

POLICY 29

Employee Exit

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

Sacred Heart Girls' College (the College) is committed to achieving excellence in our academic, cultural and sporting endeavour through our Catholic Character and the most effective educational practice. The purpose of this policy is to provide an opportunity for staff to give feedback on their employment at the College, and for the Board and Management to gain valuable insight from exiting staff to enable the continual improvement and development of the College community where Jesus' transforming love and truth are experienced in conjunction with educational excellence.

The College will conduct Exit Interviews with employees who have resigned their post. Through this process the Board wishes to:

1. identify why employees are leaving, for monitoring purposes and to identify any trends;
2. better understand the different experiences of staff working in the College in order to identify any areas for improvement or change;
3. to improve the recruitment and retention of high calibre employees.

This policy does not form part of any employee's contract of employment and the contents of the interview are confidential to the Board Chair and the members of the HR Committee.

The exit interview is a voluntary process and the exiting employee has the right to decline the invitation to complete the interview. This decision will be accepted with no negative impact to the exiting employee.

2.0 Guidelines

- 2.1 The exiting staff employee will have the opportunity to either:
 - a. complete an electronic Exit Survey
 - b. complete a face to face interview with either the Parent or Proprietor's representative of the HR Committee

All interviews will remain confidential with completed questionnaires and any associated supporting documents being treated as such. Once analysis of the interview is completed by the HR Committee the aggregated data will be made available to the Board of Trustees and Senior Management as appropriate. These summarised documentation will be held securely for 7 years. The original questionnaire and documents will be destroyed following aggregation, ensuring confidentiality of interviewee. The principles of participation, protection and partnership throughout the school community are promoted and upheld;

2.2 Indicative Questions

The intent of this questionnaire is to provide the Board with feedback reflecting on your time here at Sacred Heart Girls' College, it will assist us in ensuring the continual improvement and development of the College.

1. Please provide a brief account of the reasons you are leaving employment at Sacred Heart Girls' College.
2. What do you see as being the strengths of the College?
 - a. as a place of employment
 - b. in terms of a community living out our Catholic Character and values
 - c. in terms of effectiveness in developing educational excellence.
3. What do you see as being areas for development for the College?
 - a. as a place of employment
 - b. in terms of the living of our Catholic Character and values
 - c. in terms of our educational programmes
4. To what degree have your strengths been recognised, fostered and utilised during your employment at the College?
5. What opportunities for personal and professional development have you experienced during your employment at the College? What can we do to improve in this area?
6. What other feedback would you like to give the Board covering any aspect or observations you have made during your time at the College?
7. The Board thanks you for taking the time to complete this Exit Interview process and wishes you every success and happiness in the future.

3.0 Review

This policy shall be reviewed by the Board of Trustees Triennially

4.0 References

- NZSTA Policy Framework
- STA Handbook for Board of Trustees of New Zealand Catholic Integrated Schools 2016

Me aro koe ki te hā o Hineahuone
'Take heed the power and dignity of women'

Approved by the Board of Trustees at the meeting held on 27/10/2020



CHAIRPERSON