WESLEY COLLEGE SCHOOL BOARD

PRINCIPAL'S PERFORMANCE APPRAISAL PROCEDURE

INTRODUCTION

- The Wesley College School Board operates a Personnel Policy which addresses staff and employment matters
- Under that Policy the Board has set guidelines for the administration of the Policy
- The Principal is the Chief Executive of the school and is responsible for the overall leadership and management of it.
- The policy requires a Procedure for the Principals performance appraisal
- The Board has an obligation to conduct an annual appraisal of the Principal

PROCEDURE

1. Responsibility for managing the Principal's appraisal and reporting to the Board is delegated to the Chairperson of the Board. The Chairperson, where necessary, will engage (in consultation with the Principal) persons with appropriate skill and expertise to contribute to the appraisal process. The Chairperson may (in consultation with the Principal) appoint an independent appraiser to conduct the appraisal.

2. The Board Chairperson and the Principal will consult to determine a process for the Principal's appraisal. This process will be recorded in the Performance Agreement.

3. The Principal's performance will be formally assessed against the:
   i. tasks, responsibilities and expectations specified in the Principal's Job Description, the Principal's Employment Agreement and the annual Performance Agreement;
   ii. knowledge, skills and attitudes expected of the position, including the Professional Standards for Secondary Principals prescribed from time to time by the Secretary for Education;
   iii. the performance objectives relating to school initiatives contained in the Annual Plan for which the Principal is responsible;
   iv. expected outcomes of the professional development being undertaken by the Principal to improve personal performance;
   v. performance objectives and related indicators or criteria identified during the last appraisal cycle;
   vi. professional development objective(s) and related indicators or criteria identified during the last appraisal cycle.

4. There will be at least two consultative meetings [CM] between the Principal and Chairperson during each appraisal cycle. Other meetings may be arranged as necessary. The timing and purpose of the two required CM's are:

   a. CM 1: August current year
      This meeting will confirm the job description and the appraisal objectives for the year. The annual Performance Agreement will be signed.

   b. CM 2: July subsequent year
      This meeting will review performance, draft a report and consider issues and processes for the next cycle.

5. It is expected that a cross-section of all staff will be interviewed and / or surveyed by the Chairperson / Independent Appraiser as part of the appraisal process.

6. It is expected that all members of the School Board will be interviewed and / or surveyed by the Chairperson / Independent Appraiser as part of the appraisal process.

7. The appraisal cycle will normally be from August Year 1 to July Year 2.

8. General principles applicable to the appraisal of the Principal's performance are:

    a. The Board will ensure that all relevant legislative and contractual requirements are met (as outlined in the New Zealand Education Gazette 8 February 1999 and the relevant Principal's Employment Agreement), and that the annual budget will set aside appropriate provision to enable the process to be satisfactorily conducted.
    b. The Board Chairperson is directly responsible for developing performance expectations as recorded in the Performance Agreement and ensuring the various appraisal measures for the Principal meet legal requirements.
    c. A Performance Agreement will be developed annually that is based on the Professional Standards for Secondary Principals. This will be collectively agreed upon between the Principal, the Board Chairperson and any other party the two have agreed on, such as an independent appraiser.
    d. The Performance Agreement will include performance objectives based on school strategic and development planning and at least one personal development objective.
    e. The Board Chairperson and Principal may agree to develop a Performance Agreement that is in effect for a shorter period of time where the there is mutual agreement that this would progress a development initiative within the school.
    f. During the appraisal process it is the responsibility of the Principal to prepare a portfolio demonstrating progress towards meeting the objectives the Performance Agreement.
    g. Comprehensive minutes will be taken of each CM and will remain confidential to the Principal and the Board Chairperson. However, following each meeting, the Board Chairperson, in consultation with the Principal, will provide a written report summarising the pertinent issues of the CM. This report will be tabled and discussed in the "in committee' section of a Board meeting.
    h. Upon completion of the appraisal cycle the Board Chairperson, in consultation with the Principal, will prepare a written report stating the conclusions of the appraisal. This report will be tabled and discussed in the "in committee" section of a Board meeting.
    i. All documentation relating to the annual Performance Agreement and appraisal remains confidential to the Principal and the Board.
    j. In the event of a dispute related to the appraisal process or its results, the Employment Problem Resolution Procedures set out in the Principal's Employment Agreement and the Employment Problem Resolution Services contained in Schedule B of the Agreement shall be used.

The School Board approved this procedure May 2021.
This procedure will be reviewed on / before the May meeting 2024.

Signed: _____ 27 May 2021
CHAIRPERSON