

WAITAKERE COLLEGE

Section F (NAG 6) Legislative Compliance

Policy Principal's Performance Review

Date of Review June 2015

Reviewers Personnel Sub-Committee

Goal

To establish robust and fair procedures for appraising the principal's performance on an annual basis with the objective of ensuring that the school offers high quality education for all students in the context of the Board's strategic plan.

Procedures

- 1 The appraisal process is the responsibility of the Board of Trustees who will establish an **appraisal sub-committee** consisting of the Board Chairperson and Deputy Chairperson and an independent consultant who specializes in education and is able to review the effectiveness of the education provided.
- 2 The basis for the annual appraisal of the Principal is set out in the Principal's Performance agreement. The key components are:
 - a) The job description
 - b) The professional standards for Principals as promulgated by the Ministry of Education. The current professional standards are grouped in six categories or professional dimensions: – professional leadership, strategic management, staff management, relationship management, financial and asset management, statutory and reporting requirements.
 - c) The annual performance management objectives and associated indicators to describe what the Principal is expected to achieve in leading the school and managing the business of teaching and learning in the context of the school's strategic and annual operating plans.
 - d) The annual professional development objectives to ensure that the Principal continues to extend the knowledge and skills needed to provide effective leadership in the school.
- 3 The performance appraisal of the Principal is conducted under Part 4 of the SPCA:-
 - a) The Principal's report and supplementary material at the monthly board meetings, which allows all trustees to measure the effectiveness of the Principal's performance on an ongoing basis.
 - b) Informal meetings (at least one per term) between the Principal the Board Chairperson and the Deputy Chairperson on matters relating to the management of the school.
 - c) A more formal annual appraisal with performance evaluation to be completed by:-
 - the Principal on a self-evaluation
 - the appraisal sub-committee

The appraisal will take into account the mutually negotiated professional development plan and school objectives, and provide opportunity for a review of the job description.

The consultant may seek feedback on the Principal's performance from staff, parents, or any other person/s who are in the position of providing feedback on how the Principal has performed.

- 4 The consultant will produce the appraisal report for the sub-committee in consultation with the Board Chairperson and Deputy Chairperson.
- 5 The Performance Agreement and the detailed appraisal report are confidential to the Principal, the Chairperson and Deputy Chairperson and their agents unless both parties agree to wider distribution.
- 6 The Chairperson will present the Board with a written summary of the general outcomes of the appraisal. This will be discussed in committee and is confidential to the Board.
- 7 Should there be any disagreement or dispute, a person should be agreed upon to mediate/arbitrate between the Principal and the appraiser.
- 8 Salary rates are paid in accordance with the current SPCA.
- 9 The Board will consider any salary enhancement for activities undertaken beyond the scope of the general job description – e.g. for International students. Such enhancement requires concurrence from the Secretary of Education.
- 10 The terms and conditions of employment as Principal at Waitakere College are the same as the terms and conditions of the current Secondary School Principals' Collective Agreement (SSPCA).

Conclusion

Clear guidelines regarding the management of the Principal's appraisal ensure that there is feedback for affirming success, identifying focus areas for attention and for enhancing professional development.

Chairperson

Principal

Date