



## **POLICY: PRINCIPAL PERFORMANCE MANAGEMENT**

### **Purpose**

A fair and transparent performance appraisal process recognises the professionalism of the Principal and the accountabilities of the Board.

### **Scoping**

The Board and Principal will establish an annual performance appraisal agreement and review process at the beginning of each College year.

The Principal's performance against this agreement will be reviewed throughout the year, and a final appraisal report will be prepared and presented to the Board at the end of the College year.

The prime focus of the agreement will be that every student at the College is able to attain their highest possible standard in educational achievement.

The Board will ensure there is a provision within in the budget for quality professional development and resources, including, but not confined to:

- continuing education
- books and periodicals
- mentoring
- attendance at professional conferences
- resources required to support the ongoing development of the Principal in relationship to their commitment to Special Character.

### **Delegations**

The Presiding Member (or his/her nominee) will ensure an annual performance appraisal is carried out in accordance with this policy.

### **Expectations and Limitations**

- The appraisal 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 document used for the appraisal will be the Professional Growth Cycle.
- The Principal's performance will be formally appraised on an annual basis by duly delegated members of the Board and, optionally at the Board's choice, an independent consultant who specialises in education.
- Those delegated or contracted to perform the review process shall receive written formalised instructions from the Presiding Member (or nominee) specifying the responsibilities of the role.

- There will be a minimum of three interim reviews, one each term preceding the annual formal appraisal, between the Principal and Presiding Member or delegate(s) to discuss progress.
- The Principal's performance will be reviewed against the criteria set out in the performance agreement – performance objectives, professional standards, learning and development objectives and fulfilment of additional duties that require concurrence payment.
- If the Principal and the Board disagree on the performance objectives, the Board, after considering the Principal's input, will amend the disputed objectives or confirm the unchanged objectives. The Board's decision will be final.
- The Presiding Member, delegate(s) and/or consultant may gather information from staff, parents or any other relevant members of the larger College 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 Principal, delegate(s) and/or consultant will meet for a formal interview to discuss whether the performance agreement criteria have been satisfied. The Principal is 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/or consultant and sent to the Principal. The Principal can accept or dispute the report. If the report is disputed, the delegate(s) and/or consultant will consider the Principal's views before deciding to either amend their report or let the report stand with the Principal's comments attached.
- The Presiding Member/delegate(s)/consultant will present a summary of the appraisal to the Board with the results of the appraisal. The Principal may be present at the presentation and 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 by the Presiding Member and in writing of the final outcome following the report discussion.
- The performance appraisal report and supporting documentation are confidential to the Principal, the Board and their agents unless Board and parties agree to wider distribution.

**Ratified by Board: Signed for Board**



Date: 17 May 2023

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| Responsibility:   | Board of Trinity Catholic College |
| Reviewed:         | May 2023                          |
| Next review date: | May 2026                          |
| Policy:           | Principal performance appraisal   |

Associated Documents:

- Professional Coaching and Wellbeing Support Fund
- Professional Growth Cycle