

HEADMASTER'S PERFORMANCE APPRAISAL POLICY

Policy Statement

Evaluation of the headmaster is a fundamental obligation of the Board of Trustees. Trustees are responsible for monitoring and reviewing the Headmaster's performance of his duties and responsibilities.

The Headmaster's performance is monitored against the strategic plan, professional standards and Board policies on operations. His performance is also monitored against any specific objectives and quantitative performance indicators that have been agreed in advance with the Board. For the purposes of the appraisal, these various components are grouped into key performance areas.

Procedures

The Board needs to appoint a Remuneration Committee comprising the Board Chair and a maximum of two other parent trustees. This committee is responsible for:

- 1. Identifying key performance areas against which the headmaster's performance will be measured.**
 - Annual performance objectives arising from implementation of the Strategic Plan should be incorporated in the key performance areas. These objectives must be approved by the full Board of Trustees and agreed with the headmaster early each year.
 - A component of this process should involve the Board establishing a weighting for each key performance area to ensure the Headmaster has a clear understanding of the relative importance the Board places on the key performance areas.

- 2. Reviewing the headmaster's performance**
 - The Remuneration Committee should review the headmaster's performance early in the school year following completion of the review period.
 - The review should require each member of the Board of Trustees to complete an assessment of the headmaster's performance against the objectives established earlier. This assessment should involve Trustees allocating a percentage mark to each key performance area as an indication of their judgement of the Headmaster's success in meeting the Board's expectations.
 - The full Board should then allocate time at a meeting for a "public excluded" session where Chair provides the collated results of the above assessment. This session is the opportunity for Trustees to communicate to the Remuneration Committee members their view of the Headmaster's performance for the year. It is also the opportunity for the Remuneration Committee to understand thinking behind the success percentages awarded. The Board Chair would normally have had a degree of informal discussion with the Headmaster prior to this meeting to enable the Board to have some indication of how the Headmaster views his progress as background to the Board discussion

- Following this discussion, the Remuneration Committee should meet with the Headmaster at the earliest opportunity to:
 - a. Discuss the Headmaster's assessment of his performance
 - b. Communicate the Board's assessment of his performance. This discussion should be complemented with a letter from the Board Chair formalising the Board's view.

General

All parties involved in the performance appraisal should take a positive approach to the process. The degree of formality adopted through the process will depend on the personalities and relationships of those involved. It is important that the process is completed in a professional manner.