



Saint Maroun's College



Consultation Policy





Consultation Policy

Introduction and Purpose

Effective decision making, staff morale and employee job satisfaction are enhanced when the views of employees are taken into account before decisions affecting their working lives are made.

The College will establish representative bodies and consultative arrangements that ensure the Principal's responsibility to make College based decisions is carried out in a way that enables staff to have input in the decisions that affect their working lives.

Implementation

Leadership Consultative Groupings

The Principal has the ultimate administrative and operational responsibility for decisions at the College level, and, in doing so, will ensure a formal consultative process is utilised.

A College Executive will meet regularly to discuss and make recommendations to the Principal on matters of strategic educational, administrative and financial importance to the College.

The current structure of the Executive involves a cross-section of staff from the Secondary, Primary and Administrative departments. The Executive may also second other Staff members from time to time, if their special expertise is required.

The Executive will meet at least fortnightly to discuss items from an Agenda drawn up by the Assistant Principal. All staff members have the opportunity to request items be placed on the Executive Agenda. At the conclusion of the Meeting the Minutes will be drafted and presented to the Executive at their next meeting for their approval. A hard copy will then be emailed to each member of staff.

Other Consultative Groupings

There are other key teams within the College including the College Co-ordinators who are representative of both Curriculum, Welfare and other major College teams. This group meets fortnightly. In addition KLA groupings and the Welfare team are provided with at least two opportunities a term to meet. Other special interest group meet together on a needs basis.

Full College staff Meetings are held at least three times a term. Again all members of staff can request the inclusion of specific items on the Agenda and the minutes of all College meetings are provided to or are able to be accessed by staff.

Ultimate Responsibility

The ultimate decisions for the College will need the approval of the Principal. However, she will wisely seek the counsel of the Staff members involved in the decision-making process and impacted by the decision which honours the College's commitment to transparency and ethical leadership.

Policy Review

Last Reviewed: November, 2013
Approved By: Principal
Renewal Date: 2015