



MSEI POLICY 4.1

RE-APPOINTMENT OF PRINCIPALS IN MERCY SECONDARY SCHOOLS

PROCESS INVOLVED IN THE RE-APPOINTMENT OF PRINCIPALS IN MERCY SPONSORED SCHOOLS

1. PREAMBLE

With regard to maintaining the appropriate relationship and communication between the MSEI Board, the Principal and the Congregation Leader and Council, the following process aims to provide opportunity for parties to:

- exercise a single, consistent approach to the re-appointment of Principals;
- discuss issues relating to professional development and further studies for current principals;
- assess the implications of re-appointment on potential future appointments at other Congregation owned schools.

Process:

Stage A: Before the end of Term Three in the second last year of the current term:

Stage B: Before the end of the second last year of the current term

1. TEXT AS IS

2. After gaining ratification for a positive recommendation, the Board will inform the incumbent of her/his re-appointment.
3. If a negative recommendation has been ratified by the Congregation Leader and Council, the Board will arrange a second interview with the incumbent principal to advise and discuss the recommendation and its implications. Following the interview, the decision will be confirmed in writing.

Stage C: By 1 February in the final year of the current term

If the incumbent principal is not to be re-appointed, the process of notification of vacancy is undertaken as per Board policy. In the normal course of events, it is assumed that a Principal vacancy in any school is known well in advance. The following procedure will commence in the latter half of the penultimate year of the incumbent Principal's current term.

Whenever a Principal vacancy occurs in a Mercy sponsored school, the Congregation Leader will notify all members of the Melbourne Congregation seeking expressions of interest from suitably qualified and experienced members of the Congregation. The outline below details the timing and various steps in the process of seeking applicants and appointing a new Principal:



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GOAL SETTING AND PERFORMANCE REVIEWS IN THE FIRST TERM

During the first year:

- Up to two Board members meet with the Principal at the School to agree to and adopt Leadership Goals. A framework for setting the goals is provided under seven (7) key areas of leadership. This meeting normally occurs after six months in office.

At the expiration of two (2) years:

- A first stage review of the performance of the Principal takes place under the process determined by MSEI. The review is normally conducted in the second or third school term in the third year of appointment.

At the expiration of five (5) years:

- A second stage review of the performance of the Principal takes place under the process determined by MSEI. The review is conducted in the sixth or penultimate year. The review must be conducted no later than during the third school term of that year. During the review, the Panel Chair enquires as to the Principal's intentions of seeking a further contract of appointment.

CONSIDERATION BY THE BOARD FOR RE-APPOINTMENT

- Members consider the Second Stage Review Report at the September Board meeting;
- Given the Principal wishes to seek re-appointment, the Board invites the Principal to meet with Board members at the October Board meeting. The purpose of the meeting is to provide an opportunity for both parties to share open discussions on the first term performance and to hear of the vision and dreams of the Principal for a second term of appointment (5 years).
- Board members determine whether to re-appoint or not, and if a favourable decision is made, a motion is required to be passed by the Board to re-appoint for a second term. Ratification is then sought from Congregation Leader and Council and the Principal is notified of the positive outcome to re-appoint by 30 November.
- A new contract is prepared using the following:
 - CECV Procedures outlined in the document, Lay Principals in Catholic Secondary Schools (2006);
 - Determinations made by the Salary and Conditions Board from time to time;
 - Consultation with the Board's legal adviser, Jacob Okno.
- Agreement to the contract is reached and copies in triplicate bound and distributed early in the final year of the current contract period.
- The cycle of goal setting and review continues through the second and subsequent contracts.
- If a positive recommendation to re-appoint is not reached, the process of Maintenance Pay/Compensation as described under Clause 15, Salary & Conditions Board - Determination No 15, is adhered to.