

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. Workable channels of communication between the Board of Trustees and the Community will be established and maintained.

PURPOSES

1. To ensure that channels of information and/or decision making are clearly understood.
2. To keep the school community informed about Board and school matters.
3. To involve the community in aspects of planning and review relating to school development and direction.
4. To ensure that responsibilities are clearly stated in job descriptions and role definitions.
5. To reduce the incidence of conflict which may arise.

GUIDELINES

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 before making its decisions.
3. Decisions made by Board sub-committees must be approved by a majority of the Board.
4. Budget holders can make decisions within their delegated authority.
5. 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 included in the Calendar of Events in the regular school newsletter.
2. Minutes of Board meetings are to be posted on the school notice board and in the Parish Churches.
3. A newsletter will be issued at least twice a year to inform the community about Board matters.
4. In April each year the Board will hold its Annual Meeting. Reports to the meeting will include: Annual Target Achievement, Financial Report and Special Character Report.
5. A school newsletter will be sent home every fortnight.

Consultation

1. Consultation will be an ongoing part of school life rather than a series of unrelated additional tasks.
2. A guide as to whom to consult when dealing with policies is included in the Policy Table of Contents.
3. To achieve effective consultation the Board will:
 - (a) Ensure the parties involved fully understand the consultation process
 - (b) Give people prompt feedback and well publicised and constructive action
4. Effective consultation will arise from a process involving gathering, collating, analysing and reporting information and opinions.
5. Consultation may involve gathering information from all families or a sampling of families.
6. A variety of media will be used e.g. newsletter, questionnaires, phone surveys.
7. Parent meetings with the dual purpose of social and school information gathering will be promoted.

CONCLUSION

Consultation is a continuous, long term process which should aim to establish a genuine level of communication between the school and the community, and a mutual sharing of viewpoints on a two way basis. The focus of all decisions made is the education well-being of the pupils at this school.

Procedure Adoption: 21 November 2006

Next Review Date: 2009

2010 Review Consultation

Principal

Learning Leaders

Staff

UNDER REVIEW