

# Principal's Performance Management Policy

## Introduction

The Principal is the chief executive of the school and is consequently responsible for overall leadership and management. In turn, the Board of Trustees as employer, has an obligation to conduct an appraisal programme for the Principal.

## Guidelines

1. The basis for the annual appraisal is the Principal's Performance agreement in which key components are:
  - a) The College's Mission Statement
  - b) Professional standards for Principals – see Collective Agreement Professional Standards section.
  - c) Performance tasks and expected results.
2. The annual appraisal of the principal relating to the Employment Agreement, job description and Professional Standards will consider achievement against both performance objectives relating to school initiatives for which the principal is responsible, and current development objectives relating to the professional development activities being undertaken by the Principal to improve personal performance.

As a natural consequence, future performance and development objectives will be identified, negotiated, listed and set for the following 12 months.

3. General operating mechanisms inherent in the management of the Principal's performance are:
  - a) 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.
  - b) The Board Chairperson and Deputy Chairperson are directly responsible for overseeing the approval process and the development of a performance agreement. Information about the principal's performance will be gathered by processes to be agreed to by the BOT Chair, appraiser and the principal. Information will be gathered from staff, students, the Board and relevant members of the community.
  - c) The Board will use the services of an independent appraiser and the principal will be consulted as to the final selection of that person.
  - d) The Board Chairperson and Deputy Chairperson, in consultation with the principal, shall prepare a written appraisal report detailing the conclusions of the appraisal review. This report will be tabled and discussed "in committee" at a board meeting. Any documentation related to the annual Performance Agreement and appraisal remain confidential to the Principal and the Board.

- e) In the event of a dispute related to the appraisal process or its results, an independent arbitrator agreed to by all parties would be called upon to mediate. Ultimately the board will have responsibility for any final decision.

Signed for the Board of Trustees

A handwritten signature in black ink, appearing to be 'D. Murphy', written in a cursive style.

26 March 2015

Date Reviewed