



*"Learning and Growing Together"*

**Yeo Park Infants School Parents and Citizens Association aims to make decisions based on principles of 'participatory decision making'.**

**Participatory Decision Making (PDM) principles:**

- \* A chance for everyone to speak their minds, where differences of opinion are valued and explored
- \* An environment where people do their best to understand each other, even when under pressure, without personal judgments
- \* A process that takes time and care where each person feels they have had a chance to be heard and express wide ranging and diverse ideas
- \* Reaching decisions which reflect the wealth of ideas, clear reasoning and a broad acceptance by everyone, even if they don't agree with the final result

---

**Yeo Park Infants School P&C**

**Healthy Meeting Checklist**

All P&C members acknowledge that a 'healthy' and inclusive meeting is a shared goal that we will collaboratively work toward.

All 'yes' and the meeting is in perfect health. The higher the 'no' score the poorer the 'health' of the meeting.

There are no right or wrong answers, no interrogations, no explanations, no judgments, no comments, just record how you are feeling now by answering yes/ no to the questions below.

- |   |     |    |
|---|-----|----|
| 1. Do you feel you were made to feel welcome tonight?   | Yes | No |
| 2. Do you feel you (and everyone present) had a chance to say what they wanted to say and be heard? | Yes | No |
| 3. Do you feel you've learnt something new tonight?   | Yes | No |
| 4. Do you feel your views (and those of everyone present) were respected?                           | Yes | No |
| 5. Do you feel you (and everyone present) were respected?   | Yes | No |

(Note: If you answered 'no' to any question above, you are welcome to raise any issues of concern with a member of the P&C Executive)

---

## Yeo Park Infants School P&C

### How to raise ideas at a P&C Meeting

P&C meetings are for parents and citizens to discuss ideas, views and proposals and agree any action to be taken. Everyone should feel comfortable to raise an idea or proposal for further discussion or development.

In order to ensure a clear, inclusive and decisive process, it is beneficial to be clear with each idea or proposal: a) who the ultimate decision maker is (school or P&C); b) what the P&C is being asked to do; and c) what action the originator of the idea proposes from the P&C.

There are 3 main routes for bringing something to a P&C meeting – an idea, suggestion or proposal. Here is a guide to approaching each one.

#### Idea:

- An idea may be a well-formed thought or just the seed of an idea. It does not have to be written or circulated prior to a P&C meeting. It may be added to the P&C agenda by notifying the P&C President or Secretary ideally with one weeks' notice or brought up as 'General Business' at the meeting
- If you don't know the ultimate decision-maker, ask the P&C at the meeting for feedback
- *What are you asking the P&C to do?* "Here's an idea – give me feedback / tell me what you think / anticipated problems / solutions."
- *Action to be taken:* No vote, no decision. Ideas cannot be rejected at this stage
- The originator can then decide to develop the idea into an informal suggestion or a formal proposal, or decide not to take it any further.

#### Suggestion:

- A suggestion is an idea or plan informally put forward for consideration by the school (for school decisions) or to the P&C (for P&C decisions)
- For example: (School decision) "Can I suggest the school look at updating its collection of school readers?" or (P&C decision) "Can I suggest the P&C consider not selling fizzy drinks at fundraising events?"
- Does not have to be written or circulated prior to a P&C meeting
- *What are you asking the P&C to do?* "Here's a suggestion – the relevant party can take that suggestion away and make its own decision."
- *Action to be taken:* No vote. Ideally the relevant party would report its decision and reasoning if requested at a later date

#### Proposal

- A proposal is a formal plan or suggestion put forward for consideration by the school (for school decisions) or to the P&C (for P&C decisions)
- Eg (P&C) "That the P&C no longer sell fizzy soft drinks". (School) "That the P&C request that the school offer ethics classes to Kindy and Year 1 students", "That the P&C recommend the school support the establishment of a language club"
- Should be written (even if just a paragraph or two), added to the P&C agenda by notifying the P&C President or Secretary ideally with one weeks' notice, and circulated with the agenda
- *Who is the decision-maker?* Ideally state this within your proposal. If you don't know, discuss with the President or Secretary beforehand
- *What are you asking the P&C to do?* The proposer is putting forward a motion to be decided upon. The P&C is being asked to discuss the proposal and decide whether or not to support it
- *Action to be taken:* Formal vote and acceptance / rejection or referral of the proposal for further development / consultation
- For school decisions, a P&C vote in favour is an agreement to recommend the proposal to the school for formal consideration and response.