



**POLICY 2.2**  
**Principal**  
**Performance Review**  
**and Procedures**

Submitted for Ratification at Board Meeting	<b>31<sup>st</sup> August 2017</b>
Next Review Due	<b>2020</b>

**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 the students of the College.

**PROCEDURES:**

1. The review policy will occur annually, providing a written record of whether the Principal has performed satisfactory as per the terms of the performance agreement and identifying professional development needs.
2. The review process shall be undertaken by three Board Members, including a Proprietor's Appointee, the Board Chairperson and/or delegate(s) from the Board and/or, at the Board discretion, an independent consultant who specialises in education, considering gender balance when appropriate ("the Review Committee.")
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 three interim reviews, one per term preceding the annual formal review, between the Principal and Chairperson or delegate(s) to discuss progress.
5. The Principal will be reviewed on the criteria set forth in the performance agreement: achieved objectives, professional standards, practising teacher criteria, learning and development objectives and fulfilment of additional duties which require concurrence payment.
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 Chairperson/delegate(s)/consultant will present the final report/summary, and results of the review, to the Board. The Principal may/may not be present at the presentation and/but will have the opportunity to address the Board. The Principal will then exit and further discussion may continue among the Board.
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.

**SUGGESTED TIMELINE FOR REVIEW PROCESS:**

January	Review committee appointed and objectives set for Performance Agreement.
February	Performance Agreement between Principal and Review Committee prepared. Both parties sign the Performance Agreement for the Board to ratify.
March-May	On-going monitoring between the Principal and Board Chairperson (feedback to Committee).
June	Interim review with Committee.
July-September	On-going monitoring between the Principal and Board Chairperson (feedback to Committee).
October	Review Committee gather evidence for final review.
Beginning of November	Review Committee prepares the Draft Report which is given to the Principal to accept or reject. If rejected, the Review Committee revises or submits with the Principals comments attached to it.
November	Final Report presented to the Board, " in Committee" the Principal has the opportunity to address the Board. The Principal is informed in person and in writing of the outcome.

**Signature**

I, \_\_\_\_\_, have been informed of the performance review policy and procedures of the Aquinas College Board.

Signature \_\_\_\_\_

Date \_\_\_\_\_