RUAPEHU COLLEGE BOARD OF TRUSTEES POLICY PERSONNEL-PERFORMANCE MANAGEMENT AND PROFESSIONAL LEARNING AND DEVELOPMENT

1.0 RATIONALE

To meet the Board's obligations with respect to the management and development of staff professional performance to ensure that staff capacity and capability is enhanced in order to meet the Board's Charter/Strategic Plan aims.

2.0 DELEGATION

2.1 The Board requires the Principal/CEO to **develop systems** and **allocate duties** to ensure that professional performance management, teaching and support staff appraisal, teacher attestation and professional development and learning are carried out in accordance with recognised good practice and that this is linked to the Boards strategic intent.

2.2 The Board requires that 2.1 be undertaken in compliance with all statutory, regulatory and contractual requirements and the Principal shall comply with NAG 3.

2.3 The Board delegates to the Board Chair the responsibility for ensuring the annual cycle of Principals' performance and appraisal review is properly completed. The Chair shall ensure that the Principal has in place a Performance Agreement, appraisal process and a Professional Development Plan to enhance the Board's Strategic Plan and to meet the requirements of the Principal's Individual or Collective (contract) Agreement.

3.0 PROCEDURES

3.1 The Board requires the Principal to **develop Personnel - performance management procedures** for this policy, and to table these for approval by the Board at the meeting following the enactment and/or review of the policy, or at any such other time as the Board determines.

3.2 The Board will develop **procedures** for the Principal's appraisal and performance review.

3.3 The procedures will meet all statutory, regulatory and contractual responsibilities of the Board in respect of these matters. These obligations include, but are not limited to:

- The Education Act 1989
- State Sector Act
- The National Administrative Guidelines for Schools

- The Collective Employment Agreements (for teaching and non-teaching staff)
- The relevant Professional Standards for teachers, AP, DP. Principal

3.4 Procedures to support Performance Management will be developed in the following areas:

- Principals Performance and Appraisal Review (by Board)
- Teaching Staff Appraisal (by Principal)
- Support Staff Appraisal
- Staff Professional Learning and Development
- Teacher Attestation and Registration

4.0 ACCOUNTABILITY

4.1 An annual report will be made to the Board in November of each year by the Principal confirming that professional performance management, staff appraisal, teacher attestation and professional development have been carried out in accordance with recognised good practice, the above procedures and aligned with the Strategic Plan.

4.2 The Principal's appraisal will inform the development of the annual Principal's Performance Agreement which will reflect the Principal's personal appraisal goals, Principal's professional development and learning needs and the school's Charter and Strategic aims/goals as well as Annual Plan aims/goals and targets.

5.0 REVIEW

This policy will be reviewed in accordance with the Board's regular policy review process.

This policy links to the school's Mission, Values and Strategic Aims 1, 2, 3, 4 and NAG 3 and 6.

6.0 RATIFIED BY BOARD OF TRUSTEES

Chairperson:

Signed: _____ Date: 30/6/2016

Date for review of Policy: June 2019