



Kadina Memorial School **Decision Making Policy**

*Learning For
Our Future*

Principles

Staff R-12:

All staff are decision makers and leaders in their own right. We have a responsibility to make decisions in conjunction with others from time to time and in these cases a democratic decision making model is the preferred option. We respect the right of every staff member to voice their opinions and to have a vehicle to influence and or implement changes. All committees of the school are designed to provide an opportunity for key stakeholders to plan nominated activities within the school. All staff are encouraged to be an active member of a committee. This commitment assists in spreading the workload amongst all staff members.

Parents:

We work in partnership with parents/caregivers in the best interests of students in our school. This means that parents can influence school policies and processes particularly through KMS Governing Council and Decision Making Committee.

Students:

Students are why we exist. Their collective opinions are to be valued when influencing decision making. This means that students can influence school policies and processes particularly through Student Representative Council and Decision Making Committee.

Rationale:

Teaching & learning is the school's core business and this should be reflected in decision making. Principles of equity, inclusivity, and student welfare must apply to decisions and decision making.

Types of decisions that occur:

1. Executive/Administrative decisions
 - The decisions that focus on broad policy and the School Improvement Plan go to Governing Council after consultation with the Principal and relevant staff & students.
 - Legal requirements and DECD Acts & Regulations governing Principal's duties and responsibilities, that cannot be delegated
2. Representative Decisions
 - Some decisions can be made within a specific team, committee, or year level and do not need to go to whole staff
3. Participatory Decisions
 - Staff meetings can be a forum for issues that affect teaching & learning programs an operation of the entire school whether it be at R-12 level, R-2, 3-6, 7-9, 10 -12.
 - At all times we aim for consensus, if not achieved after consultation has occurred, staff may vote on motions that are put. The staff meeting must achieve a 51% majority of those present.
4. Policy Decisions
 - School specific policies will govern certain decisions

Procedural Issues

1. The School Principal and Governing Council will share a joint responsibility for governance of the school.
2. All school committees are to have a role statement which outlines the role of the group, membership and responsibilities in regard to decision making
3. All school committees will have a responsibility to regularly report to either the Principal or Governing Council
4. Policy development and major policy changes are to be made by following the procedures outlined in the: **Check-List Guide for Task Group Developing School Policy Statement At Kadina Memorial School.**(Appendix) The end result of this process is an endorsement by the Governing Council.

Name of Committee/Group	Purpose/Role	Membership	Chair/Facilitator	Meeting Schedule
KMS Decision Making Committee See appendix 1	To ensure all school community members have an opportunity to shape decisions at the school. To approve all school activities and events, ensuring a whole school/community perspective is maintained. Develop school activities/events calendar Communicate proposals and decisions to the school community	R-2 rep 3-6 rep 7-9 rep 10-12 rep 2 student reps 1 SSO rep 2 parent reps Principal Deputy Principal Daily Operations AP	Elected chair Facilitator Principal PA	Fortnightly Monday Opposite week to Newsletter Time 5.00pm All year
Leaders Executive	Weekly meetings to ensure coordination, understanding and management of whole school matters	Principal, Business Manager, Deputy Principal, Heads of school, Assistant Principal	Dean Facilitator Shared agenda	Weekly Lesson time All year Normally Monday
Curriculum & Leadership	To provide leadership in the implementation management and improvement of the school's teaching & learning program, school improvement plan and sub school development	Principal Deputy Heads of school Assistant Principal All Coordinators	Deputy Principal	4 mtgs per term All year Normally Monday
Learning time	The development of school priorities in teaching & learning. (Collaborative planning, sharing of practice, critical reflections etc...) To facilitate discussion related to administration, student issues, care group programs, sub school/year level issues, feedback from school sub committees	All teaching staff Groupings will vary on a needs basis but mainly sub school learning teams	Heads of School Coordinators	Tuesdays 3.30 6 per term
Faculty teams	The development of teaching & learning in curriculum areas. Nominally these are R-12 groups(ey/py/ms have reps at each, but if topics are not pertinent to all then room for negotiation, ie if main discussion concerns senior secondary, R-6 have own mtg	Arts English HASS Maths Science/Ag Technology/VET/Hospitality Health & Physical Education	Coordinators Subject leaders	Wednesdays 3.30 4/6 set nights per term 2/3 per area per term
Staff Meetings (Short)	Issues, information The staff meeting chairperson chairs the school's whole school staff meetings ensuring that democratic procedures are followed. The minutes person records all of the relevant discussions and decisions.	All school staff	Elected Chair and minutes Shared agenda	Wednesdays 8.15 – 8.30
Professional Learning Communities	An inclusive group of people, motivated by a shared learning vision who support and work with each other, finding ways, inside and outside their immediate community to enquire on their practice; and together learn new and better approaches that will enhance all pupils' learning.	All school staff		Tuesdays week 4 and 8 3.30 – 4.30
School Improvement & Review Committee	To develop, monitor and adjust our School Improvement Plan and School Review Plan	Principal Deputy Principal Heads of Schools Sub school rep 2 student reps 2 Gov Cil reps	Principal	Twice in term 1. 1 in term 2,3 & 4 After school
Year Level Managers	Coordinate senior year level issues/discussions	Yr 10 - 12 level managers Principal Head Senior School	Shared agenda	As required am mtgs
Well Being Team	Bi weekly meeting to work on school issues in regard to staff & student well being.	School counsellors	Shared agenda	Fortnightly in lesson time
ATSI team	Bi weekly meeting to work with Principal on school issues in regard to ATSI students.	AET ACEO Principal	Shared agenda	Fortnightly in lesson time
Agriculture Committee	To provide input, guidance and support to the school's agriculture programme from 'local	Science/Ag coordinator Ag teacher	Science/Ag coordinator	Meetings in off peak farming

	agriculture experts' To provide a link between the school and access to human and physical community resources. To work towards a school, community partnership, of the KMS agriculture programme.	local farmers interested parents interested staff		times One a term or on needs basis
Canteen Committee	Ensure the smooth operation of the canteen in the provision of an efficient, profitable service to the students that include compliance with DECD guidelines, selection of staff and budget monitoring.	Nominated school leader 2 Gov Council reps. Canteen Manager/Ass Mgr Business Manager	Nominated school leader	One per term
Sport & Rec Committee	To oversee the schools Sport & Recreation program.	H & PE Coordinator R-6 Health & PE teacher Sub school reps Gov Cil Rep	H & PE Coordinator	Twice per term, or on needs basis in peak times
Finance Committee	The principal/preschool director works with the Finance Advisory Committee (FAC) to develop a budget to achieve the vision and broad direction of the site and the delivery of outcomes in the Site Learning Plan. The governing council approves and monitors the recommended budget.	Subcommittee of Governing Council 2 members of Governing Council elected annually, Sub school reps Principal Business Manager	Business Manager	Twice per term After school week before Gov Cil mtgs
Student Intervention Team	To support individual students by developing strategic responses, exploring options with interagency personnel, prioritize student referrals, & supporting teacher interventions.	Principal Interagency personnel Assistant Principals Relevant coordinators/class teacher School Counsellors AET/ACEO (if Indigenous)	Intervention & Support Coordinator	Twice per term After school
Student Intervention Team 2 .	FLO student meeting to support & monitor individual and groups of students	Dave /Verity/Glen/Jackie Case Managers	Dave Love	Twice per term, and/ or on needs basis
School/Governing Council	Governing Councils: <u>Set Broad Direction</u> in conjunction with the site leader, <u>Develop Broad Directional Policy</u> , <u>Initiate and Approve Recommendations and Strategies</u> . These strategies will include the Site Improvement Plan and the allocation of resources to best achieve the objectives of the Site Learning Plan.	As per constitution	Elected Chair secretary	Last Wednesday of each month during school terms
Grounds & Facilities Committee	To provide advice on the development/upgrade of school grounds to enhance our physical resources and meet the needs of the students	School Business Manager Grounds person 2 Governing Council/Parent reps 2 KMSC reps Sub school reps	Business Manager	Once per term
Information Technology Committee	To provide advice on the development/upgrade of school ICT requirements that meet the needs of the students/staff	IT Coordinator Nominated school leader Sub school reps Business Manager	IT Coordinator	Once per term
Annual Japanese visit	The group organises all aspects of the Japanese visit including host families, welcome assemblies, programme and farewells	Nominated school leader Open committee	Nominated school leader	TBA
WHS Committee	The Occupational, Health, Safety and Welfare Act 1986 and associated Regulations 1995 aim to secure the health, safety and welfare of persons at work. The OHSW Committee aims to bring awareness to ALL: - employees, students, parents, community members and contractors, of safe practices in work and study. The OHSW Committee monitors Risk Management which include: <ul style="list-style-type: none"> • Psychological Health • Plant and Machinery • Hazardous Substances • Voice Strain 	OHS&W Rep Nominated school leader SSO rep Sub school reps	Nominated school Leader	Two per term

	The Committee works through a consultative process with all parties to achieve a safe and healthy work environment.			
PAC Personnel Advisory Committee	This is an advisory committee to the Principal on all human resources related issues The PAC meets regularly with minutes displayed in the staffroom. All staff are able to submit items for discussion by conveying the information to a PAC member	Principal 2 staff reps, one R-6, one 7-12 1 AEU reps one 1 sso reps one admin , one class The members of PAC are elected at the start of Term 2 each year	Principal	Twice per term or as needed Usually am mtgs
Parent Club	Provides opportunity for parents of the school community to meet regularly to express & develop their interests in their children's education	As per constitution	President	Twice per term
Social Committee	Committee members organise celebratory events for the enjoyment of ALL staff to enhance morale, cohesiveness, well-being and a sense of family. These events include personal milestones (e.g. birthdays, engagements, weddings, birthdays, farewells) as well as special calendar days such as Christmas, Easter, Melbourne Cup and special fundraising days. Tea / coffee/staff drinks fridge including drinks happy hours Organising, buying Flowers – gifts for special events Special events catering morning teas, happy hour nibbles Morning tea events Staff social functions including end of year staff show	Rotation through sub schools & SSO's	Rotated through sub schools & sso's	As required
School Magazine	A committee of interested KMS staff who collate information & photos from the life of KMS each year to be published for sale.	Nominated leader Assigned SSO Sub school reps Other volunteers	Assigned SSO	
Kadina Memorial Student Council	Purpose: To involve the student body in decision making in the school to strengthen and support student voice in the community.	Selected student representatives from each year level proportional to the number of care groups at each year level. In addition, any staff members willing to sit on the KMSC in an advisory capacity.		

Appendix 1 Decision Making Committee

Any of the following items are to be referred in the first instance to the School Decision Making Committee

Any event that is to be registered on the School's calendar:

This includes:

- Annual events
- School camps
- Excursions
- Sporting events
- Assemblies
- Fundraisers
- Visiting performers, speakers
- Any activity that costs students / parents extra money
- Any meetings/events that have parent /student or community representation
- Any activity that involves more than one class(if co-organised between 2 classes and doesn't affect anyone else, go through Head of School)

Proposals for changes to school policy and procedures

Ideas, issues or concerns of school community members

If unsure speak to Principal

This group will:

- Coordinate the school calendar
- Refer proposals / ideas / suggestions to the relevant group for comment and or further action
- Make decisions within the agreed guidelines
- Any suggestions for policy change will be referred to the Governing Council.

Role Statement:

To collect and discuss proposals forwarded to the committee

To develop a school calendar

To minute key points of discussion, decision and the vote

To communicate proposals and decisions to the whole school community

If necessary the proposal is referred to a standing committee for consideration and or a decision. Any policy change will be sent to the Governing Council

When a decision has been finalised the proposer is notified

Membership:

R-2 Staff rep

3-6 Staff rep

7-9 Staff rep

10-12 Staff rep

1 SSO rep

Principal

Deputy Principal

Daily operations AP

2 Parent reps

2 Student Representative members

The DMC will be constituted for 1 year and members may serve consecutive terms

The DMC will elect the chairperson at the commencement of each year. The Chairperson's role is to chair the meeting. They retain full voting rights

A meeting may proceed when the quorum is in attendance:

- 2 school based reps
- 2 parent reps

Meeting times are to be determined by the members of the DMC at the commencement of their tenure.

Voting by the Decision Making Committee

- Decisions by the DMC will be made by a straight majority
- The method of voting will be left to the discretion of the committee
- Voting will not proceed until an agreed upon discussion time has elapsed
- Each member has one vote
- A tied vote means the motion is not passed (In this instance it should be reconsidered at the next DMC meeting)
- If still unsuccessful then it cannot be submitted for another 6 months
- Where DMC meetings are held before KMSC elections and delegates appointed, the presence of a student rep will be waived
- There will be no absentee votes

Process & Procedures

- Any proposal for a camp must be firstly discussed with the relevant Head of School, the KMS camps forms are to be completed and submitted with proposal. Once approval is gained from the leader it can then be submitted to DMC. Nb. Any camp proposal needs to be in to the DMC with at least one term's notice. Any interstate camp needs at least 3 terms notice.
- All excursions are to be submitted with KMS excursion forms
- All proposals are to be handed into the front office and then published in the school newsletter:
- Any member of the school community can submit a proposal to the DMC
- Where a school community member is submitting a proposal for the first time – they will be requested to attend the DMC meeting
- Copies of the proposals will be distributed to all DMC members
- The deadline for proposals is Tuesday 9.00 am in the week prior to a DMC meeting
- Once a proposal has been submitted, the Principal / nominee will either:
 1. Ask the proposer or proxy to be present at the meeting (can be sub school rep)
 2. Ask the proposer or proxy to leave a contact phone number
 3. Submit on behalf of proxy\
- Proposals can be written that enable activities to be an annual event.
- Where an event / activity has been previously approved as an annual event. The proposer will only be required to submit the proposed date. No further discussion is needed unless there is a clash of dates
- All interested people have the right to attend any DMC meeting and express their point of view.
- Once a proposal has been voted on and accepted by the DMC, the decision is considered binding by the school community. A clear expectation exists that all staff and community members will work in a way that enables the proposal to proceed.
- Once a proposal has been fully presented and discussed within the committee, the proposers and non-committee members may be asked to leave. The proposer is informed of the committee's decision:

Throughout the process, the Principal retains the power of veto when a proposal:

- 1) contravenes Departmental regulations
- 2) affects the safety and well being of children by placing them at risk
- 3) contravenes the principles of social justice
- 4) is contrary to school policy
- 5) is illegal

Emergency Procedures:

Principal / nominee will have emergency decision making powers when an urgent decision must be made and situations make it impossible to follow the usual decision making process.

Kadina Memorial School Decision Making Proforma

Aim:

The Kadina Memorial School Decision Making processes aim to promote good communication within our school community and provide a forum for any member of the school community to discuss proposed issues

Definitions:

- Curriculum is defined as an activity directly related to the teaching and learning programme of students.
- The Local Environment is defined as the Kadina township

Processes outside of this proforma:

- Camps / Sleep overs– the organiser is required to complete the necessary documentation (The DECD Camps and Excursions guidelines) and submit to the relevant Head of School for approval. Once the documentation is complete and approved by the leader it will be submitted to the DMC.
Nb a term's notice is required for any approval of camps
- Day Excursions - the organiser is required to complete the necessary documentation (Excursion checklist) and submit to the Leader responsible for camps. Once the documentation is complete and approved by Head of School it will be submitted to the DMC.

Approved Annual Events as of January 2015

<u>ACTIVITY</u>	<u>ACTIVITY</u>
<p>Whole School</p> <ul style="list-style-type: none"> • Family Information Night • Student Voice Induction • School Photos • Book Week (Usually August) • School Closure: Either Field Days or Royal Show • School Assemblies - R-12 assembly terms 1-3 • Casual Day – one per Term • Primary Religious Education • House mtgs • House sports • Student voice training • Student immunisations • Anzac Day/Remembrance Day Activities • Student ID Photos • Japanese Visit/Assembly • Sports Days – R-7 & 7-12, YP/District, Mile End • NAPLAN tests • Choir Rehearsals • Choir/Recorder Performances • Family Day • Prize Presentations • Yr 12 Assembly • Volunteer morning tea • Parent Information Evenings • Academic Competitions • ATSI parent mtgs • Naidoc week/Sorry day • Volunteer Induction • Violet Day <p>UNIT</p> <ul style="list-style-type: none"> • Fun Gym • Special schools sports day • End of yr family wind up • Gym seniors • RDA • Family afternoon 	<p>R-6</p> <ul style="list-style-type: none"> • SAPSASA football/netball carnival • R-6 assemblies • District Athletics Day • Swimming lessons • Buddy Class activities • Sleepover • Yr 6 camp • B/Storm Drama Production • End of year class parties • KMSC wind up • Peer Buddy mtgs <p>7-12</p> <ul style="list-style-type: none"> • Yr 9 MacBook rollout • Year 10/11 Outdoor Education/Sport & Rec Camps • Yr11/12 Exams • Maths Quiz Night • Course Counselling • Ag Team Royal Show • Year 10 Work Experience • Kayak practise • Crossing Training/ Driver Ed • Year 7 camp • Year 8 El Shaddai Camp • Year 9 Canberra trip Term 4 • Yr 10 Surf camp • 11/12 Ski trip • LAP/mentoring celebration • Year 12 Formal • Yr 12 History Barr Smith Excursion • Yr 12 Gov House visit • Balaklava eisteddfod • Yr 12 Art show • Yr 12 art exhibition • Save a mate • Yr 11 Psychology excursion • Sci & Eng excursion • Exodous Multiscreen • Operation Flinders

Frequently asked questions

1. Besides this proforma what other paperwork do I have to submit to DMC for excursions/camps/fundraisers?

There is specific coloured paperwork for each activity.

Events/Fundraisers –light green

Camps/Excursions - mustard

These forms are located on the far right of the pigeon holes in staffroom. They have flow chart and checklist to be followed. They need to be completed and submitted with DMC proposal.

2. Why does it have to be by Tuesday 9.00 am?

This allows time for the proposal to go in the newsletter so our entire school community is informed.

3. The event/activity only concerns my class do I have to put in a DMC proposal?

If there is no additional cost to parents then it does not have to go through DMC. You still need to ensure your class event does not clash with other school activities by checking the school calendar and talking to the Head of School.

4. What sort of activities/events have to be approved by DMC?

Any event that is to be registered on the School's calendar:

This includes:

- Annual events
- School camps
- Excursions
- Sporting events
- Assemblies
- Fundraisers
- Visiting performers, speakers
- Any activity that costs students / parents extra money
- Any meetings/events that have parent /student or community representation
- Any activity that involves more than one class (if co-organised between 2 classes and doesn't affect anyone else, go through Head of School)

5. Do I have to attend the DMC meeting?

No, but you need to inform and update your team rep about your proposal or we can ring if we have specific questions. You can also send a proxy. Where a school community member is submitting a proposal for the first time – they will be requested to attend the DMC meeting.

6. How long ahead do I have to put in camp proposals?

Any proposal for a camp must be firstly discussed with the relevant Head of School, the KMS camps forms are to be completed and submitted with proposal. Once approval is gained from the leader it can then be submitted to DMC. Nb. Any camp proposal needs to be in to the DMC with at least one term's notice. Any interstate camp needs at least 3 terms notice.

7. How will I know if my proposal is successful or not?

All proposers will get a copy of the minutes which will indicate that whether your proposal has been approved or not, also if any additional information is required.

