

# KĀHUI AKO LEADER PERFORMANCE REVIEW AND APPRAISAL PROCEDURE



## RATIONALE

St Joseph's School Board of Trustees review the leader's performance on an annual basis with the objective of ensuring high quality education opportunities for all students within the school and the South Canterbury Community of Learning | Kāhui Ako while the Board's Principal<sup>1</sup> holds the Leadership Role.

## PROCEDURES

1. The review process will occur annually, providing a written record of whether the Principal has met the requirements of the performance agreement as well as identifying professional development needs and next steps for continuous improvement.
2. The Principal's performance will be reviewed on an annual basis by the Board chairperson or delegate(s) 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 formalised instructions specifying the responsibilities of the role.
4. There will be a meeting to set up the performance goals and a mid-year review preceding the annual final interview, between the Principal, Chairperson and Consultant to discuss progress.
5. The Principal will be reviewed on the criteria set forth and integrated within the performance agreement:
  - objectives of the board
  - achievement challenges of the Kāhui Ako
  - professional standards
  - standards for the teaching profession
  - career structure criteria
  - fulfilment of additional duties which require concurrence payment (if relevant).

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<sup>1</sup>

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 Board Chairperson and Consultant may gather information from staff, parents, students or any other relevant members of the school community or of the Kāhui Ako who can provide feedback on how the Principal has performed in the home school or in the Leadership Role. Evidence may include student data and information, surveys, self-review, observation, interviews, focus groups and documentary evidence.
8. The Principal, Chairperson and Consultant will meet for a final interview to discuss whether the performance agreement has been satisfied, with the Principal given the opportunity to discuss and comment on each criterion before a decision is made on whether it has been met or not yet met.
9. The results will then be drafted into a report by the Consultant and sent to the Principal. The Principal can accept the report or dispute the report. If the report is disputed, the Consultant will consider the Principal's views before deciding to either amend the report, in accordance with the Principal's views, or let the report stand, with the Principal's comments attached.
10. The Chairperson will present the final report summary back to the Board. The Principal will have the opportunity to address the Board and answer any questions. The Principal will then leave to allow further discussion among the Board<sup>2</sup>.
11. The Principal will be informed personally and in writing of the final outcome following the report discussion.
12. The New Appointments National Panel (NANP) will have access to the performance review report to evaluate whether the Principal has continued to meet the National Criteria for the Leadership Role. The NANP may request additional information about the Principal's performance for this purpose.

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<sup>2</sup> In accordance with the Education Act 1989 s 40 cl 9

13. The performance agreement and results of the review are confidential to the principal, the NANP and the Board unless both parties agree to wider distribution.

**Signature**

I, Carmel Brosnahan, have been informed of the performance review procedures of St Joseph's School Board.

Signature\_\_\_\_\_

Date\_\_\_\_\_

Reviewed: May 2019

Next Review Due: 2020