



## St Patrick's School Board of Trustees

### Principal Performance Management Policy

It is the policy of the St Patrick's School Board of Trustees to establish a performance agreement with the principal each year\* and review the principal's performance on an annual basis with the objective of ensuring that every student at the school is able to attain his or her highest possible standard in educational achievement.

1. 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.
2. The principal's performance will be formally reviewed on an annual basis by duly delegated member(s) of the board or optionally, at the board's choice, an independent consultant who specialises in education.
3. The board will ensure there is appropriate financial provision for this policy in the budget.
4. Those delegated or contracted to perform the review process shall have written formalised instructions specifying the responsibilities of the role.
5. There will be three interim reviews, one per each term preceding the annual formal review, between the principal and chair or delegate(s) to discuss progress.
6. The principal will be reviewed on the criteria set forth in the performance agreement: performance objectives, Professional Standards, Practising Teacher Criteria, learning and development objectives and fulfilment of additional duties which require concurrence payment.
7. One set of objectives in the Principals Performance Review will be related to the School Vision and Strategic Goals.
8. 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.
9. Those delegated may gather information from staff, 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.
10. The principal and those delegated 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 those delegated and sent to the principal. The principal can accept the report or dispute the report. If the report is disputed, those delegated will consider the principal's views before deciding to either amend the report, in accordance with the principal's views, or let the report stand, with the principal's comments attached.
11. Those delegated will present a verbal summary of the final report back to the board. The principal may be present at the presentation and will have the opportunity to address the board. The principal may exit if further discussion is required.
12. The principal will be informed personally and in writing of the final outcome following the report discussion.
13. 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.

\* Legal requirement

Signature

I, Stephen Wheeler, have been informed of the performance review policy and procedures of St Patrick's School Board.

Signature  Date 18/2/16.

Approved by Board on the 17<sup>th</sup> day of February 2016 