

Decision Making Cycle

Initiate

A discussion point can be raised by any member of the community in the most appropriate forum. Key Considerations: Who the issue affects, the need for confidentiality, availability of time, DECD policy.

Implement

Once a decision is reached a clear timeline and responsibilities will be established. Each decision to be implemented requires all those responsible to act in the spirit in which the decision was intended.

Communication

Decisions need to be communicated promptly through the accepted school communication process. It is the responsibility of those not present at meetings to familiarise themselves with meetings and decisions.

Reconnaissance

- Who needs to be involved in the decision making?
- What information is needed for people to make the best decision possible?
- How will this information be gathered and presented?
- Is there a relevant guideline or policy?
- Are there any legal implications?
- What is the timeline of the decision?
- What are the available options?
- What does the risk management tell us about each option?
- What does the "Sunlight Test" tell us about each option?

Process

Consultation: Involves all involved parties and a notice of proposal will be given prior to the meeting.

Quorum: 50% plus 1 must be present for making decisions

Consensus: Decisions will be made by consensus wherever possible.

Simple majority: Where a vote is required a decision can generally be passed by simple majority. A simple majority is 50% + 1. Majority decisions apply to make constitutional changes or to overturn a previous majority decision. A majority is 2/3 of the vote.

Absentee Voting: Written advice must be given or phoned to the chairperson before the meeting. The Principal has the power of veto where a decision contravenes the Education Act or DECD Policy, or where the decision prevents them from carrying out their duties.