

# Stratford Primary School: Policies

## 300 Principals Performance Management Policy

### **OUTCOME STATEMENT:**

A fair and transparent performance management process recognises the professionalism of the Principal and the accountabilities of the Board.

### **SCOPING:**

- An annual Performance Agreement will be established between the Board and Principal and be in place throughout each school year. (This is delegated to the Board Chair).
- The Principal's performance, in line with this agreement, will be reviewed throughout the year, and a final report will be prepared and presented to the Board at the end of the performance cycle.
- The prime focus of the agreement will be that every student at the school is able to attain their highest possible standard in educational achievement. This is set out in the Annual Plan and also gives relevance to students' rights and Te Tiriti o Waitangi (NELPS).
- A budget for professional expenses and for professional development will be established annually in accordance with the Principal's Professional Development Plan. Spending within budget is with the approval of the Board. Any overseas trips for professional development must be approved by the Board at least one term in advance of the event.
- Professional development expenses may include but are not confined to continuing education, books and periodicals, mentoring and attendance at professional conferences.

### **DELEGATIONS:**

The Chair will ensure an annual performance review is carried out in accordance with this policy.

### **EXPECTATIONS AND LIMITATIONS:**

- 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 independent consultant who specialises in education.
- Those delegated or contracted to perform the review process shall have written formalised guidelines specifying the responsibilities of the role.
- There will be one interim review, preceding the annual formal review, between the Principal and Chair to discuss progress.
- The Principal will be reviewed on the criteria set out in the Performance Agreement – performance objectives, professional standards, learning and development objectives and fulfilment of additional duties that require concurrence payment.
- If the Principal and the Education Consultant disagree on the performance objectives, the Board Chair, after considering the Principal's input, will amend the disputed objectives or confirm the unchanged objectives.

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- The Education 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 Education Consultant will meet each term to discuss the Performance Agreement.
- The Education Consultant will draft a report in consultation with the Principal. The Principal will be given the opportunity to discuss and comment on each criterion. The results will then be drafted into a final report by the Education Consultant and sent to the Principal. The Principal can accept the report or dispute the report. If the report is disputed, the Education Consultant (with the support of the Board Chair) 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 Chair will present the final report/summary back to the Board with the result of the review. The Principal has the option to attend the presentation of the final report. They also will have the opportunity to address the Board. The Principal will then exit, and further discussion may continue among the Board.
- The Principal will be informed personally and in writing (through the Board minutes) of the final outcome following the report discussion by the Education Consultant.
- The Performance Agreement and results of the review are confidential to the Principal, the Board and the Education Consultant unless both parties agree to wider distribution.

### **PROCEDURES/SUPPORTING DOCUMENTATION:**

- Principal Job Description
- Principal Collective Agreement
- Implementation Audits and Reports (See the Board Self Review Cycle, which is located at the back of the current Annual Plan).
- NZSTA Principal Performance Guidelines.