



Board Policy: Tumuaki Performance, Development, and Wellbeing

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 Tumuaki and the accountabilities of the Board and also complies with current requirements.

Delegations

2. The Chairperson (or personnel committee of the Board) alongside the Tumuaki will ensure that the annual requirements and expectations are completed in accordance with this policy.

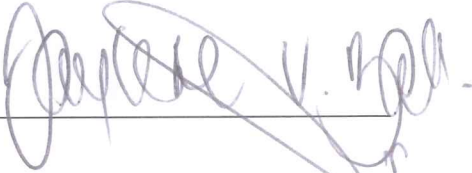
Guidelines

3. An annual Performance, Development, and Wellbeing agreement will be established between the Chairperson (or personnel committee of the Board) and Tumuaki and be in place at the beginning of each school year. The agreement will include:
 - Performance objectives, based on deliverables from the Board Strategic Plan or School Annual Plan;
 - Development objectives and activities, which will include:
 - The Tumuaki's participation in a Professional Growth Cycle (PGC) learning group. Noting that this PGC will include all the requirements for:
 - Professional Standards (from the SPCA)
 - Educational Leadership capabilities (from the Teaching Council)
 - Certification and Practising Certificate (from the Teaching Council)
 - The Standards of the profession (from the Teaching Council)
 - Including opportunities for the Tumuaki to receive feedback on their practice from a range of sources, including the Chairperson or their delegate
 - Professional knowledge and/or skill development, likely a professional inquiry, by the Tumuaki;
 - Coaching for the Tumuaki, where this is additional to the coaching provided in the PGC;

- Wellbeing objectives and/or activities that support the Tumuaki's wellbeing; and
 - Secondary Principals' Career Structure activities that are linked to the career stage of the Tumuaki.
4. The Development, Coaching and Wellbeing activities will likely be funded from the additional funds (\$6000) specifically provided for this purpose in the SPCA.
 5. Essentially the Tumuaki Performance, Development, and Wellbeing plan is on three parts:
 - a. Performance:
 - i. which is agreed between the Tumuaki and the Chairperson (or personnel committee of the Board).
 - ii. If the Tumuaki and Chairperson (or personnel committee of the Board) disagree on the performance objectives, the Chairperson (or personnel committee of the Board), after considering the Tumuaki's input, will amend disputed objectives or confirm the unchanged objectives. The Chairperson's (or personnel committee of the Board's) decision will be final.
 - b. Development, Coaching, and Wellbeing (including the PGC):
 - i. Which the Tumuaki is required to develop and share with the Chairperson (or personnel committee of the Board);
 - ii. The Tumuaki shall make an annual declaration to the board regarding their uptake and use of the funds. The declaration shall be made no later than the last day of Term 4 each year.
 - c. Career Structure examples and evidence:
 - i. Which is collected by the Tumuaki throughout the year to evidence the achievement of the professional criteria of the relevant career stage
 6. The Tumuaki's Performance will be formally reviewed, and the processes/outcomes of the Development, Coaching, and Wellbeing (including the PGC) and Career Structure examples will be received on an annual basis by the Chairperson (or personnel committee of the Board). Following which the Chairperson (or personnel committee of the Board) will sign off the completion/achievement of these elements, noting any implications or focuses for the next year that have been identified.
 7. The Chairperson (or personnel committee of the Board) will present a final report/summary back to the Board with the result of the annual review. The Tumuaki may/may not be present at the presentation and/but will have the opportunity to address the Board. The Tumuaki will then exit, and further discussion may continue among the Board.
 8. The Chairperson (or personnel committee of the Board) should also meet at least half-yearly and no more than termly to informally discuss the Tumuaki's progress and activities in the Tumuaki Performance, Development, and Wellbeing plan.

9. The performance agreement and review results are confidential to the Tumuaki, the Chairperson (or personnel committee of the Board), and their agents, unless both parties agree to wider distribution.

10. Should performance issues exist in the Tumuaki's day to day performance and delivery of their responsibilities, these are to be addressed through the provisions of the relevant employment contract and with advice from NZSTA.

Chairperson  Date: June 2023

Policy History	
Date	Action
May 2019	Adopted by Board
Sept 2020	Amended
May 2021	Reformatted
June 2023	Amended

Attachments:

1. Tumuaki Performance, Development, and Wellbeing plan Template
2. Summary of the Current Expectations and Requirements on Tumuaki Performance, Development, and Wellbeing, as at June 2023

