

## 12. Principal's Performance Management Policy

It is the policy of the Winton School Board of Trustees to establish a performance agreement with the Principal each year\* and review the Principal's performance on an annual basis with the objective of ensuring that every student at the school is able to attain his or her highest possible standard in educational achievement.

1. The review process will occur annually, providing a written record of how the Principal has performed 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 elected member(s) of the board and optionally, at the Board's choice, an independent consultant who specializes in education.
3. Those delegated or contracted to perform the review process shall have written formalised instruction specifying the responsibilities of the role
4. There will be at least one interim review preceding the annual end of year formal review, between the Principal and chair or delegates to discuss progress.
5. The Principal will be reviewed on the criteria set forth in the performance agreement: performance objective, professional standards, learning and development objectives and fulfillment of additional duties that 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 to confirm the unchanged objectives. The Board's decision will be final.
7. The Board chair, delegate(s) and 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 delegate(s) will meet for a formal 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 rating is given. The results will then be drafted into a report by the delegate(s) and sent to the Principal. The Principal can accept the report or dispute the report. If the report is disputed, the delegate(s) will consider the Principal's views, or let the report stand, with the Principal's comments attached.
9. The chair/delegate(s)/consultant will present the final report/summary back 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 presentation of the report.

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.

\*Legal requirement

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

Signature:

Date:

*Review Schedule: Annually (when Principal Performance Agreement ratified)*

*Last Reviewed: December 2020*

*Next Review: December 2021*

*Signed:*

