



West End School

Te Kura O Urumutu

Principal Appraisal Policy

RATIONALE:

The Board, as a good employer, has an obligation to appraise the Principal for formative (professional development) and summative (performance management) purposes.

PURPOSE:

1. To provide clear guidelines for use when the Principal is appraised.
2. To ensure that the Board works with the Principal to develop the Principal's performance agreement and appraisal process.
3. To ensure that the Board delegates the actual appraisal process.

GUIDELINES

1. The Board shall ensure that all legal and contractual requirements relevant to this policy are met.
2. The Board shall act as a good employer, in particular, through the delegation of responsibility to appraise to the Board Chair, and through consultation over the process.
3. The Board shall ensure that the budget makes appropriate financial provision for this policy.
4. The basis for annual appraisal shall be the Principal's performance agreement.
5. The key components of the performance agreement shall be:
 - The Principal's 'conceptual job description' relating to the key tasks the Principal is expected to carry out.
 - The relevant national 'professional standards' relating to the important knowledge, skills and attitudes that all Principals are expected to demonstrate.
 - Current 'performance objectives' relating to school initiatives that the Principal is responsible for initiating.
 - Current 'development objectives' relating to the professional development activities the Principal is undertaking to improve their performance.
6. The appraisal discussion should focus in particular on:
 - Reviewing achievement against the current performance and development objectives.
 - Setting performance and development objectives for the next twelve months.
7. The Board Chair, in consultation with the Principal, shall prepare a written appraisal report detailing the conclusions of the appraisal review. This report shall be tabled and discussed in committee, at a Board meeting.
8. Documentation related to the Principal's appraisal (the annual performance agreement and appraisal review report) remain confidential to the Principal and the Board.
9. The outcomes of the process of appraisal of the Principal shall include providing feedback on performance, identifying focus areas for particular attention, affirming success and supporting professional development.

Signed:  (Board Chair)

Date: 5/05/19

Name: Tim Dole

Review Date: May 2020