



**Sacred Heart
Girls' College**
HAMILTON

POLICY 18 PRINCIPAL'S PERFORMANCE APPRAISAL

The daily life of the College will be permeated with the values of Jesus Christ and the teachings of the Catholic Church. Special links will be maintained with the Sisters of Our Lady of the Missions as the College Founders and their special charism reinforced in the College.

1.0 Purpose and Scope

Catholic Education is concerned with the growth and development of the whole person who is encouraged to grow in Christ, and in the awareness that the acquisition of knowledge is a call to serve others as people of Faith, Hope and Justice. Sacred Heart Girls' College is committed to each student's intellectual, spiritual, emotional, physical and social formation that aligns with our Mission charism: Communion, Contemplation, Mission. Sacred Heart Girls' College is committed to fulfilling the call of the Gospel 'I have come that they will have life: life in abundance' (John 10:10)

This policy details the Principal's performance appraisal at Sacred Heart Girls' College.

The prime focus of the performance agreement is for every student to be able to achieve their highest possible standard in educational achievement and that the College gives effect to Te Tiriti o Waitangi.

Performance review and development play an important part in the College's process for aligning individual abilities, activities and aspirations with Sacred Heart Girls' College strategic goals and operational needs. Sacred Heart Girls' College is a Catholic place of learning and education that values and encourages personal growth, initiative and individual, professional responsibility.

The Board annual budget will include sufficient funds to support the ongoing professional development expenses for the Principal.

It is essential that this policy be read in conjunction with the Individual Employment Agreement.

2.0 Guideline

The Sacred Heart Girls' College Principal's Performance Appraisal policy aims to:

- 2.1 Support the Principal to review and improve the performance of their key result areas and to identify career and professional development opportunities
- 2.2 Align individual performance contributions to the overall strategic goals and objectives of Sacred Heart Girls' College
- 2.3 Provide the Principal and Board with a clear understanding of the objectives that have been agreed on for the following year

- 2.4 Ensure appropriate development, training and/or support is provided to assist with continuous improvement.

3.0 Process

- 3.1 The Principal's performance will be formally appraised on an annual basis. While the Board shall retain responsibility for the review it may delegate the management of the process to the Presiding Member and at least one other Board member for the purposes of expedience. At least two yearly, the Board will engage an independent consultant who specialises in education to perform the Principal's appraisal and review the effectiveness of the education provided.
- 3.2 There will be a written assessment of the Principal's performance identifying any training/professional development needs for the Principal to undertake.
- 3.3 There will be quarterly informal meetings during the review period between the Principal and appraisers to discuss progress.
- 3.4 The criteria for appraisal will be developed in consultation with the Principal and will draw from the objectives set in the performance agreement, the school's strategic and annual operating plans, the Principal's job description, previous performance appraisal feedback, professional standards and Board policies on operations.
- 3.5 If there is any disagreement between the Principal and the Board as to the appraisal criteria, then the Board, after considering the Principal's input, will make a final decision.
- 3.6 The Board may, as part of this process, formally seek feedback on the Principal's performance from staff, students, parents, or any other person/s that are in the position to provide feedback on how the Principal has performed.
- 3.7 The appraisers will provide a summary report to the Board on an annual basis. The Principal will have the option to address the Board directly before it will be discussed "in committee" with the Principal being absent. The Principal will receive prompt feedback from the Board in person and in writing of the outcome of the "in-committee" discussions.
- 3.8 The performance agreement and results of the appraisal are confidential to the Principal, the Board and their agents unless both parties agree to wider distribution.
- 3.9 In the event of a dispute relating to the appraisal results, the Board may choose to exercise its right to make a final decision or appoint an independent mediator to mediate. Ultimately, the Board will have responsibility for any final decision.

These delegations, now approved, replace all previous delegations either assumed or granted.

REVIEW:

This policy shall be reviewed by the Boards and members.

Review schedule: Triennially

Review due next: March 2024

REFERENCES

- NZSTA Policy Framework
- NZSTA Managing Principal Appraisal (Perf. Rev.) doc – Good Practice Framework
- Education and Training Act 2020
- State Sector Act 1998, part 7A, Personnel Provisions in Relation to Education Service – for definition of general principles of good employer practice
- Guidelines for Boards of Trustees – Managing Principal Appraisal (2005)
- Secondary Principals' Collective Agreement
- Key legislation contained in 'Guidelines for Board Assurance Statement and Self Audit Checklists' ERO

Approved by the Board at the meeting held on 28/03/ 2022

John Paul Te Pahi

Presiding Member