



Te Kauwhata Primary School

'Learning Together' – 'Kia Ngatahi te Ako'

Personnel

NAG 3: Principal Appraisal

Rationale

The Board of Trustees is required to ensure that an appraisal of the Principal, as CEO, of the school, is undertaken each year.

Purposes

1. To provide clear guidelines for undertaking Principal appraisal.
2. To ensure the Board works with the Principal to develop the Principal's performance agreement and appraisal process.
3. To ensure that the Board works within the parameters of the Principal's employment contract.
4. To ensure that the Board delegates the actual appraisal process.

Guidelines

1. The Board of Trustees will have the Principal's appraisal carried out by an external professional appraiser. This person will be appointed by mutual agreement of the Board Chairperson and Principal.
2. The appraisal process will be negotiated each year with the Appraiser, Principal and Board Chairperson and as a part of the Principal's performance agreement.
3. Key components of the performance agreement will be:
 - a) The Principal's job description relating to the key tasks the Principal is expected to carry out. (The relevant areas of practice are incorporated)
 - b) Current performance objectives relating to school initiatives that the Principal is responsible for initiating.
 - c) Current development objectives relating to the professional development activities the Principal is undertaking to improve performance.
4. The appraisal discussions should focus, in particular on:
 - a) Reviewing achievement against the current performance and development objectives.
 - b) Setting performance and development objectives for the next twelve months.
5. The appraisal report will be made available to the full Board at an "in committee" meeting.
6. The appraisal report will remain confidential to the Board.
7. Specific disputes arising from the appraisal will be referred to the Board, but the Principal must be informed of these prior to the meeting.
8. The outcomes of the process of appraisal of the Principal shall include provision of feedback on performance, identification of focus areas for particular attention, affirmation of success and professional development opportunities.
9. In the event of disagreement, an independent appraiser agreeable to both parties will be appointed to review the Principal's performance.

Approved by Board _____
Chairperson – signed for Board of Trustees

Date

Revised: _____
Chairperson – signed for Board of Trustees Date