



# PAPAKAIO SCHOOL



## 304 Principal Appraisal/Performance Agreement/Job Description Procedure

### **PURPOSE**

To evaluate the principal's performance against previously defined objectives to identify successes, achievements and aspects requiring development and to provide quality feedback that facilitates professional growth and ultimately improved outcomes for students. Information obtained from appraisals provides the basis for decisions about priorities for professional support and development. To follow procedures that meet the requirement of section 4 of the Current Principals' Collective Agreement.

### **PROCESS**

The Papakaio School BoT will ensure that the principal's performance is formally appraised on an annual basis by the board chairperson or delegate(s) or, at the board's choice, either an independent consultant who specialises in education and is able to review the effectiveness of education provided or other suitable trustee.

This will result in a written assessment of the Principal's performance on an annual basis, identifying any training/professional development needs for the principal to undertake. This will assist the board in formatting the following year's appraisal objectives. This will be discussed "in committee" with the principal excluded following the tabling of a summary of the final report of the preceding year.

There will be 1 - 3 informal meetings during the review period between the principal and the chairperson or delegate to discuss progress.

The criteria for appraisal will be the objectives set in the performance agreement, the objectives being drawn from the schools strategic and annual operating plans, the principal's job description, professional standards and board policies on operations.

If there is any disagreement between the principal and the board as to the objectives, the board, after considering the principals input will amend and confirm the amended objectives or confirm the unchanged objectives. The board's decision will be final.

The board chairperson or delegate(s) may seek feedback on the principals performance from staff, parents, or any other person who are in the position of providing feedback on how the principal has performed.

The chairperson or delegate(s) will report back formally once a year to the board a summary report on the result of the appraisal. This will be discussed in committee with the principal absent. The principal will have an opportunity to speak to the report but otherwise is not in attendance. The appraisal remains confidential to the board and the principal.

The board comments and participates in developing the performance agreement for the next annual cycle in accordance with this policy.

The performance agreement and results of the appraisal are confidential to the Principal, the board and their agents unless all parties agree to their wider distribution.

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.

**Time frame**

April -Set criteria for appraisal as outlined above

Through out year - 1-3 informal meetings during the review period

April Review achievement of - agreed criteria

- Principal Performance Standards

Report tabled at board meeting "in committee"

**Reviewed June 2015**