

## ***School Management Policy for Area and Preschool***

School management is defined by the roles, requirements and responsibilities of the Principal. Only decisions made by the Board/Council acting as a Board/Council are binding on the Principal. Decisions or instructions of individual Board/Council members or committees are not binding on the Principal, except in rare circumstances when the Board/Council has specifically authorised it.

The relationship between the Board/Council and the Principal is one of trust and support. Both parties work to ensure 'no-surprises'.

The Principal is not restricted from using the expert knowledge of individual Board/Council members acting as volunteers.

### **Principal's Role**

The Principal shall not cause or allow any practice, activity or decision that is unethical, unlawful and imprudent or which violates the Board/Council's Charter, expressed values or commonly held professional ethics.

The Principal must:

- Meet the requirements of the Principal's current Job Description.
- Meet the requirements of the *Principal's Professional Standards*.
- Act as the educational and instructional leader of the school.
- Maintain the internal culture.
- Manage the school effectively on a day-to-day basis within the law and in line with Board/Council policies.
- Implement the (annual) operational plans and give priority to the school's annual targets.
- Use resources efficiently.
- Put good employer practices into effect.
- Oversee kaiako (teacher) appraisals and staff professional development.
- Hire, deploy and terminate relieving and auxiliary staff positions.
- Preserve assets (financial and property).
- Communicate with the community on operational matters.

- Keep the Board/Council informed of information important to their role.
- Report to the Board/Council on the compliance with their policies.
- Organise operations within the boundaries of prudence and ethics established in Board/Council policies on Operations.
- Act as Protected Disclosures Officer.
- Appoint, on behalf of the Board/Council, the Privacy Officer and EEO Officer.

**Principal’s Performance Appraisal**

The Principal’s performance is monitored against the Strategic Plan, Professional Standards and the Board/Council’s Operational Policies.

The Board/Council monitors those parts of the Principal’s objectives that have been identified and agreed upon by both parties in advance.

There will be an agreed time established when Board/Council Chairperson (or designated person or committee) and the Principal meet to carry out formal appraisal based on agreed criteria. The format and process for this meeting will be negotiated and agreed upon by the Board/Council Chairperson/delegate and the Principal.

The Board/Council will receive a summary report, formally once a year at a Board/Council meeting that has “excluded the public”.

**Principal Disciplinary Process**

In the event the Board/ Council determines that policy violation(s) has (have) occurred and the Board/Council judges the degree and seriousness of the violation(s) to warrant initiating a disciplinary process, the Board/Council shall seek advice and follow due process.

**Principal Professional Expenses**

A budget for professional expenses and for professional development will be established annually.

These expenses may include continuing education, books and periodicals and attendance at professional conferences.

- Appraisal – Principal
- Principal Appointment Process

Signature of Chairperson, Wā Ora Montessori School \_\_\_\_\_

Date \_\_\_\_\_