

Raglan Area School Policy: Principal's Performance Management

Outcome Statement

A fair and transparent performance management process recognises the professionalism of the principal and the accountabilities of the board.

Procedures

1. An annual Performance Agreement will be established between the board and principal and be in place throughout each school year (this is delegated to the Presiding Chair).
2. The Principal's performance against this agreement will be reviewed throughout the year, and a final report will be prepared and presented to the board in December.
3. The prime focus of the agreement will be that every ākonga is able to attain their highest possible standard in educational achievement - in alignment with the Board's Annual Plan.
4. A budget for professional expenses and any professional development will be established annually. The principal is able to spend within this approved budget.
5. Any overseas trip for professional development must be approved by the board at least one term in advance of the event.
6. Professional development expenses may include but are not limited to continuing education, books and periodicals, mentoring and attendance at professional conferences.

Delegations

The Presiding Chair will ensure an annual performance review is carried out in accordance with this policy.

Expectations and Limitations

1. The review process will occur annually, providing a written record of how the Principal has performed as per the terms of the Performance Agreement and identifying professional development needs.
2. The Principal's performance will be reviewed on an annual basis by an independent consultant or the Presiding Chair.
3. Those undertaking the review process will have written formalised instructions specifying the responsibilities of the role.
4. There will be one interim review, preceding the annual formal review, between the Principal and the Reviewer (an independent consultant or the Presiding Chair) to discuss progress.
5. The Principal will be reviewed on the criteria set out in the Performance Agreement - performance objectives, professional standards, Annual plan and fulfilment of duties that require concurrence payment.
6. The Principal's Professional Growth Cycle will underpin the process and inform next steps for the Principal's professional development.

7. If the principal and the Presiding Chair disagree on the performance objectives, the board, after considering the principal's input, will amend the disputed objectives or confirm the unchanged objectives. The board's decision will be final.
8. The Reviewer (an independent consultant or the Presiding Chair) may gather information from staff, parents or any other relevant members of the school community who can provide feedback on how the principal has performed. Evidence may include surveys, self-review, interviews, focus groups or documentary evidence.
9. The Principal, Reviewer ((an independent consultant or the Presiding Chair) and a delegate from the Board (if the Reviewer is the Presiding Chair) will meet for a formal interview in October or November to discuss whether the performance agreement has been satisfied, with the principal given the opportunity to discuss and comment on each criterion.
10. The results will then be drafted into a report by the Reviewer and sent to the Principal. The Principal can accept or dispute the report. If the report is disputed, the Reviewer 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.
11. The Reviewer will present the final report back to the board (in committee) with the outcomes of the review. The Principal has the option to be present and will have the opportunity to address the board. The Principal may then be asked to leave the meeting for further discussion by the board.
12. The Principal will be informed of the final outcome in person and in writing (through the Board minutes) of the final outcome following the report discussion.
13. The Performance agreement and review information will be confidential to the Principal, the Board and the Reviewer (if an independent consultant is used) unless all parties agree to wider distribution.

Supporting Documentation

Principal Job Description

Principals Collective Agreement

NZSTA Principal Professional Growth Cycle Guidelines

NZSTA Principal Performance Guidelines