



HIGHVIEW COLLEGE STAFF CONSULTATIVE COMMITTEE POLICY

Person Responsible – The Principal

(Reviewed in even years)

Purpose of the Highview Staff Consultative Committee

A key role of the Consultative Committee is to facilitate open communication with staff. It will act as a forum through which staff is invited to raise ideas and issues. The Consultative Committee serves an operational purpose.

The Principal is charged with implementing the Strategic Vision of the Board and staff understand that there may be times when decisions are made which may:

- Require confidentiality
- Be more pertinent to negotiations with the EBA Panel
- Not be supported by all staff

The purpose of this Consultative Committee is not to control decision making at a leadership level but rather to:

- Maximise productive dialogue between Executive and staff
- Facilitate opportunities for sharing of information and
- Ensure that there is a forum through which staff concerns can be discussed and addressed

Personal grievances and complaints should be raised through the 'Grievances and Complaints Procedure', not through the Highview College Consultative Committee.

The Highview College Consultative Committee will consist of:

1. The elected Staff Union Representative (already elected by staff)
2. Two teachers (voted to represent the teachers by teachers)
3. A non-teacher (voted to represent the non-teachers by non-teachers)
4. The Principal and delegates of the principal as required

The Highview College Consultative Committee Procedures

Consultative Committee Representation

- a) Staff must be nominated by two peers and accept the nomination to be eligible to stand for a position on the Consultative Committee
- b) Accepted nominations will be submitted to the Union Representative. The Union Representative will inform staff as nominations are accepted.
- c) If there is more than one nomination for each position an election will be held
- d) It must be possible for every employee to cast a secret ballot
- e) In the case of an election, non-teachers will cast a vote for their representative and teachers will cast a vote for their teacher representative

- f) A member of staff agreed to by the elected Staff Union Representative and the Principal will count the votes and report the outcome to staff and the Principal
- g) In the case of a tied vote/s the Principal will determine the representative/s on the Consultative Committee
- h) The elected staff will serve a term which concludes at the end of the academic year
- i) Representatives of the Consultative Committee may be nominated again in subsequent years by the staff they represent
- j) In the case of a resignation from the Consultative Committee, nominations will be called for and a new election for that position will be held if necessary. The period of service will conclude at the end of the current academic school year

Consultative Committee Meetings

- k) Agenda items will be required in the week prior to the meeting, so that clarification may be sought if necessary
- l) Items deemed to be personal grievances will not be tabled
- m) The agenda will be circulated to all staff in advance of the meeting
- n) No member of the Consultative Committee will be replaced with a proxy at any time
- o) If one member of the Consultative Committee is absent, the meeting will continue as scheduled without that member of the Consultative Committee present
- p) If two members of the Consultative Committee are absent the meeting will be cancelled and rescheduled
- q) The Consultative Committee may request that other staff attend. Such attendance will be at the Principal's discretion
- r) Meetings will occur as agreed, but generally weekly (subject to the Principal's other commitments at the School)
- s) The Principal will attend all meetings and may bring other relevant staff to the meetings to explain specific issues, as relevant
- t) If the Principal is not able to attend, the meeting will be cancelled
- u) The Principal will not appoint a proxy at any time

Consultative Committee Records of Meetings

- v) Agenda items will be shared with all staff and the Principal, via a blog, on which everyone is invited to comment, at least 3 working days in advance of any meeting
- w) Minutes which outline the main points of discussion and the outcomes will be taken and shared with the committee members for review and confirmation
- x) The Principal will approve the Minutes of Consultative Committee meetings before they are made available to all staff
- y) Minutes will be made available to staff as soon as possible after a Consultative Committee meeting

Consultative Committee Review Process

- z) These procedures will be reviewed at the last Consultative Committee meeting before elections are held at the start of each academic year.

Policy created by the Principal – 2017
Updated by the Principal – 2018
Due for Review – March 2020

HIGHVIEW CONSULTATIVE COMMITTEE NOMINATION FORM

NOMINEE

Name

I accept the nomination to represent my colleagues on the Highview College Consultative Committee in the position of:

Teaching Staff Representative

Non-Teaching Staff Representative

I understand that, if successful:

- I have a responsibility to consult with the staff group I represent and to faithfully present their points of view, concerns and ideas without prejudice or bias
- The term of this Committee is one academic year
- I will be part of a Committee which aims to promote open communication with the Principal

NOMINEE

Signature

SUPPORTING STAFF MEMBER 1

Name

Signature

SUPPORTING STAFF MEMBER 2

Name

Signature
