



# Board of Trustees Policy: Principal Performance Management

12A

## Policy Statement

1. James Cook High School will ensure a fair and transparent performance management process is conducted that recognises the professionalism of the Principal and the accountabilities of the Board.

## Delegations

2. The Chairperson (or personnel committee of the Board) will ensure an annual performance review is carried out in accordance with this policy.

## Guidelines

3. An annual performance agreement will be established between the Board and Principal and be in place at the beginning of each school year. The agreement will include performance objectives, professional standards, learning and professional development objectives. If applicable it will include additional duties that require concurrence payment
4. The Principal's performance agreement will include a professional development plan
  - The Board will plan for associated costs and include in the school's budget.
  - Spending within budget is with the approval of the Board.
  - Any overseas trips for professional development must be approved by the Board of Trustees at least one term in advance of the event.
  - Expenses may include but are not confined to continuing education, books and periodicals, mentoring and attendance at professional conferences.
5. A budget for professional expenses will be established and included in the school's annual budget
6. If the Principal and Board disagree on the performance objectives, the Board, after considering the Principal's input, will amend disputed objectives or confirm the unchanged objectives. The Board's decision will be final.
7. Principal's performance will be formally reviewed 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.
8. The Principal's performance against this agreement will be reviewed throughout the year

- There will be three interim reviews, one each term preceding the annual formal review, between the Principal and chair or delegate(s) to discuss and document progress.
  - Information from staff, parents or other relevant members of the larger school community 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.
9. The Principal and delegate(s) 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 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 amend the report or let the report stand with the Principal's comments attached.
10. The Chairperson/delegate(s)/consultant will present a final report/summary back to the Board with the result of the review. The Principal may/may not be present at the presentation and/but will have the opportunity to address the Board. The Principal will then exit, and further discussion may continue among the Board.
11. The Principal will be informed personally and in writing of the final outcome following the report discussion.
12. The performance agreement and review results are confidential to the Principal, Board and their agents, unless both parties agree to wider distribution.

Chairperson \_\_\_\_\_

Date: September 2020

<b>Policy History</b>	
Date	Action
May 2019	Adopted by Board
Sept 2020	Amended
May 2021	Reformatted