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# Macleans College - POLICIES & DIRECTIVES

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SECTION NO: **100**

POLICY NO: **102**

ISSUE DATE: 20/04/99

TITLE: **QUALITY SYSTEMS**

ISSUE NO: 1

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## **Planning & Decision Making**

### **RATIONALE:**

The Macleans College Board of Trustees acknowledges that effective planning and decision making structures reflect a quality system which is the responsibility of all staff.

### **PURPOSES:**

- 1 To have a high quality planning and decision making structure.
- 2 To ensure that planning and decision making are based on a wide range of opinions and input.
- 3 To increase group commitment to decisions made.
- 4 To allow those with a stake in the process to be involved in the planning.
- 5 To give those persons or groups with a responsibility for implementing a project, a greater say in determining how the implementation will occur.

### **GUIDELINES:**

- 1 All planning and decision making will be in line with the school's mission statement.
- 2 All planning and decision making processes and structures will be available for scrutiny.
- 3 The Board of Studies will ensure that policy decisions and documentation are communicated to all staff.
- 4 Planning is an ongoing process not an end.
- 5 It is aimed to have all Quality Management System documentation will be available to all staff on the computer network.
- 6 The Board of Studies will annually review the effectiveness of planning structures.

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## **COMMITMENT:**

The Macleans College Board of Trustees will have in place effective planning and decision making processes which involve and are the responsibility of all staff.

## **OTHER RELEVANT INFORMATION:**

School Charter Management Plan