



Whangaparaoa College

NAG 3

Policy: Principals Performance Agreement and Appraisal

Revised: September 2020

Policy

1. The Board will put in place an annual performance agreement and carry out an appraisal of the Principal every year.
2. The Board delegates responsibility for the performance agreement and appraisal to the Personnel Committee. The Chairperson of the Board will facilitate the process.
3. The performance agreement is to be developed in consultation with the Principal, and will be aligned with the Board's strategic and improvement plan.
4. As a good employer, and to ensure high quality education opportunities for learners, the appraisal process will have an accountability and development focus. The Personnel Committee may engage an external consultant to undertake the evaluative and/or developmental components of the appraisal. To ensure ongoing development and objectivity, any external consultant appointed may be periodically changed on the advice of the Personnel Committee.
5. The Personnel Committee will keep the Board abreast of progress as to the development of the performance agreement and appraisal timelines.
6. The criteria for appraisal will be the objectives set in the performance agreement, the objectives being drawn from the school's strategic and improvement plans, the Principal's job description, and professional standards.
7. If there is any disagreement between the Principal and the Board as to the objectives, the Board, after considering the Principal's input, will amend and confirm the amended objectives or confirm the unchanged objectives.
8. The Principal is to provide evidence throughout the year of progress against the agreed objectives. Evidence is to be agreed and included as part of the performance agreement as appropriate to the objectives. Examples of evidence may include, but are not limited to, written reflections, staff surveys, appraiser observation, learner voice, ERO or other independent reports or feedback on the Principal's performance from any person/s who are in the position of providing feedback on how the Principal has performed against the objectives.
9. The Personnel Committee will provide a written summary to the Board of the result of the appraisal.
10. 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.

Evaluation & Review

11. We will review this policy at least every three years.