



PRINCIPAL'S PERFORMANCE MANAGEMENT POLICY

Rationale

The Principal is the Chief Executive of the school and is consequently responsible for overall leadership and management. As the professional leader of the school the Principal is accountable to the New Plymouth Girls' High School Board of Trustees for her performance. In turn, the Board of Trustees as employer has an obligation to conduct an annual performance appraisal programme and to provide appropriate professional support and development.

Purpose

To provide clear guidelines for Principal appraisal that:

- Recognise the need for the Principal and Board to work closely in developing the Principal's performance agreement and appraisal process.
- Ensure that expectations and requirements fit within the parameters of the Principal's Collective Employment Agreement (CEA).
- Recognise that Professional Standards as specified are integral to the appraisal process.
- Provide for professional development and support.

Guidelines

- The Board shall ensure that all legal and contractual requirements relevant to this policy are met, and that the annual budget will set aside appropriate provision to enable the process to be satisfactorily conducted.
- The Board is directly responsible for developing performance expectations and ensuring the various appraisal requirements for the Principal meet legal requirements. It is anticipated that the staff will be included in this process.
- Clear guidelines regarding appraisal will allow aspects of governance and management to operate positively and with respect to the Principal's performance will provide feedback, identify focus areas for attention, affirm success and support professional development.

1 Performance Agreement

- 1.1 The basis for the annual appraisal is the Principal's Performance Agreement in which key components are:
 - The Secondary Principals' Collective Employment Agreement 2013 -2016 Part Four.
 - The Job Description that will include key performance indicators.
 - The Professional standards for Secondary School Principals (CEA – Schedule A).
- 1.2 An annual Performance Agreement will be put in place by the Board Chair in consultation with the Board and the Principal. It will be future focused and reflect the school's strategic and annual plan, the Principal's job description, the professional standards, the preceding year's review report and the registered teacher criteria (NZ Teachers' Council).
- 1.3 The agreement will include a professional learning and development plan for the Principal to identify strategies and support (including agreed resourcing) to enable the Principal to carry out his/her responsibilities, meet the objectives and improve professional knowledge and performance.

- 1.4 The process and criteria by which the Principal's performance is to be reviewed for that year will be included in the agreement.
- 1.5 Where the Board and Principal are unable to reach an agreement on a performance agreement that is acceptable to both parties, the Board or the Principal may seek professional advice.
- 1.5 Where a performance agreement acceptable to both parties is not achieved, the decision of the Board in relation to the contents of the performance agreement for that year will be final. The Principal will have the right to attach written comments including any professional advice that he/she considers unreasonable, to the performance agreements which shall be considered during the review of other proceedings.
- 1.6 The performance agreement shall be in writing and a signed copy kept by both the Board and the Principal.

2 Performance Review

- 2.1 The Board will carry out the annual review of the Principal's performance in accordance with the annual performance agreement.
- 2.2 The Board will delegate the responsibility for carrying out the performance review to the Board Chair. Following consultation with the Principal the Board may engage an external reviewer and in this event the Board shall retain responsibility for the review.
- 2.3 Evidence used in the review should be relevant, objective and/or robust.
- 2.4 The Principal shall give to the Board such information as the Board requires to carry out the review.
- 2.5 The Board in consultation with the Principal shall prepare a final report on the review and the Principal shall have the opportunity to comment on the final report.
- 2.6 The report or key performance outcomes will be presented to the Board in-committee at a Board meeting (non-Board members, employees and students will be absent from the meeting).
- 2.7 In the event of serious concerns being highlighted the Chair in consultation with the Board (in-committee as defined in 2.6) will firstly discuss these with the Principal. A mutually agreed independent opinion or assessment will be sought or a facilitator/mediator will be engaged to resolve concerns where either party is not satisfied with the result of the discussion. The principle of natural justice will apply.
- 2.8 A copy of the report and any other documents relevant to the appraisal process will be placed in the Principal's confidential file. The Board Chair has the authority to view the Principal's confidential file.

Signed:	Date Signed
Date of Ratification: August 2014	Next Review Date: 2016