



DECISION-MAKING POLICY AND RESPONSIBILITIES

Dated: May 2008
Review: May 2011

DECISION MAKING POLICY

BELIEF STATEMENT

- All individuals and groups within our school community have a right to participate and be equitably represented in decision-making. The level of involvement will vary according to the issue under consideration.
- Everyone has the right to freely express their opinion and this is only possible in an atmosphere of trust, respect and tolerance.
- Every effort should be made to achieve consensus after appropriate consultation.
- Effective decision-making requires open communication of information, adequate time for discussion and reflection and use of all available resources.
- All staff, student and parent representatives should be committed to, and accountable for, the implementation of decisions.
- It is necessary for everyone to know and understand the agreed procedures for decision-making.
- Every effort should be made to provide professional development for staff, students and parent representatives in decision-making skills.
- All decisions taken within our school will comply with the Education Act and Regulations and State Laws and Commonwealth Laws.
- The roles and responsibilities of various decision-making groups in our school will be clearly stated and documented.

DECS EXPECTATIONS

1. The Principal is ultimately responsible to the Director for the taking of decisions at the school level.
2. Decision-making and taking will, where appropriate, involve consultation, participation and collaboration within the school community.
3. Change management and the subsequent planning depend on inclusive and efficient decision-making.
4. Decisions will be made in the most efficient and effective manner possible.
5. Decision- making policies and processes in schools will be explicit.

DUTIES OF PRINCIPALS

They shall promote the continuing professional development of the teachers on the staff and encourage their participation in decision-making on school policy and problems; and they shall foster community participation in the school programme and in educational developments generally. They shall be responsible for the curriculum in the school; for the development of its objectives and for their periodic review; they shall speak on behalf of the school on matters of school policy.

DUTIES OF TEACHERS

Teachers occupying a position in a school shall be responsible to the principal or head teacher of that school. They shall be actively concerned with the welfare and developments of the students in their care. They shall give such assistance as may be required by the principal in the general management of the school. They can expect to participate in the formulation of the policies in that school, and when these have been determined, they shall see that such policies are properly implemented.

PARTICIPATION OF STUDENTS

Schools will ensure that appropriate procedures are established to enable participation of all students in making decisions that affect their schooling.

PARTICIPATION OF PARENTS/CAREGIVERS

Parents have the right, through their responsibility to and for their children, to be informed about their children's learning and to participate in reaching decisions which affect them.

DECISION MAKING MODELS

Situational

At all levels within the school community individuals make decisions according to the situation at the time. Those in leadership positions are expected to consult with people who are likely to be affected before taking a decision.

Group Decision Making Processes:

- **Consultative** : decision maker consults with members of the group, considers the views expressed, decides and then communicates the decision.
- **Consensus** : decision is taken when there is general agreement within the group.
- **Vote** : decision is taken by show of hands or secret ballot using a pre-determined system such as a simple majority.

It is important that the group understands its role and is aware of what decision making process will be used. Conveners, in consultation with members of their committees or groups, will determine the decision making process that best suits the situation.

THE DECISION MAKING PROCESSES

The Initiation Process

Any person within the school community has the right to raise an issue for further discussion, decision, and action.

Decision implementation, or changes to previously made decisions, which relate to school policy, school rules, school procedures should be introduced by notice on the agenda prior to the meeting.

Unless extreme urgency, there should be a specified period of time for reflection and consideration between the initiation and actual making of the decision.

The Information Seeking and Consultation Process

An informed decision is more likely to be a better decision. It is important that as far as possible all appropriate information is gathered before a decision is taken, and that sufficient time is allowed for this.

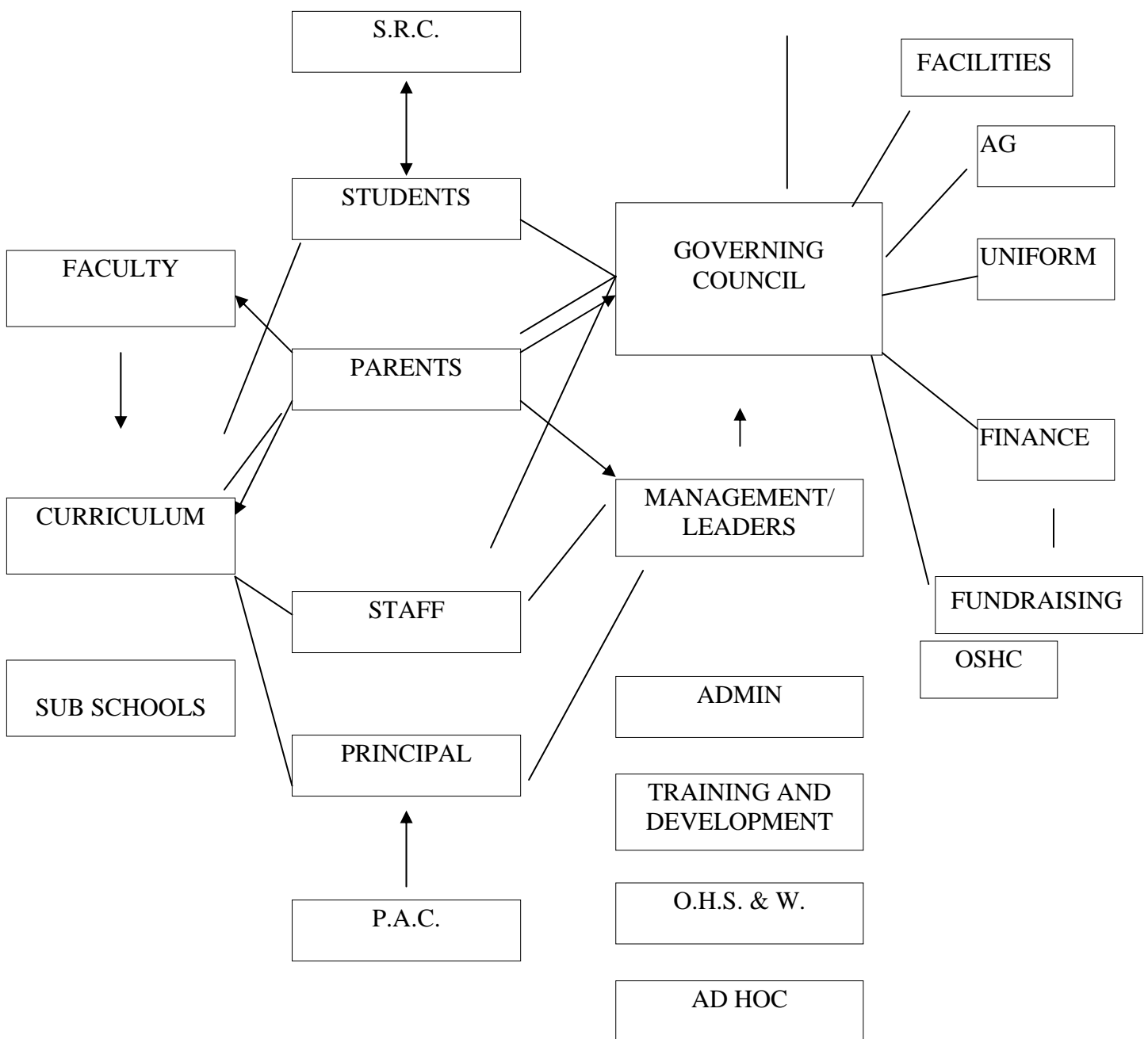
In seeking and discussing this information several things should be considered:

- people are clear about the issue under consideration
- concerns and issues should be clearly identified
- options should be identified, and these options should be considered
- opposition to a point of view should be supported by alternatives, not just criticisms.

Making the Decision

Meetings involving decision-making should have a pre-determined and documented agenda. In general a consensus model of decision-making will be used after appropriate consultation. If consensus is not achieved, the issue will be decided by a majority vote using formal meeting procedure. A secret ballot will be taken if requested by a participant.

If individuals choose not to vote, they are still bound by the decision taken. If individuals have prior knowledge that they will not be able to attend a decision making meeting they may register their opinion and vote prior to the meeting.



STAFF MEETINGS

Staff Meetings will be of several types:

1. **General** - whole staff
 - Information sharing
 - Decision making process to be decided by the group (see situational decision decision making models)
 - Election of staff to various positions
 - School policy adoption
 - Input into Site Learning Plan and priorities
 - Operational issues
2. **Sectional** - R-6, 7-12, Faculty
 - Organisational management
 - Curriculum
3. **Training and Development**
 - In conjunction with Site Learning Plan
4. **Learning Teams**
 - Discussion on policy issues & practices
 - Gathering of opinion to report back to whole of staff meetings

KAS COMMITTEES

ADMINISTRATION

Membership

- Principal
- Deputy Principal
- Finance Officer

Terms of Reference

- To make executive decisions that affect R-12 staff, students and parents

Decision Making

- Respond to recommendations from Management
- Recommendations to PAC regarding staffing, and SSO deployment
- Respond to specific issues relating to student and staff well being
- Decisions regarding fund allocation, budget proposal, SSO support hours
- Recommendations to Facilities regarding site management/resources
- Consider applications seeking leave to attend T & D

Support

- Governing Council
- District Director
- DECS

AGRICULTURE COMMITTEE

Membership

- Agriculture teacher
- 2 Parent representatives, elected by Governing Council
- 2 - 5 volunteer parents

Terms of Reference

- Become familiar with courses, resources and methodology used at Keith Area School.
- Provide continuity of agriculture products if necessary when there are transfers of agriculture staff.
- Guide agriculture staff in the setting up of projects and courses to ensure that they reflect the activities of the district.
- To oversee the establishment of facilities especially fixtures, to ensure they fulfil the long term needs of the school.
- Help arrange working bees where necessary, eg construction, tree planting, weed control.
- Liaise with community for donations and/or loans of feed, animals, machinery, etc and general information regarding teaching of Agricultural Studies at Keith Area School.

Decision-Making

- A chairperson will be elected at the first meeting of each year.
- The committee will meet as needed.
- The agenda will be maintained by the agriculture teacher who will also be responsible for filing of minutes.
- Decision making will be consensus style. Where consensus cannot be obtained the issue will be voted on by members.
- A report on the progress of the Committee will be made at School Council meetings.

Support

- Curriculum Committee
- Agriculture Teachers Association
- Local Primary Industry Providers

BUS COMMITTEE

Membership

Principal, or Delegate
School Bus Coordinator
Bus Contactor Rep
Gov Council Rep
Kindy Rep
Student Rep

Terms of Reference

- Implement and review bus policies
- Link between Parents, Gov. Council and Bus Reps
- Have input into the changing of bus routes
- Liaising with rep from Transport Section of DECS (currently - Ashley Smith)
- Not for dispute resolution

Decision Making

- Responsible for making recommendations to Governing Council and Finance Committee

Support

- Governing Council,
- Bus Contractors
- DECS Transport Division
- Students
- Parents

CANTEEN

Membership

- Finance Officer
- Parent Rep(s)
- Governing Council Rep
- Staff Rep
- Student SRC Rep
- Canteen Manager

Terms of Reference

- Promote the eating of healthy foods at Keith Area School
- Provide a range of snacks and lunch items for R-12 students at recess and lunchtime
- Run at a 1-3% profit

Decision Making

- Prices
- Items to be stocked or removed from shelves
- Organisation of volunteers/lunch monitors
- Financial aspects eg Long Service Leave entitlements
- Opening times of canteen

Support

- Principal and Staff
- Other Canteens
- Healthy Schools Websites

INFORMATION & COMMUNICATION TECHNOLOGY COMMITTEE

Membership

- ICT Coach
- Across school staff representation
- Student reps
- Governing Council Rep
- ICT Technician

Terms of Reference

- Devise, implement & evaluate KAS ICT action plan
- Follow guidelines in eStrategy Framework
- Manage ICT across all areas of school
- Foster global learning through ICT

Decision-making

- Purchasing, distribution of ICT hardware & software
- Budget Preparation
- Computing Room rules/guideline
- Review policies
- Monitor Internet/Printing costs
- Make recommendations re ICT to curriculum committee

Support

- Administration
- Finance
- Leaders/Management

- Curriculum

CURRICULUM COMMITTEE

Membership

- Principal or nominee
- 2 Staff representatives from across R - 12
- Gov Council Rep
- 1 -2 SRC Reps
- Maximum of 8 members

Terms of Reference

- Monitors the curriculum segments of the School Development Plan
- Monitors curriculum development outside the parameters of the School Development Plan
- Manages curriculum review according to the School Policy document
- Initiates curriculum review and development as appropriate
- Considers all proposals for curriculum change and development

Decision-Making

- A chairperson will be elected at the first meeting of each year and five members will constitute a quorum.
- Other staff, students and parents are welcome to attend meetings and participate fully in discussions. They do not have voting rights, should a vote be required.
- Display agendas and minutes publicly. Items can be added to the Agenda by any individual or group within the School Community.
- Use a consensus style of decision-making. Where consensus cannot be achieved within an agreed upon time, the issue is voted on by members only.
- Consult with groups and individuals who have a stake or interest in an issue or will be affected by the outcome of a decision.
- Reports to key groups within the School, ie Management, Governing Council, Student Representative Council, Staff
- Refers issues/decisions to Management where there are resource, administration and training and development implications.

Support

- Seeks regular reports from curriculum sub groups and S.D.P. Project managers where there is a curriculum focus.
- DECS Curriculum unit
- Social Inclusion Unit

FACILITIES

Membership:

- Principal
- Finance Officer
- 2 staff members
- 4 – 5 parents
- 1 student rep

Meeting structure:

- Meet twice a term if necessary - usually the first Monday in the month.

Terms of Reference:

- Have input into Asset Management – short & long term plans

- Liaise with Facilities Manager from DECS Facilities Services
- Maintain grounds and infrastructure of school relevant to students' learning needs.
- Obtain quotes and costing
- Negotiate for contractors
- Monitor and prioritise staff requests against perceived needs

Decision Making:

- Decisions regarding the purchase of equipment and materials
- Recommendations regarding the personnel – roles & responsibilities
- Prioritise facilities throughout the school

Support:

- Finance Committee
- Governing Council
- Staff

FACULTY

Membership:

Faculty specific teaching staff
Co-ordinator to convene meetings

Terms of Reference:

- To consider and enhance curriculum delivery, student learning and engagement.
- To purchase resources for subject areas.
- To consider excursions, camp, guest speakers relevant to subject area.
- Monitoring of SACSA outcomes

Decision Making

- Decisions regarding curriculum delivery, student engagement
- Decisions regarding budget spending, photocopying quotas, excursions, camps, speakers etc.
- To oversee and monitor spending of Faculty Budget.
- Makes recommendations, where appropriate to Curriculum Committee.

Support

- Curriculum Committee
- Leaders/Management

FINANCE ADVISORY COMMITTEE

Meeting Structure

Meetings will take place at least once a term – (at present second Monday in the month during school terms)

Membership

Governing Council Member (Treasurer)
1 Parent Rep (Optional)
2 Staff reps – primary & secondary representation
Finance Officer
Principal
Student Rep

Terms of Reference

- The Finance Advisory Committee represents the Governing Council on financial resources of
 1. Keith Area School
 2. Canteen
 3. OSHC
 5. Building Fund

Decision Making

Plan, monitor, evaluate and report on:

- Whole school budget including Curriculum, Administration, Facilities, Assets.
- Debt Collection and Procedures
- Fundraising
- Recommend Material & Services Charges
- Review Standing Orders annually
- Treasurer's responsibility to present annual audit report to G.C. at each meeting

“Neither the Finance Advisory Committee nor the Council manage the finances. This is the preserve of the Principal and the Finance Officer in the school. Auditing is carried out by auditors appointed by DECS”. Source: SAASSO.

Support

- Administration Team
- Governing Council
- Staff
- Students
- District Finance Officer

GOVERNING COUNCIL

See Constitution for full details

Membership

- 8 Parent Reps
- 2 Community Reps
- 2 staff members
- SRC Member
- Must comprise a majority of parents
- Quorum - one member more than half the total number of members.
- Appointed and nominated members are appointed for a term not exceeding two years.
- Balance of members elected at AGM of the school for a period not exceeding two years.

Terms of Reference

- To ascertain the educational needs of the local community and the attitude of the local community to educational development within the school and to advise the principal on these matters.
- To advise Site Property Services of any improvements that the Council consider are necessary to the accommodation, grounds and equipment of the school.
- Where the Minister for Education has made a grant to the school, Governing Council determine (with the agreement of the principal of the school) the application of the money granted.

- Such other functions as are prescribed by Education Regulation or as determined by the Minister of Department for Education and Children's Services.

HABITAT COMMITTEE

Membership

No set number. Voluntary representation from Keith Area School. Community members include Tatiara Council Representative, CFS, Landcare Rep, Community Centre Representative and members from Apex and the Lions Club

Terms of Reference

- Address identified habitat issues
- Raise awareness in community and school about habitat issues
- Organise and maintain development of Habitat Project
- Write submissions for funding grants
- Initiate habitat activities
- Select flora/fauna for reintroduction
- Report to Community Habitat Committee

Decision-Making

- Decisions on projects/activities/resources to be accessed, funded.
- Make recommendations to the Principal and Community Committee

Support

- PIRSA
- Landcare
- Waterwatch
- Tatiara District Council
- National Parks and Wildlife
- Keith Community Centre
- Greening Australia

JUNIOR PRIMARY TEAM

Membership

Junior Primary Co-ordinator
Junior Primary Teachers

Terms of Reference

- To monitor student issues across junior primary
- To disseminate information to relevant staff regarding Kindergarten intakes, curriculum initiatives
- To assist junior primary students to settle into school
- To have input into Junior primary events
- Manage transition into primary

Decision Making

- Manage and plan junior primary
- Make recommendations to R – 6, R – 12 staff and Leaders regarding issues that affect junior primary students

Support

- Primary Team
- Leaders/Management

- DECS District Support Staff
- Kindergarten

KEITH SCHOOL/COMMUNITY LIBRARY

Membership

7 members. 3 nominated by District Council of Tatiara. Four from School including Teacher Librarian, Principal/nominee and two parent representatives from School Council.

Terms of Reference

- Ongoing policy for operation of Board of Management
- Determine goals and budget priorities
- Manage affairs within guidelines
- Monitor the staffing requirements for the main School Community Library and make recommendations for additional staff to D.E.C.S.
- Determine and monitor the management of the Library's operating budget.
- Promote the Library in the Community.
- Determine the Library needs of the local community and make appropriate decisions about the Library service.
- Review annually the operation of the School Community Library and implement changes as required within the framework of these guidelines.

Role

- To provide an advisory forum for operation of the School Community Library, through representation of all stakeholders – DECS staff and students, local government authority, community and library staff

Aims

1. To provide a free public library service to the community jointly with a library service to students and staff at the school
2. To promote the use of the library services and the facilities through advertising and assessment of public response
3. To develop library programmes for such groups of people not ordinarily served by the school library. For example, the aged, disabled, pre-school children and people of non-English speaking background.

Decision-Making

- Responsible for policy decisions and overall planning
- Determines the library needs of the community
- Determines the range and the degree of services provided by the library
- Decide on activities for Book Week

Support

- Tatiara District Council (for operating costs and local purchase of materials of Public Library).
- Libraries Board of S.A. (for materials for Public Library side of operations).
- PLAIN Central Services.
- Joint use Libraries Committee.

LEADERS

Membership

Principal

All leadership staff (Deputy P, Coordinators)

Terms of Reference

- To make decisions/recommendations regarding daily functions of the school including issues that relate to students, staff and parents.
- Input into the site learning plan and strategic planning with monitoring and evaluation
- Plan and Implement DEC's Improvement and Accountability Framework

Decision Making

- Decisions re timetabling, special events
- Discuss sub committees recommendations
- Discuss staff initiated suggestions/complaints/issues
- Administration & Management

LITERACY

Membership

Literacy Coordinator
Voluntary staff members R-12

Terms of Reference

- Develop a Keith Area School Literacy Plan
- Collect data relating to reading levels, first steps, data-Westwood and analysis of data, including NAPLAN data.
- Address teacher needs

Decision Making

- Decisions about what happens when/who with regard to action plan
- Promote literacy across the school eg Literacy Award Assembly – choose genre
- Make recommendation to Training and Development Committee for Training & Development related to literacy

Support

- Community
- Volunteers
- Leaders/Management

MAGAZINE

Membership

Magazine Convenor (Printroom)
One staff member each from Junior Primary, Middle School and Senior Secondary
Four student members
No limit on SSO/Teaching staff members

Terms of Reference

- To prepare and publish School magazine
- Ensure adequate and appropriate material is presented
- All parties of the school equally recognised
- Quality document reflecting the whole school year

Decision Making

Support

- Outside agencies such as Adobe Trainers

MANAGEMENT COMMITTEE

Membership

Principal
2 Staff Representatives
Finance Officer
All Leadership Staff (Deputy P, Coordinators)
SSO Representative

Terms of Reference

- Prime body within the school for initiating and approving change

Decision-Making

- Respond to and implement staff initiated suggestions and staff decisions on policy issues
- Ratify/filter committee recommendations prior to discussion of staff meetings
- Filter requests for fund raising
- Look at overall student issues/staff morale to make recommendations or seek support from outside agencies
- Initiate policy for discussion
- Deal with SRC recommendations

Support

- Leaders
- Administration
- Principal
- District Director
- DECS & DECS support units

MIDDLE SCHOOL TEAM

Membership

Middle School Coordinator
Year 7 – 9 Homegroup teachers

Terms of Reference

- To monitor student issues, including behaviour management issues and attendance across 7 - 12
- To disseminate information to relevant staff and students regarding middle school curriculum
- To assist middle school students in preparing for senior secondary school

Decision Making

- Manage and plan Monday homegroup activities
- Make recommendations to 7-12 staff and Leaders regarding issues that affect Yr 7 - 9 students and teachers.

Support

- Senior School Team
- Leaders/Management
- DECS Behaviour Support Unit

NUMERACY

Membership

Numeracy Coordinator
Voluntary staff members R-12

Terms of Reference

- Form an action plan
- Address the needs of staff through Training & Development
- Promote numeracy across the curriculum
- Promote numeracy to the community through the newsletter, Literacy and Numeracy Week etc
- Collect and analyse data

Decision Making

- Make recommendations to T & D Committee regarding Training and Development requirements
- How to accommodate LaN's test, National Maths Competitions etc
- Purchase resources, texts, etc

Support

- Leaders/Management
- Staff
- DECS District Support staff

O.H. & S.COMMITTEE

Membership

No set number.

Voluntary.

To be representative of the worksite.

Terms of Reference

- Provide a safe working and learning environment for staff and students.
- Address O.H. & S. issues identified by Staff.
- Oversee and implement where and when necessary O.H. & S. issues as required by the Principal and D.E.C.S.
- To maintain a linkage between D.E.C.S., Regional training and meetings, inform and negotiate with K.A.S. staff on O.H. & S. issues.

Decision-Making

- Recommendations concerning worksite conditions to:
 - * OH & S Rep
 - * Management Committee
 - * Principal

Support

- D.E.C.S. O.H. & S. Unit
- Regional Hub Meetings
- Eastern Country O.H. & S. Manager
- Training for Reps.

OSHC

Membership

OSHC Coordinator

OSHC Staff

Parent Representative

Principal or delegate

Finance Officer

Terms of Reference

- Discuss finances (eg fees, purchase of equipment)
- Discuss planning, physical requirements, quality assurance, programmes and procedures
- Promotion of OSHC
- Liase with school staff

Decision Making

- Make recommendations to bursar on expenditure
- Direct OSHC staff on relevant matters
- Utilisation of facilities and equipment

Support

- Governing Council
- Finance Officer
- Admin
- Management

PERSONNEL ADVISORY COMMITTEE

Membership

Principal or Principal's nominee

E.O. Rep - elected by staff annually

AEU Rep - elected by AEU members annually

Terms of Reference

To provide the Principal with advice where appropriate in the areas of:

- Leadership positions
- Acting/limited tenure school policy
- Management strategies
- Limited placement process
- Description of vacancies
- Part-time policy implementation
- Job and person specifications
- Selection process to be used
- Staffing conversions
- Displacement
- Training and Development priorities
- Strategies in settling disputes

Decision-Making

- Make recommendations to the Principal and the E.O. Rep to consult with and report to whole staff and the AEU Rep to consult with and report to AEU members.
- Confidentiality: The Personnel Advisory Committee must respect the confidential nature of specific information and can be disciplined under Section 26 of the Education Act in cases where confidentiality has been breached.

Support

- Australian Education Union
- DECS

PRIMARY (YEAR 3 – 6) TEAM

Membership

Primary School Co-ordinator
Year 3 – 6 Teachers

Terms of Reference

- To monitor student issues, including behaviour management issues and attendance across year 3 – 6
- Assist students in transition from junior primary to primary
- To disseminate information to relevant staff and students regarding year 3 – 6 curriculum

Decision Making

- Manage and plan primary activities
- Make recommendations to R – 6, R – 12 and Leaders regarding issues that affect Yr 3 – 6 students and teachers.

Support

- Junior Primary & Middle School Team
- Leaders/Management
- DECS District Support Staff

R-12 SHIP

Membership

Staff volunteers interested in developing skills in students with high intellectual potential

Terms of Reference

- Support students of High Intellectual Potential
- Identification of SHIP students
- Co-ordinate Tournament of the Minds teams R-12

Decision Making

- Makes decisions in regards to the SHIP budget
- Decides on activities to support students such as Tournament of the Minds
- Makes decisions regarding the purchase of resources to support staff and students

Support

- Leaders/Management
- SSO's
- Staff

SCHOOL PRODUCTION COMMITTEE

Membership

Voluntary (Staff and Parents) representation to support the development of the production in the areas of fundraising, publicity, costuming, set design, lighting design and venue hire

Terms of Reference

- To support the smooth running of the Production at the “business end” of things (eg. Finances and general logistics)

Decision Making

- Recommendations for dates, fundraising ideas and related issues presented to Leaders and Governing Council

Support

- Active parent support team
- Submission for financial assistance submitted in school budget
- Submission for financial assistance to Tatiara District Council

SENIOR SCHOOL TEAM

Membership

Senior School Coordinator
10-12 Homegroup teachers

Terms of Reference

- To monitor student issues, Behaviour Management issues and attendance across 10-12
- To disseminate information to relevant staff and students regarding SACE requirements, SATAC Applications, University & TAFE entrance etc.
- To assist senior students with subject and course counselling
- To monitor issues relevant to Senior Secondary eg. Permission to drive forms, alternative timetable arrangements, lunch passes etc.
- To monitor work experience and assist/support students in this area

Decision Making

- Manage and plan Monday homegroup activities
- Make recommendations to 7-12 staff and Leaders regarding issues that affect Yr 10-12 students and teachers.

Support

- Middle School Team
- Leaders/Management
- DECS Behaviour Support Unit

SOCIAL

Membership

Voluntary staff members across the school

Terms of Reference

- To organise social activities for Keith Area School throughout the year including morning teas, end of term celebrations etc.

Decision Making

- Makes decisions regarding social functions including cost, times, venues etc.

Support

- Staff
- Leaders
- Management

SPORTS

Membership

Voluntary primary and secondary staff members

Terms of Reference

- Organise swimming carnivals, sports days and interschool days
- Organise R-12 sporting activities e.g. Winter Exchange, SAPSASA Sports etc

Decision Making

- In regard to Interschool is done with other schools
- Co-ordinate and initiate decision making, regarding to the running of and any changes to Swimming and Athletic Carnivals
- Address staff initiated suggestions and make recommendations to Management

Support

- Leaders/Management
- Staff
- Upper South East Sports Committee

SRC - R-6

Membership

R-6 Students (2 from each class that are elected each semester)
Voluntary Primary staff member/s

Terms of Reference

- Voice student requests/concerns
- To assist with decisions made in the school that are student initiated
- Role models for R-6 students
- Fund raising for community, school, charities etc.
- Develop leadership skills in students

Decision Making

- Decisions at SRC Meetings – based on member votes, class votes
- Makes recommendations to Principal and leaders regarding student initiated suggestions

Support

- Staff SRC support personnel
- R-6 Staff
- Parental
- 7-12 SRC members
- Class buddies
- Leaders/Management

SRC - 7-12

Membership

Year 7 - 12 Students
Voluntary Secondary staff member/s

Terms of Reference

- Voice student requests/concerns
- To assist with decisions made in the school that are student initiated
- Role models for yr 7 - 12 students
- Fund raising for community, school, charities etc.
- Develop leadership skills in students

Decision Making

- Decisions at SRC Meetings – based on member votes, class votes
- Makes recommendations to Principal regarding student initiated suggestions

Support

- Staff SRC support personnel
- 7 - 12 Staff
- Parental
- R - 6 SRC members
- Class buddies
- Leaders/Management

SCHOOL SUPPORT OFFICERS (SSO) TEAM

Membership

Principal
All permanent SSO's
All temporary Tier 1 or 2 support staff

Terms of Reference

- Purpose to communicate any SSO issues, Training and Development, staffing queries O.H. & S. etc.,
- Keep informed of upcoming positions and succession.

Decision Making

- Make decisions about needs of SSO's where workloads are distributed, line management, PAC and Management member

Support

- Principal
- Line Managers
- Lab Managers Hub Group – Lab
- SAFO – School Admin/Finance Officer Group
- Special Ed Meetings with Angela as Co-ordinator of Special Education
- DECS Support IT in Adelaide

TRAINING & DEVELOPMENT COMMITTEE

Membership

Principal or Deputy Principal
Staff Volunteers – across R - 12
SSO Representative

Terms of Reference

- Identify and Plan Staff Training and Development for:
 - ⇒ Staff meeting sessions
 - ⇒ Pupil Free Days
 - ⇒ Designated early closure T & D sessions
 - ⇒ Inform Management

Decision-making

- Planning of T & D activities for whole staff
- Oversee training and development budget

Support

- Administration
- Leaders
- DECS and various units within
- Private Training Providers

UNIFORM

Membership

Principal
SSO in charge of selling uniforms
Governing Council Rep
2 SRC Reps
2 Staff Reps
any interested parents

Terms of Reference

- To research and source clothing suitable for KAS Uniforms
- Run Meetings – where parent concerns of standard/wearing of school uniform can be voiced and addressed
- Review policy and practices

Decision Making

- The committee makes recommendations to Governing Council of suitable attire for KAS Uniform

Support

- Governing Council

VISITING PERFORMERS COMMITTEE

Membership

Voluntary representation but prefer from Junior Primary, Primary and Secondary for balance.

Terms of Reference

- To provide a balanced performing arts programme provided by visiting performers, based on leaflets, correspondence, seeing the showcase in Adelaide and reports from other venues.

Decision-Making

- Decides on visiting performers in Junior Primary, Primary and Secondary.
- Informs staff of dates, times, venues etc.

Support

- Management
- Finance Committee

PRINCIPLES FOR RESPECTFUL DECISION-MAKING

1. **We respect and acknowledge all opinions.**

Therefore in practice we:

- provide opportunity for all stakeholders to have a say
- allow appropriate time to make decisions
- use tools/ processes that are inclusive of all stakeholders.

2. **We make decisions based on information that is clearly communicated.**

Therefore in practice we:

- use a variety of appropriate processes to
- communicate with each other
- provide accurate and honest information
- ensure all stakeholders have access to information
- ensure processes are clearly communicated.

3. **We work for the ‘common good’.**

Therefore in practice we:

- work together towards a shared vision
- participate in decision making processes
- accept difference
- trust the process and accept the outcome

4. **A climate of trust and quality relationships enhances decision-making.**

Therefore in practice we:

- use processes and structures that develop quality relationships
- provide a welcoming/ supportive environment
- approach decision-making with a mindset of trust
- follow established grievance procedures

5. **For decisions to be effective they need to be equitably resourced.**

Therefore in practice we:

- consider needs of all stakeholders
- consider options within existing resources
- determine alternate funding sources