



DECISION MAKING POLICY

INTRODUCTION

At Airdale Primary School, we are committed to using decision making processes that include:

- Consultation
- Participation
- Active involvement
- Collaboration
- Cooperation
- Commitment to time frames
- Achievement of outcomes

PURPOSE OF DECISION MAKING

The purpose of decision making is to bring together the ideas of individuals and small groups, into one collective idea. All those involved, and who are affected by the decision, have agreed they can live with the decision made.

We can work towards the alignment of individual members of the school community, small groups (eg. committees, working parties) and the school as a whole through the processes of:

- Decision making
- Communication
- Problem solving
- Building effective relationships

DECISION MAKING IN PRACTICE

Decision making at Airdale Primary School involves various personnel depending on the nature of the issue requiring decision: -

| <i>Issue Type</i> | <i>Decision Maker(s)</i> | <i>Consultation Process</i> |
|----------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------|
| EXECUTIVE Legal requirements and Department Regulations governing Principal's duties, which cannot be delegated. | <ul style="list-style-type: none">• Principal | May be non-consultative eg: staffing/deployment issues, suspension, school closure due to loss of water supply for a long period of time |
| MANAGEMENT Organisational management type issues | <ul style="list-style-type: none">• Principal and/or staff member(s) | Consult with relevant key personnel and/or groups eg: swimming/aquatics programs, Pupil Free Day |

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| <p>PROFESSIONAL</p> <p>Implementation of curriculum programs, school policies, conducting Training and Development programs, and assessment, recording and reporting re student outcomes.</p> | <ul style="list-style-type: none"> • Principal • Staff | <p>Consult with parents, students, staff members, and departmental personnel as appropriate. eg: Student Behaviour Policy, Assessment and Reporting Policy, Breakfast Club</p> |
| <p>COMMUNITY & SCHOOL POLICY</p> <p>School policies, improvement processes and those issues that impact on the whole school community.</p> | <ul style="list-style-type: none"> • Governing Council • Sub-committees of the above | <p>Adhoc Task Groups can be established to undertake the process of developing a policy.</p> <p>The process undertaken will be in line with the policy development guidelines.</p> <p>eg: Policy review processes and development of procedures, ground development</p> |

CONSULTATION

In the consultation process, the person or people leading the process support people to:

- Identify the issue/concern and state it precisely and clearly
- Identify people who need to be involved
- Consult appropriately by asking the right questions to the right people and leading discussions focused on the identified issue
- Facilitate and delegate decision making styles such as executive, consensus, and majority
- Documents and communicates the decision clearly to all those who need to know

DEMOCRATIC DECISION MAKING STEPS include:

The leader guides the group through the following process:

1. **Identify the problem** – what is the problem?
2. **Identify people to be involved** – who is involved in this problem? And who needs to be involved in the solution
3. **Brainstorm solutions** – what can we do to solve this problem? Record all ideas
4. **Evaluate proposed ideas** – what are the benefits and disadvantages of each idea?
5. **Decision Making** – decide on which ideas will work the best (eg consensus/or majority)
6. **Make an Action Plan** – decide who will do what, when, where and how
7. **Implementation** – action the plan
8. **Review and Evaluation** - monitor progress regularly, and check out if the actions are supporting the achievement of the intended outcomes