

2.8 Principal's Performance Management Policy

Statement of Intent

Paraparaumu College Board of Trustees appraises the Principal's performance on an annual basis with the objective of ensuring high quality education opportunities for the students of the school. The process for the Principal's Appraisal is transparent and ensures that the Principal is both supported and accountable.

Board Expectations

The Board's expectations regarding the performance management of the Principal are that:

- Principal's performance management includes support as well as appraisal
- The Principal has clear performance expectations which includes a contract, a job description and an annual performance agreement
- Principal performance management is ongoing – while the annual appraisal will provide a formal point of review, any concerns the Board has about the
- Principal's performance will be raised with the Principal, through the Chairperson, at the time they occur
- An annual appraisal of the Principal's performance is completed in line with the Board's Principal Appraisal Procedure
- The Principal's performance agreement is developed annually on completion of the appraisal and be informed by the appraisal
- All aspects of the Principal's performance management comply with legal and contractual requirements
- The Board encourages and resources the Principal to undertake professional development each year.
- The Principal's Performance Appraisal may be completed either by an internally reviewer or by an external reviewer.

Procedures

1. The appraisal process 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.
2. The Principal's performance will be formally appraised on an annual basis by the Board Chair or delegate(s) and, at the Board's choice, an independent party who specialises in education and is able to review the effectiveness of the education provided.
3. There will be three informal meetings during the review period between the Principal and Board Chair or delegate(s) to discuss progress.
4. The criteria for appraisal will be the objectives set in the Performance Agreement, the objectives being drawn from the school's strategic and annual operating plans, the Principal's job description, and professional standards.
5. If there is any disagreement between the Principal and the Board as to the objectives, the Board, after considering the Principal's input, will amend and confirm the amended objectives or confirm the unchanged objectives. The Board's decision will be final.
6. The Board Chair or delegate(s) will seek feedback on the Principal's performance from staff, iwi/hapū /whānau, and parents. They may also seek feedback from students or any other person/s who are in a position to provide feedback on how the Principal has performed.
7. The Chair or delegate(s) will report back to the Board the result of the appraisal. 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 of any final decision.

Supporting Documents

The following documents support this policy and will be available at the College:

- Professional Standards for Secondary Principals – Ministry of Education
- Principal's job description
- Principal's Performance Agreement


Delegations

The Board Chair is responsible for overseeing the implementation of this policy.

Approval Dates: 28 April 2015

Review Date (Biannual): 27 March 2017

Signed by the Chairperson of the
Board of Trustees on behalf
of the Board of Trustees

A handwritten signature in blue ink, appearing to read "R. Bus", is written over a horizontal dotted line.