

**POLICY  
NAG 3**

<p style="text-align: center;"><b>BLOMFIELD SPECIAL SCHOOL &amp; RESOURCE CENTRE PRINCIPAL PERFORMANCE MANAGEMENT</b></p>
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**RATIONALE:**

Providing a performance management framework, including effective appraisal is part of being a good employer. Principal appraisal should be a part of a framework which includes clear performance expectations, professional learning and development, mentoring and support.

**PURPOSE:**

1. To ensure the Principal is working to clear expectations that are reviewed annually.
2. To ensure the Principal is provided with the support he/she needs to do their job well.
3. To set the expectation that the Principal will be appraised annually, and in a way that is useful to both the school and the Principal

**GUIDELINES:**

1. The Board Chairperson is responsible for implementation of this policy.
2. The appraisal will be based on a performance agreement. The key components of this document are:
  - a. The Principal's Job Description
  - b. The Professional Standards for Principals
  - c. Performance Objectives relating to current school initiatives
  - d. The Principal's Professional Learning and Development Objectives
2. The Board will have the principal's appraisal carried out by an external professional appraiser. This person will be appointed by mutual agreement of the Board Chairperson and Principal. If mutual agreement cannot be reached, the board will appoint an NZSTA accredited appraiser.
3. The Board will ensure that the budget makes appropriate financial provision for this policy.
4. Appraisal discussions should focus in particular on reviewing achievement against the performance and development objectives.
5. A written report will be prepared by the appraiser/s in consultation with the Principal, detailing the outcomes of the appraisal review.
6. The full report shall be tabled at the Board Meeting under Publicly Excluded Business. The Board Chairperson will summarise the report to the Board of Trustees.

7. Documentation relating to the Principal's appraisal will remain confidential to the Principal and the Board of Trustees.

8. In the event of a dispute related to the appraisal process or its results, an independent arbitrator agreed to by all parties would be called upon to mediate. In such an event, the principle of natural justice will apply. Ultimately the Board will have responsibility for any final decision.

Approved by the Board of Trustees 26.6.2000

Reviewed by The Board of Trustees 18.6.2015

Reviewed by The Board of Trustees 20.6.2019