

Policy: **Principal Performance Management**

Policy Statement

It is the policy of the Manurewa High School Board of Trustees to establish a performance agreement with the Principal each year* and review the Principal's performance on an annual basis with the objective of ensuring that every student at the school is able to attain his or her highest possible standard in educational achievement.

Procedural Guidelines

- 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.
- The Principal's performance will be formally reviewed on an annual basis by duly delegated member(s) of the Board and optionally, at the Board's choice, alongside an independent consultant who specialises in education.
- Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role.
- There will be three interim reviews, one per each term preceding the annual formal review, between the Principal and Board's or delegate(s) to discuss progress.
- The Principal will be reviewed on the criteria set forth in the performance agreement: performance objectives, professional standards, learning and development objectives and fulfilment of additional duties which require concurrence payment.
- If the Principal and the Board delegate (s) 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.
- The Board, delegate(s) and consultant may gather information from staff, parents, or any other relevant members of the larger school community who can provide feedback on how the Principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.
- The Principal and Board's delegate(s) will meet for a formal interview to discuss whether the performance agreement has been satisfied with the Principal given the opportunity to discuss and comment on each criterion before a rating is given. The results will then be drafted into a report by the Board's delegate(s) and sent to the Principal. The Principal can accept the report or dispute the report. If the report is disputed, the Boards delegate(s) 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.
- The Board's delegate(s)/consultant will present the final report/summary back to the Board the result of the review. The Principal will not be present at the presentation and/but will have the opportunity to address the Board. If the Board deems it necessary, the Principal will then exit and further discussion may continue among the Board.
- The Principal will be informed personally and in writing of the final outcome following the report discussion.
- The performance agreement and results of the review are confidential to the Principal, the Board and any consultant unless both the Principal and the Board agree to wider distribution.

* Legal requirement

Review schedule: November 2020

ADOPTED BY BOARD OF TRUSTEES			
Date	24 August 2015	Chairperson	S Smith

REVIEWED/AMENDED Date 29 May 2017 Chairperson S Smith

REVIEWED/AMENDED Date 26 March 2018 Chairperson S Smith

REVIEWED Date 25 November 2019 Chairperson S Smith