

CENTRAL SCHOOL



Te Kura Waenga O Ngāmotu

NAG 3 - PRINCIPAL PERFORMANCE MANAGEMENT POLICY

PURPOSE

To review the principal's performance on an annual basis with the objective of ensuring high quality education opportunities for the students of Central School Te Kura Waenga O Ngāmotu. The principal's performance appraisal will be a fair and transparent performance management process that recognises the professionalism of the principal and the accountabilities of the board.

POLICY

1. The board chair (or delegate) will ensure an annual performance review is carried out in accordance with this policy.
2. An annual performance agreement will be established between the board and principal and be in place at the beginning of each school year.
3. 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.
4. The prime focus of the agreement will be that every student at Central School Te Kura Waenga O Ngāmotu is able to attain their highest possible standard in educational achievement.
5. 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.

GUIDELINES

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 a review panel consisting of the board chairperson (or delegate) and, optionally at the board's choice, an independent consultant who specialises in education.
3. The principal will be reviewed on the criteria set out in the performance agreement – with performance objectives being drawn from the school's strategic and annual operating plans, the principal's job description, professional standards and board policies on operations.
4. 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.
5. The review panel 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, interviews, focus groups or documentary evidence.
6. The principal and the review panel 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 review panel and sent to the principal. The principal can accept the report or dispute the report. If the report is disputed, the review panel 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.
7. A member of the review panel will present a 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, for the board to discuss in committee.
8. 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.