

Principal's Professional Leadership and Annual Performance Review

See also: Principal's Performance Review: Review Procedure for Staff Input Procedure and Guidelines for Principal's Concurrence Payment Secondary Principal Collective Agreement, 2013 – 2016; Part 4.

1. Each year the Principal, in conjunction with the BOT Chairperson or nominee, will set personal appraisal goals, write a Professional Learning and Development Plan, agree on concurrence payment areas, and sign the annual Performance Agreement. The BOT principal appraisal sub-committee, comprising the parent and co-opted representatives on the BOT, have the authority to contribute to the development of the appraisal goals.
2. The Principal's performance will be appraised at the end of each year against professional standards and his/her agreed annual goals at an 'in-committee' meeting where the Principal shall be present for at least part of the process. The BOT Chair shall write formally to the Principal with a summary of their views after this process has concluded.
3. The appraisal will be undertaken by the Chairperson of the Board of Trustees or a delegated BOT nominee or an external consultant nominee, as decided by the BOT.
4. Evidence for the appraisal will be gathered from a variety of sources, both informal and formal, including for example, the Board, parents, staff, students and ERO.
5. A mid-year review of the Principal's progress in their agreed goals will be conducted by the Chairperson of the Board of Trustees or a delegated BOT nominee or an external consultant nominee and will involve collecting evidence as in 4 above. A report shall be provided to the BOT following this process. This process will not formally review the Professional Standards but elements of these standards may be commented on in the summary report.
6. The appraiser will present an overview of the final appraisal report to the principal appraisal sub-committee. The report (confidential to the appraiser, sub-committee and Principal) will be kept on file by the BOT Chairperson and the Principal. The BOT Chairperson or nominee, will report to the full BOT, indicating the completion of the process, and that concurrence (if applicable) has been agreed on.

Approved: 12 September 2016