

Sacred Heart Girls' College, Hamilton

PRINCIPAL'S PERFORMANCE APPRAISAL (GOVERNANCE)

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

This policy details the Principal's performance appraisal at Sacred Heart Girls' College. Performance review and development play an important part in the College's process for aligning individual abilities, activities and aspirations with Sacred Heart Girls' College strategic goals and operational needs. Sacred Heart Girls' College as an educational organisation strives to value and encourage self-improvement, personal initiative and individual responsibility.

It is essential that this policy be read in conjunction with the Individual Employment Agreement

2.0 The Policy

The Sacred Heart Girls' College Principal's Performance Appraisal policy aims to:

- support the Principal to review and improve the performance of their key result areas and to identify career and professional development opportunities;
- align individual performance contributions to the overall strategic goals and objectives of Sacred Heart Girls' College;
- provide the Principal and Board delegates with a clear understanding of the objectives that have been agreed on for the following year;
- ensure appropriate development, training and/or support is provided to assist with continuous improvement;

3.0 Process

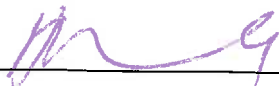
- the Principal's performance will be formally appraised on an annual basis. While the Board shall retain responsibility for the review it will delegate the management of the process to the Chairperson and at least one other Board member. At least two yearly, the Board will engage an independent consultant who specialises in education to perform the Principal's appraisal and review the effectiveness of the education provided;
- there will be a written assessment of the Principal's performance identifying any training/professional development needs for the Principal to undertake;
- there will be quarterly informal meetings during the review period between the Principal and appraisers to discuss progress;

- the criteria for appraisal will be developed in consultation with the Principal and will draw from the objectives set in the performance agreement, the school's strategic and annual operating plans, the Principal's job description, previous performance appraisal feedback, professional standards and Board policies on operations;
- if there is any disagreement between the Principal and the Board as to the appraisal criteria, then the Board, after considering the Principal's input, will make a final decision;
- the Board may, as part of this process, formally seek feedback on the Principal's performance from staff, parents, or any other person/s that are in the position to provide feedback on how the Principal has performed;
- the appraisers will provide a summary report to the Board on an annual basis. This will be discussed "in committee" with the Principal being absent;
- 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;
- 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 for any final decision.

4.0 Associated Documents

- NZSTA Policy Framework
- NZSTA Managing Principal Appraisal (Perf. Rev.) doc – Good Practice Framework
- Education Act 1989
- State Sector Act 1998, part 7A, Personnel Provisions in Relation to Education Service – for definition of general principles of good employer practice
- Guidelines for Boards of Trustees – Managing Principal Appraisal (2005)
- Secondary Principals' Collective Agreement
- Key legislation contained in 'Guidelines for Board Assurance Statement and Self Audit Checklists' ERO

Approved by the Board of Trustees at the meeting held on 28 August 20 12

Chairperson  H McConnell

REVIEW: this policy will be reviewed by the Board of Trustees Triennially