

ST JOSEPH'S SCHOOL CONSULTATION & COMMUNICATION PROCEDURE



In St Joseph's School, decision making is a shared process. The Board of Trustees and the Principal will be guided in making decisions by considering the views of the school community. This is achieved by providing easily accessible information and developing clear and effective communication pathways between all members of the school community.

PURPOSES

To ensure that

1. the respective roles of the Board, Principal and staff are well understood by the school community.
2. the school community is given the opportunity to provide input into all aspects of planning and review relating to the school's development and direction.
3. the school community is kept informed about the actions of the Board and the performance of the school in terms of student achievement, catholic special character and financial performance.

GUIDELINES

General

1. In matters of governance, the Board of Trustees has the responsibility for making final decisions.
2. In matters of policy and development the Board will consult the community if and when necessary.
3. Budget holders can make decisions within their delegated authority.
4. In matters of management, the Principal has the responsibility for making final decisions. This will involve consultation with staff or appointed groups if required.

Communication

1. Notification of monthly Board meeting dates will be published. Board meetings are open to the public.
2. A school newsletter posted on the school website and/or emailed every fortnight to keep parents/caregivers informed about issues and activities that relate to the school.
3. The Board will provide regular updates to the school community through the newsletter and website, covering current issues of interest, policies and procedures currently under review and information relating to the annual planning process.
4. The Board will report to the school community annually on -
 - achievement of targets set in the school's annual and strategic plans.
 - financial performance
 - Catholic Special Character
5. Regular forums between parents/caregivers and the Principal and Board will be held to encourage community engagement and to seek guidance on planning processes.
6. The following information will be made available on the website, or on request, from the school office -
 - School Charter including the strategic and annual plan
 - all policies and procedures
 - agendas and confirmed minutes of all Board meetings
 - finalised annual reports
 - the school newsletter
 - details of the members of the Board.
7. Communication channels should not be used for political or commercial advocacy.

Consultation

1. Consultation will be an ongoing part of school life rather than a series of unrelated additional tasks.
2. To achieve effective consultation the Board will -
 - a. utilise all the communication tools available.
 - b. provide an opportunity for all members of the school community to make a contribution.
 - c. gather further information and/or opinions through the use of surveys, parent forums, questionnaires or any other medium that the Board sees fit.
 - d. approach deliberations on all issues in an open and collaborative manner.
3. A guide as to whom to consult when dealing with policies and procedures is included in the Policy and Procedures Table of Contents.

Procedure Review: September 2018

Next Review Date: 2021