

Wakari School Board of Trustees
CONFLICT RESOLUTION POLICY

Revised: April 2010



Conflict and resolution of issues are a normal part of the workplace and will be seen as a creative opportunity. The driving force is the improvement of situations and professionalism.

PURPOSE

- 1) To establish a system to assist conflict resolution.
- 2) To ensure conflict is managed, not ignored.
- 3) A decision, between the Principal and Chairperson, is to be made whether the conflict is to be dealt with informally or formally.

GUIDELINES:

- 1) Principal manages conflict situations between staff. *(This includes competency relating to Performance Management.) The Board via the Chair is fully briefed.*
- 2) When undertaking competency in initiated under the provisions of the employees relevant collective agreement, the board as employer will be kept informed from the first stage of advice and guidance.
- 3) The Board, through the Chairperson, is involved in disciplinary matters, but may at their discretion refer it to a sub-committee or Principal. The Chairperson reports on the outcomes to the Board. *All complaints/letters written to the Board to be tabled as BOT correspondence.*
- 4) Chairperson deals with the competency of the Principal and if necessary seek advice from the *School Trustees Association*. The Chairperson reports on the outcomes to the Board.
- 5) Refer to the relevant employment contract(s).
- 6) Refer to the School Trustees Association guidelines, and if necessary contact with local STA industrial advisor to be made.
- 7) Confidentiality shall be maintained at all times. Board minutes will be "in committee".
- 8) All discussions should be without prejudice and ensure all parties fully understand this concept. ('Without means that the information cannot be used in another forum.). This concept should be stated at the beginning of each discussion.
- 9) Support person, to all parties, offered throughout proceedings.
- 10) All parties to be kept informed of process.
- 11) A mediator maybe involved.
- 12) An agreed resolution must be made with all parties at the conclusion of the conflict. This should be in writing by the Board, or at their discretion, the Principal.
- 13) Disciplinary action or competency procedures will follow in accordance with relevant employment contract(s) and to ensure the principles of natural justice have been considered. Natural Justice: The principles of natural justice are a set of rules that a decision maker must adhere to when making a decision which will affect a person's

rights, obligations or interests. There are two Principal rules of natural justice, both of which operate within schools. They are:

- A person may not be a judge in his or her own case.
- A person's defence must always be fairly heard.

EFFECTIVENESS REVIEW

- 1 This policy will be reviewed by the board in accordance with its triennial programme of self-review.
- 2 The board will make its review report available to parents and staff

Board Chairperson

Date