



MANGAKAHIA AREA SCHOOL TE KURA TAKIWA O MANGAKAHIA

Mangakahia Road
Titoki PDC, Titoki, Whangarei
Phone: 4331-702 Fax: 4331-714
E-mail: admin@mangakahia.school.nz
Website: www.mangakahia.school.nz

PRINCIPAL PERFORMANCE REVIEW POLICY

LEGISLATION

State Sector Act (1988), Education Act (1989), Employment Relations Act 2000
National Administration Guidelines (1993) – NAG3
PPTA/NZEI Principal Collective Agreement

Memorandum of Understanding with He Matariki Teen Parent Unit

FOCUS

The Board must ensure the Principal is delivering a satisfactory level of performance and meeting the goals and objectives of the Board. To ensure the terms of the Principals Performance Agreement are met the Board will review the Principal's performance on an annual basis to ensure high quality education opportunities are available for the students of the school.

PROCEDURES

1. The review process will result in a written assessment of the principal's performance on an annual basis, identifying any training/professional development needs for the Principal to undertake.
2. The Principal's performance will be formally reviewed on an annual basis by the Board Chairperson or delegate(s) with, at the Board's choice, the support of an independent consultant who specialises in education and is able to review the effectiveness of the education provided.
3. There will be three formal meetings during the review period between the Principal and Chairperson or delegate(s) to discuss progress.
4. The criteria for the review will be the objectives set in the performance agreement, the Principal's job description, and professional standards.
5. If there is any disagreement between the Principal and the Board as to the objectives, the Board, after considering the Principal's input, will amend and confirm the amended objectives or confirm the unchanged objectives. The Board's decision will be final.
6. The Board Chairperson or delegate(s) may seek feedback on the Principal's performance from staff, parents, or any other person(s) who are in the position of providing feedback on how the Principal has performed.
7. The Chairperson or delegate(s) will report back to the Board the result of the review. This will be discussed in committee with the Principal absent. The Principal will have the opportunity to directly address the Board before it discusses or makes any decision on the adoption of the report.
8. The performance agreement and results of the performance review are confidential to the Principal, the Board and their agents unless both parties agree to wider distribution.

9. In the event of a difference in views relating to the results, the Board may choose to exercise its right to make a final decision or establish a process to resolve any difference of views. Ultimately the Board will have responsibility of making any final decision.

The above policy was reviewed and mandated by the Board of Trustees on 31st October 2017
This policy is next to be reviewed during Term 3 2019.

Chairman of the Board of Trustees:  (signature)
Christine Marsh

Date signed off: 16.11.17