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## **PRINCIPAL'S PERFORMANCE APPRAISAL**

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**RESPONSIBLE FOR REVIEW:** Board of Trustees

**DEPARTMENT RESPONSIBLE:** Board of Trustees

**DATE LAST REVIEWED:** August 2016

**NEXT REVIEW:** August 2019

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The Board's relationship with the Principal is the method by which the Board achieves its' vision for the school. The Principal's performance appraisal is designed to facilitate the Board achieving its' strategic aims and responsibilities including the Principal's professional development needs, while ensuring the National Education Goals are achieved.

1. The Board as the employer is responsible and accountable for the Principal's performance management, including appraisal. Both the Board and the Principal will act in good faith recognising that effective appraisals are linked to high trust, mutual respect, transparency and respect for confidentiality.
2. The appraisal process will provide objective feedback and opportunity for reflection and establishment of mutually agreed goals and performance criteria. Consideration will be given to the Principal's personal and professional goals, leadership development and needs for support.
3. A future focussed performance management agreement will be drafted that adequately considers the schools strategic plan, Principal's job description, employment agreement and required professional standards.
4. The Board may delegate to a Board sub-committee the responsibility of:
  - a. Preparing with the Principal the management agreement.
  - b. Determining the performance criteria against which the appraisal will be measured.
  - c. Managing the appraisal process which may mean contracting the appraisal to an independent appraiser
  - d. Agreeing an appraisal timeline to ensure the process is completed each year.
5. Where an independent appraiser is contracted, a written terms of reference will be produced that clearly sets out the roles and responsibilities of the Board, the Principal and the Appraiser.
6. The Principal will prepare evidence to determine achievement in relation to the agreed performance criteria.

7. The Appraiser will collect evidence and provide a report to the Principal and sub-committee that comply with the agreed terms of reference. The Principal will respond to the report and recommendations.
8. The appraisal report and recommendations of the sub-committee will be given to the Board of Trustees for discussion. The report and recommendations will remain confidential. Recommendations and support for the Principal will be taken into consideration when constructing the following year's performance appraisal process.

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***Signature (BOT Chairperson)***

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***Date Ratified***