



**ST JAMES' SCHOOL BOARD OF TRUSTEES**

**Policy on Principal's Performance Management and Appraisal**

|   |  |
|---|--|
| <b>Date Reviewed:</b>   | September 2015   |
| <b>Review Team:</b>   | T Edwards, M Leamy, G Clear, and B Williams  |
| <b>Date of Next Review:</b>   | September 2018   |
| <b>Connection to the Bishops document "The Catholic Education of School Age Children"</b> | Achieving the best possible academic standards is a goal for all Catholic schools. In its academic standards the Catholic school is required to be "at least as outstanding" as other schools in its area.   |
| <b>Related Documents:</b>   | <p>Principal's Performance Agreement</p> <p>Professional Standards for Principals in Catholic Primary and Secondary schools in Aotearoa New Zealand<br/> <a href="https://drive.google.com/drive/folders/0B35x64usHUIBMW5sZXFyYTJLMVE">https://drive.google.com/drive/folders/0B35x64usHUIBMW5sZXFyYTJLMVE</a></p> <p>Catholic Education Office The Handbook for Boards of Trustees of New Zealand Catholic Integrated Schools</p> <p><a href="#">Education Council-Requirements for Tumuaki and Principals Appraisal</a><br/> <a href="#">STA Principals Performance Management Page</a></p> <p><a href="#">Practising Teacher Criteria</a></p> |
| <b>NAG:</b>   | NAG 3 – Personnel  |
| <b>Approval Date:</b>   |  |
| <b>Signed:</b>  |  |

**Introduction**

Boards are required to have in place a performance agreement for principals each year, specifying the goals, professional standards/practising teacher criteria, and learning and development objectives to be met by the principal. Principals play a critical role in enabling the educational achievement of all ākonga/ learners. The Treaty of Waitangi extends equal

status and rights to Māori and Pākehā. This places a particular responsibility on all principals in Aotearoa New Zealand to promote equitable learning outcomes. In an increasingly multi-cultural Aotearoa New Zealand, principals need to be aware of and respect the languages, heritages and cultures of all ākonga. In Aotearoa New Zealand, the *Code of Ethics / Ngā Tikanga Matatika* commits certificated teachers to the highest standards of professional service in promoting the learning of those they teach. The principal must be consulted when creating the performance agreement. The performance agreement will then form the basis for the performance review which boards are required to conduct every year. This review will evaluate how the principal is performing in their job according to the goals, objectives and standards listed in the performance agreement.

### **Guidelines**

1. Effective Principal Appraisal involves monitoring and evaluating the Principal's performance in the job, encouraging growth and recognising achievement.
2. The Board shall act as a good employer.
3. The Board Chairperson is responsible for implementation of this policy.
4. The appraisal will be based on a performance agreement. The key components of this document are:
  - a. The Principal's Job Description
  - b. The Professional Standards/practising Teacher Criteria for Principals
  - c. Catholic Special Character Professional Standards for Primary Principals
  - d. Performance Objectives relating to current school initiatives including but not limited to the recent partnership with Rangitaane Iwi to develop a Cultural Framework for our school/kura.
  - e. Development Objectives relating to current professional development activities.
5. The appraiser, process and annual performance agreement will be agreed to by the Board Chairperson and the Principal.
6. The Board will ensure that the budget makes appropriate financial provision for the costs associated with the implementation of this policy.
7. Appraisal discussions should focus in particular on reviewing achievement against the performance and development objectives.
8. A written report will be prepared by the appraiser/s in consultation with the Principal, detailing the outcomes of the appraisal review.
9. The Principal can either accept or dispute the report. If the report is disputed the appraiser/Board of Trustees Chairperson 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.

10. The Board Chairperson will summarise the report to the Board of Trustees. The full report shall be tabled at an in-committee meeting of the Board of Trustees
11. The Principal will be informed personally and in writing of the final outcome following the report discussion.
12. Documentation relating to the Principal's appraisal will remain confidential to the Principal and the Board unless both parties agree to wider distribution

**SPECIAL CHARACTER**

The Board of Trustees accepts that the Special Character Values and Philosophy of Hato Heemi (Whakaruru Hau) underpin all Governance and Management Policies and Procedures.