

**PERFORMANCE MANAGEMENT OF PRINCIPAL****Rationale:**

In accordance with clause 4.2.1 of the Secondary School Principals' Collective Agreement (2016-2019) the Board will carry out the annual review of the Principal's performance in accordance with the annual performance agreement. The review is in relation to the objectives in the performance agreement and to professional standards.

**Responsibility:**

1. The Chairperson is responsible for managing the Principal's Annual Performance Agreement and appraisal. The Board may form a committee, which may include an independent consultant who specialises in education and is able to review the effectiveness of the education provided, to assist the Chairperson with the appraisal and annual performance agreement process.
2. The outcome of the appraisal process will be a written report on the Principal's performance, will record achievements and any areas for development.

**Confidentiality**

The Performance Agreement and results of the appraisal are confidential to the Principal and the Board.

**Appraisal Type and Cycle**

1. The Annual Performance Appraisal shall follow a 3 year cycle, relative to the Board election cycle.
  - Year 1 shall be a peer review
  - Year 2 shall be a Board/chair review
  - Year 3 shall be an external (consultant) review.
  - The rationale of this cycle is to achieve a wide perspective and ensure best practice.
2. The annual process will depend on the year of the review but shall generally involve a meeting to set and agree objectives in the first term, a meeting to check progress mid-year, and a final review meeting.

**Dispute Resolution**

In the event of a dispute relating to the appraisal results, the Board may choose to exercise its right to make a final decision or appoint an independent mediator to mediate. Ultimately the Board will have responsibility for any final decision.

**Appraisal Objectives**

The following documents will form the basis of the Appraisal:

- Principal's Job Description
- Annual Performance Agreement
- Professional Standards for Secondary School Principals
- Leadership inquiry
- Secondary Principals' Career Structure Criteria

**Procedure**

The review process will occur annually, providing a written record of whether the Principal has performed satisfactorily as per the terms of their performance agreement.

The Principal's performance will be formally reviewed on an annual basis by the Board chairperson, peer, or independent consultant, (the Board's agent) who specialises in education, commensurate with Appraisal Type and Cycle above.



## PERFORMANCE MANAGEMENT OF PRINCIPAL

1. Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role. The Principal will be reviewed on the agreed criteria set forth in the performance agreement:
  - Achieved objectives,
  - Professional standards,
  - Learning and development objectives,
  - Leadership inquiry
  - Fulfilment of additional duties which require concurrence payment
2. The Board chairperson/delegate(s), peer and consultant/agent may gather information from staff, parents, or any other relevant members of the larger school community who can provide feedback on how the Principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.
3. The chairperson/delegate(s)/peer/consultant will present the final report/summary back to the Board. The Principal may /may not be present at the presentation and / but will have the opportunity to address the Board. The Chair may then exclude the Principal to facilitate further discussion among the Board.
4. The Principal will be informed personally and in writing of the final outcome following the report discussion. The performance agreement and results of the review are confidential to the Principal and the Board.

### Review details:

Review Date	Reviewed by
Nov 2019	Board of Trustees
Review cycle: <b>1 year</b>	Due date for Review: <b>Nov 2020</b>

### Management Contact:

Principal