**DECISION MAKING GUIDE**

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| ***Establish the Decision Context***  |
| 1. Clarify the decision to be made
2. Does the decision fall within our mandate?
3. Which strategic outcome is most affected by the decision?
4. What role would our Board play in this decision? (Lead, supporter, sponsor, etc.)
5. How significant is the decision in relation to our strategic outcomes?
6. Which of our internal and external stakeholders could be impacted by the decision? (See below)

**Internal Stakeholders External Stakeholders****□** Trustees **□** Students**□** Senior Executive **□** Parents**□** Principals **□** Regulators**□** Educators **□** Contractors**□** Educator Support **□** Suppliers**□** Management **□** Communities**□** Staff**□** Other school boards (precedent setting implication) **□** Interest Groups |

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| ***Identify, Assess & Prioritize the Associated Threats and Opportunities***  |
| 1. What are the threats that might arise from the decision: consider the existing people, processes and systems in place already to help prevent the threat or its impact
2. What are the opportunities that might results from the decision: consider the existing people, process and systems in place today to help realize and optimize identified opportunities?
3. Look across all risks and opportunities identified: consider the attitude for risk taking at your school board
4. What are the top threats and opportunities associated with the decision that need further action to bring them within the attitude for risk taking?
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| ***If further action is required to respond to Top Threats & Opportunities***  |
| 1. Look at the operational plan, projects and priorities: what actions could you take within your existing commitment to help respond to the top threats and opportunities identified
2. What additional action should be taken?
3. If additional action (resources, time and budget) are required to respond to the top threats and opportunities, what existing adjustments should be made to the existing plans, projects or priorities?
4. If your school board knows them, what Top Corporate Threats or Opportunities are impacted?
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| ***Escalate, Monitor, Communicate & Consult as Appropriate***  |