

**PRINCIPAL'S PROFESSIONAL GROWTH CYCLE
POLICY****OUTCOME STATEMENT**

As a good employer, the Boards seek to raise the performance of its Principal. This is achieved, in part, through an ongoing professional growth cycle, which assesses areas of performance and provides opportunities for developing and enhancing performance standards. It further seeks assurance that the Principal is meeting the professional standards and is upholding the values and Special Character of Wesley College.

SCOPE

The Board and Principal will establish an annual performance growth cycle agreement and review process at the beginning of each College year.

The Principal's performance against this agreement will be reviewed throughout the year, and a final growth cycle report will be prepared and presented to the Board.

The prime focus of the agreement will be that every student at Wesley College is able to attain their highest possible standard in educational achievement.

DELEGATIONS

Responsibility for managing the Principal's growth cycle and reporting to the Board is delegated to the Presiding Member of the Board. The Presiding Member, where necessary, will engage (in consultation with the Principal) persons with appropriate skill and expertise to contribute to the growth cycle process.

EXPECTATIONS AND LIMITATIONS

A fair and transparent performance growth cycle process recognising the professionalism of the Principal and the accountabilities of the Board.

PROCEDURE

1. The Board Presiding Member and the Principal will consult to determine a process for the Principal's growth cycle. This process will be recorded in the Performance Agreement.
2. 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 growth cycle;
 - vi. professional development objective(s) and related indicators or criteria identified during the last growth cycle.
3. There will be at least two consultative meetings [CM] between the Principal and Presiding Member during each growth 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 growth cycle 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.
4. It is expected that a cross-section of all staff will be interviewed and / or surveyed by the Presiding Member / Independent Appraiser as part of the growth cycle process.
5. It is expected that all members of the School Board will be interviewed and / or surveyed by the Presiding Member / Independent Appraiser as part of the growth cycle process.
6. The growth cycle will normally be from August Year 1 to July Year 2.
7. General principles applicable to the growth cycle of the Principal's performance are:
 - a. The Board will ensure that all relevant legislative and contractual requirements are met, and that the annual budget will set aside appropriate provision to enable the process to be satisfactorily conducted.
 - b. The Board Presiding Member is directly responsible for developing performance expectations as recorded in the Performance Agreement and ensuring the various growth cycle 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 Presiding Member 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 Presiding Member and Principal may agree to develop a Performance Agreement that is in effect for a shorter period of time where there is mutual agreement that this would progress a development initiative within the school.
 - f. During the growth cycle 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 Presiding Member. However, following each meeting, the Board Presiding Member, 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 growth cycle the Board Presiding Member, in consultation with the Principal, will prepare a written report stating the conclusions of the growth cycle. 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 growth cycle remains confidential to the Principal and the Board.
 - j. In the event of a dispute related to the growth cycle 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.

LEGISLATIVE REQUIREMENTS

[Education & Training Act 2020](#)

[Privacy Act 2020](#)

[Collective Employment Agreement for Principals](#)

The Wesley College School Board approved this policy May 2024.
This policy will be reviewed on / before the May meeting 2027.

PRESIDING MEMBER

23 May 2024
DATE