



Board of Trustees Policy: Tumuaki•Principal Appointment

11B

Policy Statement

Rationale

1. The Board of Trustees will maintain its reputation as a good employer. A Principal who is appropriately qualified, experienced and visionary will be appointed. Policies such as Equity and EEO will be considered, and appointments will be made in accordance with the laws and awards of New Zealand. The Board will appoint a trained, registered, suitably qualified and competent Principal.

Purpose

2. This policy outlines the procedures that will allow the James Cook High School Board of Trustees to carry out its obligations not only to provide education, deliver the NZ curriculum and fulfil the accreditation requirements of the NZ Qualification Authority. The Principal will be able to lead the school in a manner and direction that is appropriate and acceptable to the Board of Trustees.

Guidelines

3. The Board will develop a position and person description in response to identified school needs and in consultation with Key stakeholders.
4. The Board may choose to engage the services of an educational consultant to guide them through the recruitment, interview and appointment process. An advertisement is drawn up and placed by the Board of Trustees Chairperson or the Chair's nominee.
5. Applications are made using an Application Form approved by the Board of Trustees Chairperson. Applicants must arrange for at least two referees to make confidential written statements to the Board of Trustees Chairperson, on a form approved by the Board of Trustees Chairperson. Applicants should submit specific information as requested by the Board of Trustees (such as philosophy of education, development plan for school, for example).
6. The Board of Trustees Secretary receives all applications, keeps a record of names, gender, race and qualifications of all applicants (for EEO data purposes) and posts back to applicants a notice of receipt of application.
7. The Board of Trustees Chairperson, in consultation with the Board of Trustees and / or established committee, and members of the staff as deemed appropriate by the Chairperson, draws up a short list. The Board of Trustees Secretary arranges interview times for short listed applicants.
8. Interviews are led by the Board of Trustees Chairperson, or the Chairperson's nominee. The interview panel should include the full Board along with any advisors required by law or by the Board of Trustees. Gender and racial balance should be a consideration in forming the interview panel.

9. Following selection of the successful applicant, the Board Chairperson or the Chair's nominee will telephone that applicant and make verbal offer of position. As soon as possible after verbal acceptance of the position has been received, the Board Chairperson or the Chairperson's nominee will telephone unsuccessful short-listed applicants to inform them that the position has been filled.
10. The Board Chairperson will send a formal, written offer of position to the successful applicant.
11. When formal, written acceptance of the position has been received, the Board Secretary will post out letters to all other applicants, notifying them that the position has been filled.
12. Appointments will be confirmed at a formal meeting of the Board of Trustees.

Notes

1. This policy should be read in conjunction with NZSTA guidelines and other official requirements.

Chairperson _____

Date: September 2020

Policy History	
Date	Action
Prior to 2017	Adopted by Board
May 2019	Reviewed
Sept 2020	Reviewed and Amended
May 2021	Reformatted