



WAIKATO DIOCESAN
School for Girls

Principal's Performance Review Policy

NAG 3 – Personnel Policy # 3.3

Rationale

As part of Waikato Diocesan School for Girls' obligations as an employer in the education sector the Board of Trustees and Proprietor's Boards ("The Boards") are required to appraise the Principal on an annual basis. The criteria for appraisal may include the objectives set out in the Performance Agreement, the objectives of the school's Strategic and Operating Plans, the Principal's job description, the Values of the Mission of the Diocese of Waikato (Proprietor's Board) and Professional Standards for Principals. The Principal will also be appraised against the Standards of the Teaching Profession annually as required by the Teaching Council of Aotearoa New Zealand.


Policy Statement

It is the policy of this school as a good employer under the provisions of the Public Service Act 2020 that the Boards seek to raise the performance standards of its Principal. This is done partly through on-going professional appraisal, which assesses areas of performance and provides opportunities for developing and enhancing performance standards. It further seeks assurance that the Principal is meeting the professional standards.


Guidelines

1. Responsibility for managing the Principal's appraisal is delegated by the Boards to a committee comprising the Boards' Chairpersons ("the committee").
2. The committee may, if deemed necessary, employ an independent appraiser (agreed to by both parties) who specialises in education and is able to review the effectiveness of the education provided.
3. Any independent appraiser brought in by the committee to assist in the Principal appraisal is an agent of the Boards and should be contracted according to a clearly identified need (e.g. objective view, or to supplement the skills and knowledge of the Boards).
4. The committee and Principal will through consultation determine a process for conducting the appraisal.
5. The prime focus of the appraisal will be the Principal's job description, the Values of the Mission of the Diocese of Waikato (Proprietor's Board), objectives of the school's Strategic and Operating Plans, Professional Standards for Secondary Principals, standards for the profession, and any further goals that may be decided upon in the Performance Agreement through consultation between the Principal and the committee.

6. Key elements of the appraisal process will be:
- negotiation annually of performance and development objectives based in large part upon strategic goals, identified aspects of performance needing attention and development requirements.
 - regular meetings between the Principal and the committee and/or the Principal and the independent appraiser.
 - gathering of performance information from a range of sources which may include Boards, staff, students, parents as deemed necessary by the committee and/or the independent appraiser.
 - matters of concern arising out of the appraisal process relating to the Principal's performance will, in the first instance, be considered by the committee.
 - a draft report will initially be written following final data gathering and passed to the Principal for comment prior to it being finalised.
 - the final written report will be held by the committee and a summary given to both Boards at a Board meeting.
7. The appraisal process will be recorded in the performance agreement and implemented annually.
8. Any documentation relating to the Principal's appraisal will remain confidential to the Principal and the committee, unless the Principal agrees otherwise.
9. In the event of a dispute relating to the appraisal process or its results, the Boards may choose to exercise their right to make a final decision or appoint an independent mediator to mediate. Ultimately the Boards will have responsibility for any final decision.

Adopted by BOT:  Signed (BOT Chairperson)

 27/7/22 Date

Adopted by PB:  Signed (PB Chairperson)

 27.7.22 Date

Previously reviewed June 2022

Reviewed: June 2022

Next review: November 2022