



## NAG 3 PERSONNEL

### PRINCIPAL APPRAISAL POLICY

#### Rationale

The Wilson School Board of Trustees is required in each twelve month period to conduct an appraisal of the performance of its Principal.

#### Purpose

As a good employer under the provisions of section 77a of the State Sector Act 1988, the Board seeks to raise the performance standards of its Principal. This is done partly through ongoing professional appraisals which assess areas of performance and provides opportunities for developing and enhancing performance standards. Coaching and mentoring is an integral part of the Principal's performance and appraisal process.

#### Guidelines

##### Responsibilities and Delegations

1. The Board is responsible for managing the Principal's appraisal.
2. The Board, through the chairperson and after consultation with the Principal may engage person/s with appropriate skills to contribute to the appraisal process (coaching and mentoring).
3. The chairperson, after consultation with the Board and the Principal, will determine the appraisal process with the appraiser.
4. The prime focus of the appraisal will be the Principal's performance as assessed against professional standards for school principals and any further goals agreed between the Principal and the appraiser.
5. The appraisal process will be recorded in the performance development agreement and implemented annually.

##### Reporting on the Appraisal Process

The Board may meet annually with the appraiser to discuss the appraisal process.

##### Confidentiality

All documentation relating to the Principal's appraisal will remain confidential between the Principal and the Board chairperson unless the Principal agrees otherwise in writing.

##### Dispute resolution

Any dispute relating to the appraisal process will be referred to an independent arbitrator appointed by mutual agreement between the Principal, the Board chairperson and the appraiser.

The decision of the arbitrator shall be final and binding on all parties.

Ratified: BOT *Aavey*  
Principal: *J. Podd*  
Date: *30/07/19*  
Review Date: May 2021