POLICY
PROCESS TO REVIEW AND APPROVE

IDENTIFY POLICY FOR REVIEW
- Follow the school's policy review schedule.
- Policies may also be reviewed in response to changes in DET legislation, policies, or local circumstances.

INITIAL DRAFT / REVISION
- The Principal, leadership team, or relevant staff draft or update the policy.
- The Council may also undertake a review as needed, seeking input and advice from the school leadership team to ensure the policy aligns with DET legislation, policies, and guidelines.
- Ensure the policy:
    - Aligns with DET legislation, policy, and guidelines.
    - Meets operational requirements and reflects school priorities.
    - Responds to current issues or community needs.

COUNCIL OR COMMITTEE REVIEW
- The review may be undertaken by a Policy Committee, nominated Council members, or the full Council, depending on the nature of the policy and agreed processes.
- Reviewers should:
    - Examine the draft for accuracy, clarity, and compliance.
    - Seek feedback from staff, students (where appropriate), and families through meetings, surveys, or other channels.
    - Recommend any amendments required to strengthen or clarify the policy.
- Once feedback is incorporated, the revised draft should be shared with the Principal for confirmation before circulation.

FINAL DRAFT CIRCULATION
- Circulate the final draft to all School Council members before the next meeting for review and comment.
- Include a short summary of key changes and reasons for the review.

COUNCIL REVIEW AND RATIFICATION
- Include the policy as an agenda item at a General Meeting (or Special General Meeting if required).
- Move a formal motion, e.g.:
  "That the [Policy Name] be accepted and adopted as the official policy of [School Council Name]."
- The motion must be seconded and voted on. If 50% or more of members vote in favour, the policy is ratified.

RECORD KEEPING

- Record the motion and decision in the meeting minutes.
- Enter the policy motion into the Motions Register for record and tracking.
- Save the approved version with version control and the ratification date clearly marked.

IMPLEMENTATION AND COMMUNICATION

- The Principal is responsible for implementing the policy.
- The Council may assist with communication and awareness, for example by:
    - Sharing information through newsletters, assemblies, or meetings.
    - Ensuring copies are available on the school website and in the front office.
    - Encouraging staff and families to understand how the policy applies in practice.