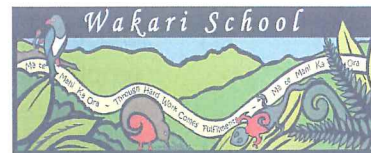


Wakari School Board of Trustees
CONFLICT RESOLUTION POLICY

Revised: September 2015



Conflict and resolution of issues are a normal part of the workplace and should be seen as a positive opportunity to make change. 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) The Principal will manage any conflict that develops or exists between staff. *(This includes competency relating to Performance Management.) The Board via the Chair is fully briefed.*
- 2) When dealing with competency related matters that are 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, will be involved in disciplinary matters, but may at their discretion refer it to a sub-committee or the Principal. The Chairperson will report on the outcomes to the Board. *All complaints/letters written to the Board to be tabled as BOT correspondence.*
- 4) The Board Chair shall deal with matters relating to the competency of the Principal and, if necessary, will seek advice from the *School Trustees Association*. The Board Chair shall report on the outcomes to the Board.
- 5) Refer to the School Trustees Association guidelines, and if necessary contact with local STA industrial advisor to be made.
- 6) Confidentiality shall be maintained at all times. Board minutes will be "in committee".
- 7) 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.
- 8) Support person(s), to all parties, shall be offered throughout proceedings.
- 9) All parties to be kept informed of process.
- 10) A mediator may be engaged if this is appropriate.
- 11) An agreed resolution must be made with all parties at the conclusion of the conflict. This should be in writing from the Board, or at the board's discretion, from the Principal.

- 12) 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.
- 13) 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