

## Principal Performance Management Policy

### Rationale

#304

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

### Purpose

An annual performance agreement will be established between the board and principal and be in place at the beginning of each school year.

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.

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.

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.

Professional development expenses may include but are not confined to continuing education, books and periodicals, mentoring and attendance at professional conferences.

### Delegations

The chair (or personnel committee of the board) will ensure an annual performance review is carried out in accordance with this policy.

The Principal is to seek out an appraiser and to factor their costs into the school budget. The Board must approve the appraiser.

### Policy Guidelines

- 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.
- Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role.
- There will be three interim reviews, one each term preceding the annual formal review, between the principal and chair or delegate(s) to discuss progress.

- 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.
- 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 board chair, 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 interview to discuss whether the performance agreement has been satisfied, with the principal given the opportunity to discuss and comment on each criterion before a rating is given. 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.
- The chair/delegate(s)/consultant will present the final report/summary 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.
- 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, the board and their agents unless both parties agree to wider distribution.

**Monitoring**

*The Principal and Board Chair (or delegated committee) will:*

- Monitor the process

*The Board Chair (or delegated committee) will:*

- Organise (if decided) the gathering of information from staff, parents or any other relevant members of the larger school community who can provide feedback on how the principal has performed (The Principal may have input in this process).

Ratified by Board: \_\_\_\_\_

Signed for B.O.T.

\_\_\_\_\_

Date

Next Review: \_\_\_\_\_

Date

Recorded in the Board of Trustees Minutes dated: \_\_\_\_\_