



## PRINCIPAL APPRAISAL POLICY

### Rationale

As part of its obligations as an employer in the education sector the Board of Trustees is required to conduct in each twelve month period an appraisal of the performance of its staff. It is mandatory to appraise the Principal against the professional standards for principals and against the performance agreement.

### Policy Statement

As a good employer under the provisions of the State Sector Act, 1988 s77a the Board seeks to raise the performance standards of its Principal. This is done partly through ongoing professional appraisal, which assesses areas of performance and provides opportunities for developing and enhancing performance standards. It further seeks assurance that the Principal is meeting the professional standards.

### Responsibilities and Delegations

- Responsibility for managing the Principal's appraisal is delegated to a committee of the Board comprising the Chairperson and one other Board member
- The committee may, if deemed necessary, engage in consultation with the Principal persons with appropriate skills to contribute to the process
- The committee and Principal will through consultation determine a process for conducting the appraisal.
- The prime focus of the appraisal will be the Principal's job description assessed against performance indicators and any further goals decided upon through consultation between the Principal and the Chairperson.
- Key elements of the appraisal process will be:
  - negotiation annually of performance and development objectives based in large part upon strategic goals, annual goals, identified aspects of performance needing attention and development requirements
  - ongoing meetings between the appraiser and appraisee (if other than the committee)
  - termly meetings between the Principal and appraisal committee, the Principal and the appraiser
  - staff appraisal
  - gathering of performance information from a range of sources which may include Board, staff, students, parents as deemed necessary by the appraisee
  - matters of concern arising out of the appraisal process relating to the Principal's performance will, in first instance, be addressed to the Chairperson of the Board
  - a draft report will initially be written following final data gathering and passed to the Principal for comment prior to it going to the committee
  - the appraisal report should be received by the Principal appraisal committee by 1 December each year

- the final report will be held by the Chairperson and a summary given to the full Board at its December meeting
- The appraisal process will be recorded in the performance agreement and implemented annually.

**Confidentiality**

Any documentation relating to the Principal's appraisal will remain confidential to the Principal and the Board Chairperson, unless the Principal agrees otherwise.

**Dispute Resolution**

Any dispute related to the appraisal process will be referred to an independent arbitrator mutually agreed upon by the Principal and Board Chairperson.

**Approval:**

When the Board approved this Policy it agreed that no variations of this Policy or amendments to it could be made, except with the majority approval of the Board.

Approved by the Board of Trustees on 30 November, 2015

Signed on behalf of, and with the authority of the Board

\_\_\_\_\_ on \_\_\_\_\_ (Date)  
Board Chairperson

Due for Review: November, 2018

Reviewed Date: \_\_\_\_\_ Signed for B.O.T. \_\_\_\_\_