

Confidential Referee Report

Principal / Tumuaki – Ngakonui Valley School (U2)

Note to referees

Thank you for agreeing to act as a referee. The applicant named below has applied for the position of Principal at Ngakonui Valley School, a small, well-resourced rural full primary school near Taumarunui. The Board is seeking a collaborative leader with excellent curriculum knowledge who will provide stable leadership and is open to working with curriculum and leadership advisers.

- **Please return this report directly to the Board's adviser, not to the applicant:** Rubina Charman, office@nvs.school.nz, by **3pm on Tuesday, 26 October 2026**.
- **Confidentiality:** your report will be seen only by the appointment panel and its adviser. Under the Privacy Act 2020 it is held as evaluative material supplied in confidence. The applicant has authorised you to provide this information.
- A panel member may phone you to discuss your report. If you would prefer to talk rather than write, please contact Rubina Charman on 021501392.
- Please answer only what you know first-hand. "Unable to comment" is a helpful answer.

Section 1: Applicant and referee details

Detail	Answer
Applicant's name	
Your name	
Your position and organisation	
Phone and email	

Your relationship to the applicant (e.g. principal, Board presiding member, colleague)

How long and in what capacity have you known the applicant?

Applicant's role(s) while you worked with them

Section 2: Rating against key criteria

Please tick one box for each criterion. **1** = Limited, **2** = Developing, **3** = Competent, **4** = Strong, **5** = Outstanding, **N/C** = No comment / not observed.

Criterion	1	2	3	4	5	N/C
Curriculum knowledge, especially literacy and numeracy	☐	☐	☐	☐	☐	☐
High expectations and accelerating learner progress	☐	☐	☐	☐	☐	☐
Using assessment data to plan improvement	☐	☐	☐	☐	☐	☐
Leading and developing teachers	☐	☐	☐	☐	☐	☐
Collaboration with staff, Board and whānau	☐	☐	☐	☐	☐	☐

Building relationships with a wide range of people	☐	☐	☐	☐	☐	☐
Communication (written and spoken)	☐	☐	☐	☐	☐	☐
Supporting Māori learners and honouring Te Tiriti o Waitangi	☐	☐	☐	☐	☐	☐
Openness to feedback, advice and professional learning	☐	☐	☐	☐	☐	☐
Organisation, reliability and work ethic	☐	☐	☐	☐	☐	☐
Managing people, conflict and difficult conversations	☐	☐	☐	☐	☐	☐
Fairness, integrity and professional judgement	☐	☐	☐	☐	☐	☐

Section 3: Your comments

A few sentences for each is plenty. Specific examples are most helpful.

Question	Your comments
1. What are the applicant's greatest strengths as a leader and educator?	

2. Where would the applicant benefit from further support or development?

3. Describe a time they led a change or improvement in teaching and learning. What was the result?

4. How do they build relationships with whānau and the wider community?

5. How do they respond to feedback, advice or challenge?

6. How well do you think they would suit a small rural school and community, and commit to it long term?

Section 4: Child safety and suitability

The Children's Act 2014 requires the Board to ask referees about an applicant's suitability to work with children. If you answer **Yes** to either of the first two questions, please give brief details or ask the adviser to phone you.

Question	Answer	Details
Are you aware of any concerns, complaints, investigations or disciplinary or competency matters involving the applicant, including any relating to the safety of children?	☐ Yes ☐ No	
Do you know of any reason why the applicant should not work with children or young people?	☐ Yes ☐ No	

Would you employ, or work with, this person again?

☐ Yes

☐ No

Section 5: Overall recommendation

For the position of Principal at Ngakonui Valley School, I would:

Recommendation	Tick one
Highly recommend	☐
Recommend	☐
Recommend with reservations (please explain below)	☐
Not recommend	☐

Any other comments:

I confirm this report is accurate to the best of my knowledge and is provided in confidence to the Ngakonui Valley School Board of Trustees.

Signature: _____ Date: _____

Ngā mihi nui for your time and help. Please return this report to Rubina Charman at office@nvs.school.nz by 3pm, Tuesday, 26 October 2026.