POLICY ON STAFF CONSULTATION

Implementation Date: December 2004
Review Date: Term 4 2015

Reference

Aim
This policy aims to outline the staff consultation process to be adopted by the Principal and staff of Zeerust Primary School.

Introduction
What every school needs is a staff which is informed and knowledgeable, understands the parameters and structures of the budget and the system, and works with the Principal to provide the best working environment for all. Of course, someone has to make the hardest decisions, and equally someone has to accept them. But it is crucial that they are made and accepted in the context of information, understanding and proper process.

Consultation Model
The Principal's preference is for a participative leadership model where there is consensus, especially about professional matters like assessment, discipline, pedagogy and curriculum, and OH&S matters.

As a small school, all members of staff, teacher and support, union and non-union members will be consulted at various times about the different issues highlighted by this policy and any other matters that might arise. Indeed individual members of staff may lead the school on certain matters irrespective of their experience and position. Given the small numbers of personnel involved – each staff should take their own notes.

What Information Should Be Available?
• Staff should have such information as is necessary to make an informed judgement about those matters they are consulted about. Sources of information might include, but are not restricted to:
  o Access to the DEECD guidelines and relevant information like:
  o Teacher Class Handbooks.
  o Access to the strategic plan..
  o Access to school action implementation plan.
  o Access to the high level school global budget data (and professional development in this area).
  o Access to an up to date OH&S notice board.
  o Knowledge of anticipated enrolments and staff movements.

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