

3.2 Principal Performance Management

Statement of Intent

The Board of Trustees will establish a Performance Agreement with the Principal each year and review the Principal's performance on an annual basis

Board Expectations

- The review process will occur annually, providing a written record of how the Principal has performed as per the terms of the performance agreement and identifying professional development needs.
- The Principal's performance will be formally reviewed on an annual basis by duly delegated member(s) of the Boards and optionally, at the Board's choice, an independent consultant who specialises in education. The staff and student representatives should not be included in the committee.
- Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role.
- The Principal will be reviewed on the criteria set forth in the Performance Agreement: performance objectives, professional standards, learning and development objectives and fulfilment of additional duties which require concurrence payment.
- The Principal and Board will endeavour to reach agreement on the performance objectives. If after a reasonable period, the Principal and Board are unable to agree on certain disputed objectives the parties agree to refer the remaining areas of dispute to an outside mediator who will assist the parties to reach agreement.
- The Board Chair, delegate(s) and consultant may gather information from staff, students, parents, or any other relevant members of the larger school community who can provide feedback on how the Principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.
- The Board Chair, delegate(s) and consultant will meet for a formal interview to discuss whether the Performance Agreement has been satisfied with the Principal given the opportunity to discuss and comment on each criterion before a rating is given. The results will then be drafted into a report by the delegate(s) and sent to the Principal. The Principal can accept the report or dispute the report. If the report is disputed, the delegate(s) will consider the Principal's views before deciding to either amend the report with the Principal's views, or let the report stand.
- The Chair/delegate(s)/consultant will present the final report/summary back to the board. The Principal, at their election, may be present for the report and, if present,

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will have the opportunity to address the Board. The Principal will then exit, and further discussion may continue among the Board.

- The Principal will be informed personally and in writing of the outcome following the report discussion.
- The Performance Agreement and results of the review are confidential to the Principal, the Board, and their agents unless both parties agree to wider distribution.

Supporting Documents

The Board expects that the following documents outlining management policies, procedures or practices are in the School. Where they have been developed by the School they will be regularly reviewed by management. These documents are available to the Board on request:

- Professional standards for principals
- Principal’s job description
- Principal’s performance management agreement

Delegations

The implementation of this policy is delegated to the Board Chairperson

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