



POLICY 2.2

Principal Performance Review and Procedures

Ratified at Board Meeting	29th October 2020
Next Review Due	2023

RATIONALE:

It is the policy of the Aquinas College Board of Trustees to review the Principal's performance on an annual basis with the objective of ensuring high quality education opportunities for students of the College.

GUIDELINES:

An annual performance agreement will be established between the Board and Principal and be in place at the beginning of each school year.

The Principal's performance against this agreement will be reviewed throughout the year, and a final report will be prepared and presented to the Board at the end of the school year.

PROCEDURES:

1. The review process will occur annually, providing a written record of whether the Principal has performed satisfactorily as per the terms of the performance agreement and identifying professional development needs.
2. The Principal's performance will be formally reviewed on an annual basis by duly delegated members of the Board and, optionally at the Board's choice, an independent consultant who specialises in education.
3. Those delegated or contracted to perform the review process shall have written formalized instructions specifying the responsibilities of the role and the review schedule.
4. There will be up to three performance conversations (as determined by the Board) between the Principal and Chairperson or delegate(s), preceding the annual formal review, to discuss progress.
5. The Principal will be reviewed on the criteria set forth in the performance agreement.
6. If the Principal and the Board disagree on the performance objectives, the Board, after considering the Principal's input, will amend the disputed objectives or confirm the unchanged objectives. The Board's decision will be final.
7. The review committee/consultant may gather information from staff, parents, or any other relevant members of the larger school community who can provide feedback on

how the Principal has performed. Evidence may include surveys, self-review, teaching observation (if relevant), interviews, focus groups or documentary evidence.

8. The Principal and the review committee/consultant will meet for a formal interview to discuss whether the performance agreement has been satisfied. The Principal will be given the opportunity to discuss and comment on each criterion before a rating is given. The results will then be drafted into a report (“Draft Report”) by the review committee and sent to the Principal. The Principal can accept the Draft Report or dispute the Draft Report. If the Draft Report is disputed, the review committee will consider the Principal’s views before deciding to either amend the Draft Report, in accordance with the Principal’s views, or let the Draft Report stand, with the Principal’s comments attached. The resulting report shall be referred to as the Final Report.
9. The Board will be presented with the Final Report ‘In Committee’. The Principal may elect to be present at the presentation and have the opportunity to address the Board. The Principal will then exit and further discussion may continue among the Board. The Board will ratify the Final Report.
10. The Principal will be informed personally and in writing of the final outcome following the report discussion.
11. The performance agreement and results of the review are confidential to the Principal, the Board and their agents, unless both parties agree to wider distribution.

ASSOCIATED LEGISLATION:

[Education and Training Act 2020](#) – sections 127 & 130

Secondary Principals' Collective Agreement