



Decision Making Policy

Issue Date: August 2021

Review Date: As required

Approved by Governing Council: 9th September 2021

Policy Statement

The College decision making process operates within Department for Education guidelines and includes a number of groups, including Governing Council, Executive Leadership and Curriculum Leaders group as the key bodies.

The Governing Council is responsible for the broad governance of the College, and its membership is prescribed by the Constitution.

The Curriculum Leaders group which consists of all tenured leaders within the College, is responsible for the faculty management of the College.

Executive Leadership group is made up of the Principal, Assistant Principals and Business Manager. Executive Leadership is responsible for the management of the whole College. All forums, committees and working parties report to the Executive Leadership.

Purpose

To provide a structure and information about decision making at Hamilton Secondary College. The aim of the decision making process is to support the emphasis on teaching and learning and whole school improvement.

Responsibilities

Executive Leadership will:

- Ensure that all personnel in the College have a forum where feedback and decisions can be made
- Provide Leadership and management of the whole college and form the policies and procedures to ensure curriculum/wellbeing and WHS are in line with Department for Education guidelines and for the improvement of student learning
- Provide opportunities for professional learning opportunities for staff
- Ensure there are processes and procedures in each Executive Leader's portfolio that will cover all the specific aspects of the College curriculum, finance and support for all staff and leaders
- Report to Governing Council on succession plans /policies and procedures concerning all aspects of the College

Leaders will ensure that:

- All Leaders in specific areas play a role in decision-making/consultation in relation to their portfolio and across the College
- Decision-making processes promote conflict resolution and shared ethos
- Agendas and minutes are written and communicated to stakeholders
- Stakeholders receive information in a timely manner

Staff (Teachers and SSOs) will:

- Attend meetings where appropriate to receive information and contribute to decisions
- Be involved in decision-making regarding the future directions of the College and have the opportunity to be involved in the development/review of policies and procedures that affect their work
- Provide input and ensure informed decisions are made
- Contribute to educational discussions and the decision-making process
- Seek clarification about educational, teaching and learning future directions
- Know and understand the decision making structure

Students will:

- Provide input and make recommendations on different aspects of the College through Care group and Pathway sessions
- Have a representative on appropriate committees
- Provide feedback to their fellow students about the issues and decisions being made

Governing Council will:

- Set and monitor the broad directions of the College
- Have the opportunity to discuss and ratify appropriate decisions made in the College