



Decision Making Policy

Magill School is committed to participative decision making procedures with staff, students and parents. Effective communication and consultation are key elements of the policy.

The following structures/procedures support decision making at the school:

Teams

All staff members are in one of the following teams -

R-2 teachers – Deputy Principal R-7

3-5 teachers – Principal

6-7 teachers – Senior Leader

Specialist teachers can join any of the above teams or when appropriate meet as a group.

SSO Administration Team – Office Manager

SSO Curriculum Team – Deputy Principal R-7

All teams are led by a member of the leadership team.

Staff Meetings

The staff meeting cycle is three weeks, in the following order:

R-7 Administration, Teams, R-7 Professional Development. Urgent R-7 administration business can be presented at the beginning of Team or Professional Development Meetings.

However every effort needs to be made to provide the information at a designated R-7 Administration meeting or through other methods of communication (Staff Bulletin, Whiteboard etc). A staff meeting roster will be emailed to all staff and displayed in the staff room highlighting the cycle.

Staff Meeting Organisation

Team meetings – the designated leadership team member (Principal, Deputy Principal, Senior Leader) will organise the venue and agenda in consultation with the relevant team members. The team meeting agenda could also be influenced by any R-7 decisions requiring consultation and discussion.

R-7 Professional Development meetings – Coordinators will organise these meetings. The focus will reflect the current school priorities.

R-7 Administration meetings – Each team will take responsibility for organising these meetings. The order is as follows:

Term 1	Leadership Team
Term 2	R-2 Team
Term 3	3-5 Team
Term 4	6-7 Team

The organisation includes:

- Managing the agenda (reminding the staff to put items on white board before given date and prioritising items).
- Providing a Chair, Minute Taker, Timer for each meeting.
- Organising 'celebrations' meetings at the end of term.

Membership / Role of Committees

Committees for school priorities R-7

The membership of these committees will include one member of the leadership team (coordinator or senior leader) and at least one representative from each teaching team. Members of the SSO team can join the meetings if required. The role of the committees is to plan, organise and facilitate R-7 Professional Development staff meetings / School Development days during the year, lead and monitor the implementation of the School Plan and the purchase of resources.

School Management Committee

The membership of this committee will include one representative from each team, including an SSO when relevant and will be led by the principal. The role of the committee will be to provide a conduit between teams and leadership regarding R-7 decisions, coordinate/monitor school planner/calendar and to be a "sounding board" for school issues.

Role of Task Groups

Task groups are formed during the year to support planning and organisation of particular events. These groups develop recommendations for whole class discussion and decisions.

Student Council

The Student Councils, R-2, 3-5 and 6-7 meet regularly to discuss a range of issues. This group develops recommendations for whole staff discussion and decisions.

Governing Council / Sub- Committees

Governing Council and Sub-Committees work collaboratively with the Principal and staff representatives to develop policy, provide advice to the Principal, collect community opinion and take a lead role in organising and managing specific events.

Personnel Advisory Committee

The Personnel Advisory Committee works collaboratively with the Principal managing a variety of issues, in particular staffing. The PAC meets fortnightly to provide advice to the principal and recommendations at staff meetings.