



PRINCIPAL'S APPRAISAL POLICY

RATIONALE

The annual appraisal of the Opaheke School Principal will enhance the provision of high-quality educational opportunities within the school by monitoring the goals and performance of the Principal.

PURPOSE

- To ensure the Board of Trustees (BOT) works with the Principal to develop the Principal's Performance Agreement and appraisal process.
- To monitor progress in achieving the school's vision and goals and to focus on key performance areas and areas of need.
- To provide opportunity for professional and personal growth and development in identified areas.

GUIDELINES

1. The Board shall ensure that all legal, monetary and contractual requirements relevant to this policy are met.
2. The Principal's performance will be formally reviewed by the board chairperson and/or delegate(s) with, at the BOT's choice, the support of an independent consultant who specialises in education and is able to review the effectiveness of the education provided.
 - a. The same consultant should not be used for more than 3 consecutive years.
 - b. When no consultant is used a mentor may be sought by the Principal for support during the appraisal process. If the Principal requests a mentor, then the Board will provide someone who is suitably qualified and experienced and who is agreeable to the Principal.
3. The performance agreement, development criteria and duration for the review will be formulated between the Principal and Board chairperson following the conclusion of the previous review.
 - a. The duration of the performance agreement cycle will normally be for a period of 24 months with appraisals conducted annually. These can begin mid-year.
 - b. The principal's performance review/appraisal will address their performance objectives aligned with the school charter and annual plan, Standards for the Teaching Profession and the Professional Standards for Primary Principals.
4. The Board chairperson and/or delegate as outlined in 2 may seek feedback on the Principal's performance from staff, parents, or any other person/s that are in the position of providing feedback on how the Principal has performed.
5. The end-of-cycle appraisal will review achievements against the current performance and development objectives.



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6. The Board chairperson, in consultation with the Principal, will report to the Board with a summary of the annual appraisal review. The report shall be tabled and discussed 'In committee' at the Board meeting. The Principal will have the opportunity to directly address the board before it discusses or makes any decision on the adoption of the report.
7. Documentation relating to the Principal's appraisal (the performance agreement and appraisal review report) remain confidential to the Principal and Board, unless otherwise agreed.

Signed:



Board of Trustees Chairperson

Date:

3/11/2020