



ST BEDE'S COLLEGE BOARD OF TRUSTEES – POLICIES

HR 3 - PERFORMANCE APPRAISAL OF THE RECTOR

RATIONALE

The evaluation of the Rector's performance is a fundamental obligation of the Board of Trustees and must be completed annually. This includes the monitoring and reviewing of how the Rector carries out his duties and responsibilities. These also include duties and responsibilities to the St Bede's College Board of Proprietors regarding the management of the Boarding school and the property assets of the college.

PRINCIPLES AND PROCEDURES – EVALUATING THE RECTOR'S PERFORMANCE

1. The Board will establish an Appraisal Committee, to be chaired by the Board Chairman. Other members will be the Board Vice-Chairman; one other Trustee will be a Parent rep and the Chairman of the Board of Proprietors.
2. The Appraisal process will be annual, commencing towards the end of each school year and be completed by the first Board meeting of the new school year.
3. The Appraisal Committee will determine whether the appraisal shall be completed internally or whether an external appraiser will be engaged.
4. The Appraisal Committee, in conjunction with the outside Appraiser if one is appointed, will organise for a survey to be completed for members of the Bedean community to be able to give an assessment of the Rector's performance. Those consulted will include members of both the Board of Trustees and the Board of Proprietors, members of both senior and middle management and beginning teachers.
5. In completing the Appraisal, the Appraisal committee will evaluate the Rector's performance primarily against the annual Performance Agreement. Also to be considered will be:
 - a. Those objectives expressed in both the Annual Plan and the Strategic Plan,
 - b. The Rectors' Job Description,
 - c. Any specifically assigned tasks.
 - d. Prior Year's Learning and Development Plan
6. In analysing the outcomes of the appraisal, the committee will work with the Rector to develop a Professional Learning and Development plan.
7. When the appraisal has been completed the Board Chairman and the Chairman of the Board of Proprietors will discuss the results of the Appraisal with the Rector. The appraisal will then be discussed by a 'Public Excluded' meeting of the full Board. Any new objectives or any changes to the Rector's terms of employment would be established at this time.
8. The results of the appraisal will then be the basis for a Performance Agreement between the two Boards and the Rector, this to be prepared for signing by all parties. The Agreement will contain reference to the 'Professional Standards for Principals' as prescribed by the Ministry of Education and should be a balance between the needs of the college and the Rector's needs.



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9. The St Bede's Board of Trustees will provide the opportunity of a sabbatical to the Rector every five years. The Appraisal committee will work with the Rector to develop opportunities during the sabbatical for professional development, exposure to international best practice in Catholic secondary schools and opportunities for relaxation.

DATE APPROVED	24 September 2013	RESPONSIBILITY	BOT
REVIEW PERIOD	Three yearly	DATE LAST REVIEWED	September 2013