



PANELS, VOTING, SCHOOL BASED CONSULTATION

Context:

The principal has the operational responsibility of a school. The authority of the position means that the principal is the ultimate decision-maker in the school.

Responsibilities in many areas are delegated by the principal to members of leadership teams and individuals:

- Assistant Principals
- Business Manager, Personnel Manager
- Leading Teachers
- Student Managers, Program Leaders etc.
- Panels

Principal has the responsibility to ensure there are agreed and appropriate consultation processes.

Consultation involves seeking feedback, offering opportunity for engagement in consideration of an issue. It is not ultimately about making the decision. The authority of decision-making finally rests with the principal whose job it is to ensure that decisions are made for the good of the College as a whole. There are three stakeholders – students whose “good” is paramount, parents and staff. Feedback from staff, informal and formal by way of a vote, is an important factor, but not the over-riding factor in making a decision on issues.

Decisions by Committees and Panels in the College are in reality recommendations to the principal.

Hampton	Park SC Panels	School Based Consultation
Panels	Recom. Composition	Voting / Other
	Need for Merit trained member; gender representation; other special factors may apply eg expertise	For all teacher reps for all panels Nominations called for Formal vote Staff experience on panels seen as PD opportunity and should be shared across staff
Principal	DEECD requirements	
Assist Prin	Principal Prin nom: Prin class Council Parent Teacher Rep (Merit)	
LT	Principal class Prin nom: LT Teacher Rep (Merit)	
Teacher	Principal class Prin nom: LD Co-ord, LD Representative Teacher Rep (Merit)	
SSO	Principal class Prin nom: SSO Staff Rep (Merit)	
Special Payments	Principal class Prin nom: Teacher Rep (Merit)	

Whole staff issues	Presentation of issue in print or verbal report	Survey, or “Straw” vote* (minor admin matters), or Formal vote** (major matters) Consideration by Principal / Management Comm. as appropriate
Re Local Agreement	Consideration of issue by Management Comm. Presentation of issue; Options; Ramifications, to a Staff Forum in print or verbal form	Feedback from Staff via formal vote Feedback from sub-branch Consideration by Management Committee Recommendation to Principal Principal makes decision on how to proceed and communicates this to staff. Non-agreement with decision by sub-branch? → Request principal to provide reasons for decision. Where sub-branch does not agree with decision, may refer matter to union who may refer to dispute resolution procedures in Vic Schools Agreement 2004
		*“Straw” vote ie. show of hands
		**Formal vote ie. secret ballot; over 2 days to allow max no. of staff to vote. Proxy vote is available. If a simple single option, acceptance is 50%+1 of voters who voted. For the election of a single position – preferential voting is to be used. For election of 2 or more members, quota preferential voting to be used. Candidates may appoint scrutineers to oversee count.