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## Carmel College Governance Policy 09: Principal Performance Management

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### Special Character statement

*Our college is the Catholic Church in action, an authentic expression of the Church's mission. Therefore, our role as a Catholic college, is, above all, to be a place where every member of this learning community can encounter the living God and our focus is on helping to form Christ in the lives of others. We do this through the Catholic and Mercy traditions.*

### Outcome statement

A fair and transparent performance management process recognises the professionalism of the principal and the accountabilities of the Board.

### Scoping

1. An annual performance agreement will be established between the Board and principal and be in place at the beginning of each school year - or according to the school's appraisal cycle.
2. The principal's performance against this agreement will be reviewed throughout the year, and a final report will be prepared and presented to the Board at the end of the school year- or according to the school's appraisal cycle.
3. The prime focus of the agreement will be that every student at the school is able to attain their highest possible standard in educational achievement.
4. 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. Any overseas trips for professional development must be approved by the Board of trustees at least one term in advance of the event.
5. Professional development expenses may include but are not confined to continuing education, books and periodicals, mentoring and attendance at professional conferences.

### Delegations

The chair will ensure an annual performance review is carried out in accordance with this policy.

### Expectations and limitations

1. 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.
2. 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, and in agreement with the principal, an independent consultant who specialises in education.
3. Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role.

4. There will be up to three interim reviews, between the principal and chair or delegate(s) to discuss progress.
5. The criteria for appraisal will be developed in consultation with the Principal and will draw from the objectives set in the previous performance agreement summary report, including any recommendations from the appraiser, the school's strategic and annual operating plans, the Principal's job description, professional standards and Board policies on operations.
6. The principal will be reviewed on the criteria set out in the performance agreement - performance objectives, professional standards, learning and development objectives and fulfilment of additional duties that require concurrence payment.
7. 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.
8. 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.
9. The Board chair, delegate(s) and consultant, liaising with the principal, 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.
10. The principal and delegate(s) will meet for a formal interview to discuss whether the performance agreement has been satisfied, with the principal given the opportunity to discuss and comment on each criterion. The results will then be drafted into a report by the delegate(s) and sent to the principal. The principal can accept the report or dispute the report. If the report 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.
11. The chair/delegate(s)/consultant will present a final summary report back to the Board with the result of the review. The principal may be present at the presentation and will have the opportunity to address the Board. The principal will then exit, and further discussion may continue among the Board.
12. The principal will be informed personally and in writing of the final outcome following the summary report incommittee discussion with the Board.
13. 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.

## Procedures/supporting documentation

1. Current Principals' Collective agreement
2. NZSTA Policy Framework
3. NZSTA Managing Principal Appraisal (Perf Rev).doc - Good Practice Framework
4. NZSTA *Guidelines for Boards of Trustees - Managing Principal Appraisal* (2005)
5. *Supporting School Improvement through Effective Principal Appraisal* - ERO (2014)
6. NZSTA 2008 *Managing Principal Appraisal (Performance Review) - Good practice framework*.

## Monitoring

*Board annual self review, report and recommendations for action.*

## Legislative compliance

1. Education Act 1989
2. State Sector Act 1998, Part 7A, Personnel Provisions in Relation to Education Service  
- for definition of general principles of good employer practice

Date reviewed:	December, 2018	Next Review:	September, 2020
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