



PRINCIPAL'S PERFORMANCE MANAGEMENT POLICY

Outcome statement

A fair and transparent performance management process recognises the professionalism of the Principal, and the accountabilities and the legal and contractual obligations of the Board of Trustees. This is aligned with the Professional Growth Cycle (PGC) which determines if the Principal has met the requirements of *Standards for the Teaching Profession | Ngā Paerewa mō te Umanga Whakaakoranga*.

Scoping

An annual performance agreement will be established between the Board and Principal and be in place at the beginning of each school year. The basis for the annual appraisal is the Principal's Performance Agreement in which key considerations are:

- The Secondary Principals' Collective Employment Agreement.
- The Job Description.
- The Professional Growth Cycle (PGC), developed annually by the Principal and shared with the Presiding Member
- The managerial, administrative, and 'chief executive' functions of professional leaders which are outside the *Standards for the Teaching Profession | Ngā Paerewa mō te Umanga Whakaakoranga*.

The Principal's performance against the agreement will be reviewed throughout the year, and a final summary will be prepared by the Personnel Committee. The Committee will report the outcome to the Board at the end of the school year. Clear guidelines regarding appraisal will allow aspects of governance and management to operate positively and with respect to the Principal's performance will provide feedback, identify focus areas for attention, affirm success and support professional development.

A budget for professional expenses and for professional development will be established annually in accordance with the Principal's Professional Development Plan contained in their performance agreement and be included in the budget. Spending within budget is with the approval of the Board, except for overseas trips for professional development, that must be approved by the Board at least one term in advance of the event (where possible). Professional development expenses may include but are not confined to continuing education, books and periodicals, mentoring and attendance at professional conferences.

Delegations

The Personnel and Student Behaviour Committee will ensure an annual performance review is carried out in accordance with this policy.

Expectations and limitations

- The review process will occur annually, providing a written record of how the Principal has performed, as per the terms of the performance agreement and identifying professional development needs.

- The Principal’s performance will be formally reviewed on an annual basis by duly delegated members of the Board and, optionally at the Board’s choice, an independent consultant who specialises in education performance appraisal.
- There will be one interim review, at the end of Term 2 between the Principal and delegate(s) to discuss progress.
- The Principal will be reviewed on the criteria set out in the performance agreement, specifically, performance objectives based on the managerial, administrative, and ‘chief executive’ functions of the Principal.
- If the Principal and the Board disagree on the performance objectives, the Board, after considering the Principal’s input, will amend the disputed objectives or confirm the unchanged objectives. The Board’s decision will be final.
- The delegate(s) and consultant 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.
- The Principal and delegate(s) will meet for a formal review to discuss whether the performance agreement has been satisfied, with the Principal given the opportunity to discuss and comment on each criterion. A final summary will be drafted by the delegate(s) and sent to the Principal. The Principal can accept the summary or dispute the summary. If the summary is disputed, the delegate(s) will consider the Principal’s views before deciding to either amend the report in accordance with the Principal’s views or let the report stand with the Principal’s comments attached.
- The delegate(s)/consultant will present the final summary back to the full Personnel Committee of the Board with the result of the review. The outcome of the annual review will be shared with the full Board at the end of the school year. The Principal may/may not be present at the presentation and/but will have the opportunity to address the Board. If further discussion is required, the Presiding Member will ask the Principal to leave the meeting, and further discussion may continue among the Board.
- The Principal will be informed personally and in writing of any changes to the summary following the report discussion.
- The performance agreement and results of the review are confidential to the Principal, the Board and their agents unless both parties agree to wider distribution.

Signed:	Date Signed
Date of Ratification: March 2023	Next Review Date: 2026