

### **13. APPRAISAL PROCESS OF THE PRINCIPAL AT JAMES HARGEST COLLEGE**

The appraisal process to be followed will be in accordance with the school's Principal Appraisal Policy. It will include:

- The Board Chair is responsible for ensuring the Principal is appraised annually.
- The appraisal process may be carried out by either the Board Chair or by an external appraiser.
- Any external Appraiser is appointed through the Board in consultation with the Principal
- The principles and features of appraisal are aligned with regulatory requirements.
- The Appraiser is expected to solicit feedback from a sample of: BOT, SLT, HOD's, teachers and non-teaching staff based on Professional Standards for Principals and teachers with documentary data, and discussion with the Principal.
- On completion of the gathering and synthesising of information by the Appraiser, draft findings will be presented to the Principal for discussion. The Principal may, if he chooses, attach any written comments regarding the appraisal to the final document. The final document will then be provided to the Board Chair.
- A Self Review by the Principal is part of each cycle of appraisal.
- Negotiated annual performance and development objectives are to be appraised against agreed outcomes.
- The BOT Chair will report to the full Board of Trustees that the Principal appraisal has been completed, together with a summary of the appraisal. This shall be in Public Excluded Business. The Principal may choose to leave the meeting during any discussion if he so chooses.

**Ratified by Board of Trustees**

**15<sup>th</sup> February 2018**