



C19: CONSULTATION & DECISION MAKING POLICY	
Last reviewed: April 2007	Next Review: September 2009
Approved by Governors	Date: 15/9/08

1 AIMS

- To maximise the involvement of all staff with monitoring, review and policy development but minimise their time commitment.
- To focus and strengthen professional development time focussing on teaching and learning within subject meetings
- To provide a clear and relevant professional development programme

2 PRINCIPLES

- Key development will stem from the work of:

Senior Leadership Team
Faculties/Departments/Houses/Project Teams
Professional Learning Team
Teaching and Learning Team
Student Achievement Team

- Time limited working groups will be established as appropriate to complete agreed tasks
- Increased Faculty and departmental time will allow for more in-depth consultation with all staff
- The work of all groups will be communicated through agreed routes
- The role of each group is clearly differentiated so that appropriate agendas can be set and duplication of work avoided.

OUTCOMES

- The quality of meeting agendas, reports and action plans (where appropriate) will be of a high standard
- Staff time commitment will be kept to a minimum
- More staff can engage with school development (teaching and support staff)
- Decision making is more efficient and effective
- Communications are improved

OVERVIEW OF ARRANGEMENTS

- The diagram overleaf presents an overview of the meetings arrangements:

EXPLANATION OF ARRANGEMENTS

- Senior Leadership Team – to consider whole-school issues and oversee school improvement
- TLT – to consider academic development and make recommendations to SLT
- SAT - to consider pastoral development and achievement issues and make recommendations to SLT
- Professional Learning Team – to consider specific whole-school learning initiatives and educational developments in order to create a learning community
- Project teams to consider specific whole-school initiatives and report to SLT

PROTOCOLS

- Dissemination of the work of each group is the responsibility of the chair
- Agendas should be published in advance of meetings, together with papers for consideration where appropriate.
- Minutes should include action points and be made available soon after the meeting. Copy to SSA for master records



Overview of Meetings Arrangements

