



COLLABORATIVE SCHOOL LEADERSHIP, CONSULTATION AND COMMUNICATION POLICY

STATEMENT

At Hume Valley School we subscribe to collaborative and consultative leadership practices, as a means of empowering all members of staff, determining policy, improving educational outcomes, resolving conflict and embracing team spirit.

We recognise that clearly defined and efficient processes of communication are necessary to achieve these aims.

RATIONALE

To establish workplace consultative arrangements that ensure the Principal's responsibility to make school based-decisions in a way that carries out a framework that enables all staff to have input into the decisions that affect their working life.

To optimise opportunities for effective and informed decision-making.

To enhance staff morale and employee job satisfaction.

IMPLEMENTATION

A Consultative Committee will be established, as per the Victorian Government Schools Agreement of 2017 as a collaborative forum for consultative decision-making of planning for improvement, including the development of workforce plans and the planning and organisation of the program of instruction in the school.

The group will be representative of all levels of staffing within the school and will include

- The Principal as the Employer's representative
- Two nominees of the Principal
- One Education Support staff elected member
- Two AEU staff member elected by AEU members
- Two elected staff members, one from each campus.

The group will meet four times a term according to the school calendar.

The group will aim to reach consensus on matters relating to school operations through consultation and to efficiently and effectively keep staff informed of the outcomes of this forum.

Communication.

Minutes will be maintained and circulated to staff.

A school diary will be maintained in the office. All events of importance will be placed in the diary.

A daily and weekly information board will be maintained and updated in Compass.

A term and yearly planner will be generated and placed on Compass.

A policy and procedures manual and staff handbook will be provided for staff and updated annually.

An induction program will take place for new, returning and graduate staff.

The school leadership team will meet each Thursday morning at 7.45 am.

Minutes will be maintained and made available to staff.

REFERENCES

Victorian Government School Agreement 2017.

HVS Consultative Agreement 2017

HVS Communication Policy 2016

EVALUATION

This policy will be reviewed annually.

Ratified By Hume Valley School Council	September 2017
Review Date:	September 2018