



PROCEDURE 3.1.12

PRINCIPAL APPRAISAL PROCEDURE

RATIONALE

The Board as a good employer has an obligation to appraise the Principal for formative (professional development) and performance management purposes.

PURPOSES

- To provide clear guidelines for use when the Principal is appraised.
- To ensure the Board works with the Principal to develop the Principal's performance agreement and the appraisal process.
- To ensure that the Board works within the parameters of the Principal's employment contract, the Board delegates the actual appraisal process.

GUIDELINES

1. The Board shall ensure that all legal and contractual requirements relevant to this policy are met.
2. The Board shall act as a good employer, in particular through the delegation of the appraisal to the Board Chairperson (or his/her nominee) and through consultation over the process.
3. The Board Chairperson (or his/her nominee) shall constitute an Appraisal Committee that is agreeable to both the Principal and the Board of Trustees. The appraisal committee can co-opt persons external to the Board of Trustees (eg an appraiser to assess the teaching performance of a teaching principal).
4. The Board shall ensure that the budget makes appropriate financial provision for this policy, including provision for the Principal to be part of a Professional Learning Group (external to the school).
5. The basis for annual appraisal shall be the Principal's performance agreement.
6. The key components of the performance agreement shall be:
 - The Principal's job description, relating to the key tasks the Principal is expected to carry out. The relevant professional standards are incorporated in this.
 - Current performance objectives relating to school initiatives that the Principal is responsible for initiating.
 - Current development objectives (if applicable) relating to the professional development activities the Principal is undertaking to improve performance.
7. The appraisal discussions should focus in particular on:
 - Reviewing achievement against the current performance and development objectives.
 - Setting performance and development objectives for the next twelve months.
8. The Board Chairperson (or his/her nominee), in consultation with the Principal, shall prepare a written statement or report detailing the conclusions of the appraisal review. This report shall either be tabled, or included in the General Business, at a Board of Trustees meeting.
9. Documentation relating to the Principal's appraisal (the performance agreement and appraisal review report) remain confidential to the Principal and the Board Chairperson (and his/her nominee, if appropriate).

10. The outcomes of the process of appraisal of the Principal, and any written statement or report to the Board of Trustees, may include providing feedback on performance, identifying focus areas for particular attention, affirming success and supporting professional development (as appropriate).
11. The Performance Agreement and Review clauses 4.1-4.2 of the Primary Principal's Collective Agreement, 2019 - 2022 (or updated equivalent) will be adhered to.
12. In the event of disagreement an independent appraiser, agreeable to both parties, will be appointed to review the principal's performance.

Reviewed: March 2023