



Board of Trustees Policy: Tumuaki•Principal Appraisal

12B

Policy Statement

Rationale

1. As part of its obligations as a good employer, the Board of Trustees is required to conduct an appraisal of the performance of its staff, inclusive of the Principal

Purpose

2. To annually establish a performance agreement and review process with the Tumuaki•Principal.
3. To ensure every student is able to attain his or her highest possible standard in student achievement.

Guidelines

4. Responsibility for managing the Tumuaki•Principal's appraisal is delegated to an Appraisal Committee, comprising the Chairperson and the Deputy Chairperson.
5. The Board, in consultation with the Tumuaki•Principal, will provide the committee with annual performance objectives that align with strategic priorities of the school.
6. The committee will, in consultation with the Tumuaki•Principal, appoint an independent educational appraiser to conduct the review.
7. The process will include three interim reviews, with a summary of progress provided to the Board at each interim stage.
8. The Tumuaki•Principal will be reviewed on 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.
9. Key elements of the appraisal process will be:
 - a) Annual negotiation of performance and development objectives based on the strategic goals and development requirements
 - b) Ongoing meetings between the Appraiser and Tumuaki•Principal
 - c) Tri-annual meetings between the Tumuaki•Principal, Tumuaki•Principal's Appraisal Committee and the Appraiser
 - d) Gathering performance information from a range of sources which may include Board, staff, students, parents as deemed necessary by the Tumuaki•Principal
 - e) Matters of concern arising out of the appraisal process relating to the Tumuaki•Principal's performance will, in first instance, be addressed to the Tumuaki•Principal's Appraisal Committee

- f) A draft appraisal report, including evidence of performance, will be presented to the Tumuaki•Principal for comment prior to it going to the Appraisal committee
- g) A final summary report will be presented to the Board, in Committee, and remain confidential

Confidentiality

10. Any documentation relating to the Tumuaki•Principal’s appraisal will remain confidential to the Tumuaki•Principal and the Board, unless the Tumuaki•Principal agrees otherwise.

Dispute Resolution

11. Any dispute related to the appraisal process will be referred to an independent arbitrator mutually agreed upon by the Tumuaki•Principal and Board Chairperson.

Notes

12. This policy should be read in conjunction with the SPCA, guidance from Teaching Council and other official requirements.

Chairperson _____

Date: September 2020

Policy History	
Date	Action
Prior to 2017	Adopted by Board
June 2017	Reviewed
March 2019	Reviewed
May 2021	Reformatted