to support selected charities.

GOVERNING COUNCIL

In the context of the Council's joint responsibility with the Principal for the governance of the school, the Council must perform the following functions:

- Involve the school community in the governance of the school
 - Provide a focus and a forum for the involvement of parents and the school community
 - Ascertain the educational needs of the local community and the attitude of the local community to educational developments within the school
 - Ensure that the cultural and social diversity of the community is considered and particular needs are appropriately identified.
- Set the broad direction and vision of the school.
- Strategic planning for the school
 - Develop, monitor and review the objectives and targets of the strategic plan
 - Consider, approve and monitor human resource and asset management plans.
- Determine policies for the school including policies for the safety, welfare and discipline of students
- Determine the application of the total financial resources available to the school including the regular review of the budget
- Monitor and review the Services Agreement
- Report to the school community and the Minister on:
 - The strategic plan
 - The finance of the school
 - Operational plans and the Council's operations.
- The Council must be responsible for the proper care and maintenance of any property owned by the Council.
- The Council may perform such functions as necessary to establish and conduct, or arrange for the conduct of:
 - Facilities and services to enhance the education, development, care, safety, health or welfare of children and students
 - Residential facilities for the accommodation of students.
- The Council may raise money for school related purposes.
- The Council may perform other functions as determined by the Minister.

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- The Council may do those entire acts and things incidental to the exercise of these functions.
- The Council's functions must be exercised in accordance with legislation, administrative instructions and this constitution.

FINANCE COMMITTEE (Part of the Governing Council Agenda)

Role is to:

- Draft the budget
- Review the previous year's budget
- Review the current school budget during the year taking into consideration a financial timeline
- Approve financial matters.

PARENT COMMITTEE

Role is to:

- Recognise and represent the views of parents and to convey those views to the appropriate bodies
- Provide an open forum for parents to gain and share information, ideas and skills with others especially in relation to the education policies and the well-being of the school/Preschool, students and wider education system
- Assist parents in gaining skills to become involved in the life of the school and to participate in school/play centre decision-making
- To support the financial management of the school
- To support the school community as a valuable human source
- Members of this committee include:
 - Any community member
 - Coordinator
- Fundraise for identified needs and to support selected charities.