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## *Carmel College Operational Policy 01: Responsibilities of the Principal*

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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

Authority and accountability for the day-to-day running/operation of the school is delegated to the principal.

### Scoping

The principal is the professional leader of the school and the Board's chief executive working in partnership with the Board of trustees. The Board is responsible for the governance of the school, including setting the policies by which the school is to be controlled and managed. The principal is responsible for the implementation of these policies including the charter/strategic plan.

The relationship between the Board and principal is based on mutual respect, trust, integrity and support with both parties working to ensure no surprises.

### Delegations

Authority and accountability for the day-to-day running of the school is delegated to the principal. Reference in documentation to the school, management and staff is to be read as "principal" for responsibility for implementation.

Only decisions made by the Board, acting as a board, are binding on the principal unless specific delegations to the chair, individual board members, committee chairs or committees of the Board are in place.

The Board chair has responsibility for the principal's performance review.

### Expectations and limitations

The principal shall not cause or allow any practice, activity or decision that is unethical, unlawful or imprudent or that violates the Board's expressed values, its charter/strategic plan or commonly held professional ethic.

The responsibilities of the principal are set out in the Board's operational policies and include the following:

1. Meet the requirements of their current job description and employment agreement including the four areas of practice from the Professional Standards for Secondary Principals.
2. Participate in the development and implementation of their annual performance agreement and participate in their annual review process.

3. Act as the educational leader and day-to-day manager of the school within the law and in line with Board policies.
4. Develop, seek Board approval for and implement an annual plan that is aligned with the Board's strategic plan, meets legislative requirements and gives priority to improved student progress and achievement.
5. Use resources efficiently and effectively and preserve assets (financial and property).
6. Operate within the Board's approved annual budget.
7. Give effect to good employer policies and practices through effective procedures, instructions or guidelines.
8. Employ, deploy and terminate staff positions in line with Board policy and legislative requirements.
9. Communicate with the community on operational matters as and where appropriate.
10. Refrain from unauthorised public statements about the official position of the Board on social, political and/or educational issues that are or have the potential to be controversial.
11. Keep the Board informed of all information relevant to its governance role and report this in accordance with the requirements set out under Monitoring below.
12. Act as Protected Disclosures Officer and ensure procedures are in place to meet the requirements of the Protected Disclosures Act 2000.
13. Appoint, on behalf of the Board, the Privacy Officer and EEO Officer.
14. Ensure school procedures meet the legislative statutes and regulations as set down in the appropriate Acts, Ministry of Education circulars and Education Gazette.
15. Ensure systems are developed and implemented to support the smooth running of the school in regards to surrender and retention of property and searches of students. Written records and storage of items must be consistent with legislative requirements and associated rules and guidelines.

The principal is not restricted from using the expert knowledge of individual board members acting as community experts.

## Procedures/supporting documentation

1. Board's governance and management definitions
2. Principal's job description
3. Principal's employment agreement (confidential) including relevant Principal Professional Standards
4. Principal's performance agreement and confidential review report
5. Annual implementation plan and budget
6. Personnel-related policy and procedures including appointments, performance management and Protected Disclosures.

## Monitoring

The Board will review the principal's performance in line with its policy on principal performance review.

Evidence gathered for the review will include the principal's reporting to the Board in line with the Board's annual workplan and that which addresses all matters having real or potential legal considerations and risk for the school including significant trends, implications of Board decisions, issues or risk to policy compliance or changes to the basis upon which the Board's strategic aims have been developed.

The principal will prepare (or, where appropriate, delegate, coordinate and approve) a

report as per scheduled in the annual workplan for each Board meeting that:

1. is timely, accurate and presents information in an understandable form that is not too complex or lengthy
2. includes data and analysis on curriculum delivery, student progress and achievement
3. tracks progress and variance towards strategic aims and key performance indicators
4. informs the Board of any significant changes in staffing, programmes, plans or processes that are under consideration
5. outlines financial income and expenditure and explains any variance against budget that is not addressed by the Finance committee report
6. summarises and highlights any risks associated with the fortnightly staff usage and expenditure (SUE) report as needed
7. identifies the number of stand-downs, suspensions, exclusions and expulsions during the period and highlights trends over time annually
8. identifies any instances of physical restraint
9. includes information of any actual or potential risks to health and safety that is not addressed by the Health and Safety committee report
10. specifies current roll numbers and explains any roll variance against year levels
11. recommends changes in Board policies when the need for them becomes known
12. highlights areas of possible adverse publicity or community dissatisfaction
13. addresses any other matter requested by the Board within a reasonable, specified timeframe.

## Legislative compliance

[Education Act 1989](#)

[Privacy Act 1993](#)

[Protected Disclosures Act 2000](#)

[Collective Employment Agreement for Principals](#)

[Employment Relations Act 2000](#)

Date reviewed:	March, 2020	Next Review:	March, 2023
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