

## Governance Policy 5: Principal's Performance Appraisal

*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.*

The Principal's performance is appraised on an annual basis with the objective of ensuring high quality educational opportunities for the students of the school through:

- † identifying and setting goals for professional learning
- † supporting the Principal by providing opportunities for reflective professional learning
- † identifying and recognising the Principal's strengths and professional learning needs
- † assessing the performance of the Principal in relation to the strategic plan

### Process

1. The Principal's performance will be formally appraised on an annual basis by the Board Chair or delegate(s). At least two yearly, the Board will engage an independent consultant who specialises in education to perform the Principal's appraisal and review the effectiveness of the education provided.
2. There will be a written assessment of the Principal's performance identifying any training/professional development needs for the Principal to undertake.
3. There may be informal meetings during the review period between the Principal and Chair or delegate(s) to discuss progress.
4. The criteria for appraisal will be developed in consultation with the Principal and will draw from the objectives set in the performance agreement, the school's strategic and annual operating plans, the Principal's job description, professional standards and Board policies on operations.
5. If there is any disagreement between the Principal and the Board as to the appraisal criteria, then the Board, after considering the Principal's input, will make a final decision.
6. The Board Chair or delegate(s) may, as part of this process, formally seek feedback on the Principal's performance from staff, parents, or any other person/s who are in the position of providing feedback on how the Principal has performed.
7. The Chair or delegate(s) will provide a summary report to the Board on an annual basis. This will be discussed in committee with the Principal absent.
8. The performance agreement and results of the appraisal are confidential to the Principal, the Board and their agents unless both parties agree to wider distribution.
9. 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.

### REVIEW:

This policy will be reviewed by the Board of Trustees triennially

### REFERENCES:

1. NZSTA Policy Framework
2. NZSTA Managing Principal Appraisal (Perf Rev).doc - Good Practice Framework
3. Education Act 1989
4. State Sector Act 1998, Part 7A, Personnel Provisions in Relation to Education Service - for definition of general principles of good employer practice
5. NZSTA *Guidelines for Boards of Trustees - Managing Principal Appraisal* (2005)

6. *Supporting School Improvement through Effective Principal Appraisal - ERO (2014)*
7. *NZSTA 2008 Managing Principal Appraisal (Performance Review) - Good practice framework.*

Approved by the Board of Trustees at the meeting held on 12 March 2018.

Chair: \_\_\_\_\_

*Kathrine Hughes*  
Kathrine Hughes

**NEXT REVIEW SCHEDULED:** no later than March, 2021.