



WAIMEA COLLEGE

Policies and Procedures

Policy: NAG 3 – Principal’s Performance Appraisal

Date Approved: December 2020

Review Date: 2023

Rationale

It is the policy of the Waimea College Board of Trustees to appraise the Principal’s performance on an annual basis with the objective of ensuring high quality education opportunities for the students of the school.

Purpose


To ensure that the job of leading and managing the school is being carried out in accordance with the Board’s expectations by providing feedback for both the Principal and the Board on a regular basis.

Guidelines

1. The appraisal process will result in a written assessment of the Principal’s performance on an annual basis, identifying any professional development appropriate for the Principal to undertake.
2. The Board Chairperson or delegate will formally appraise the Principal’s performance on an annual basis. It is envisaged that at least once in the 3-year cycle of the board, an independent consultant with appropriate experience in education will assist the Chairperson with the Principal’s appraisal.
3. The criteria for appraisal will be the objectives set in an annual Performance Agreement. These objectives will be drawn from the Principal’s job description, the professional standards and the schools strategic and annual operating plans. The Board Chairperson or delegate and the Principal will sign the Performance Agreement.
4. There will be two informal meetings during the review period between the Principal and Chairperson or delegate to discuss and report progress towards meeting the objectives of the Performance Agreement.
5. The Board Chairperson or delegate may seek feedback on the Principal’s performance from staff, students and the Board.
6. The Board Chairperson or delegate in consultation with the Principal will prepare and present a report on the appraisal to the Board. A summary of the report will be presented and discussed In Committee at a Board meeting.
7. The Performance Agreement and the results of the appraisal remain confidential to the Principal and the Board or their agents.

8. In the event of a dispute relating to the appraisal process or its results, an independent mediator agreed to, by both parties, will mediate.

Adopted: 3 December 2020

Chairperson: 

Waimea College Board of Trustees

The Annual Cycle	Option 1	Option 2
<ul style="list-style-type: none"> Review the Boards appraisal policy and record procedures for the year at the first Board meeting for the year. Board discussion on draft proposals for Performance Agreement. Confirm the timeline and who will undertake the appraisal. (Chairperson, delegate or consultant). Negotiate and sign the Performance Agreement. Include a record of key goals, professional development, information the Board needs to confirm the professional standards and performance objectives are met, the timeline for monitoring progress and completion. Monitor progress towards achievement of goals and make modifications if appropriate. Interim reports on progress to the Board. Gather information in preparation for final appraisal meeting from: <ul style="list-style-type: none"> Principal's self-review feedback from others other evidence if outlined in Performance Agreement Formal appraisal meeting the Principal to discuss feedback, self-review, other evidence, acknowledge achievements, address concerns, draft the formal appraisal report, discuss what may be included in the next performance appraisal cycle. Finalise Principal's appraisal report; sign off on the Performance Agreement, present a summary of the report In-committee to the full Board. 	<p><i>(aligns with operational (financial) year)</i></p> <p>February (start Term 1)</p> <p>May – October (Terms 2 – 3)</p> <p>November</p> <p>December (end Term 4)</p> <p>February (start Term 1)</p>	<p><i>(aligns with academic reporting year)</i></p> <p>April – May (end Term 1, start of Term 2)</p> <p>July – December (Terms 3 – 4)</p> <p>March</p> <p>April (end Term 1)</p> <p>May (start Term 2)</p>

