

Reviewing Governor Contribution

Using this document

This simple questionnaire is designed for chairs to use when reviewing their colleagues' contribution to the work of the governing board. It is in no way prescriptive and serves only to provide a structure and record for the annual meeting or phonecall. Chairs should feel free to adapt and develop it as they feel fit. When reviewing colleagues' contributions, chairs should bear in mind the requirements agreed in their trustee / governor role description and code of conduct. This is the forum in which to raise any issues about how colleagues understand their role and the commitment that they have made.

The document is divided into four sections:

1. The first section focuses on the quantitative issues: how many meetings have been attended, have monitoring visits been carried out, has training been undertaken.
2. The second section focuses on qualitative issues such as depth of understanding of the role and the issues, whether papers support agenda items adequately, if there are areas where training would be helpful or areas where the member could be better used.
3. The third section focuses on how effective the trustee / governor feels they have been, what is the most rewarding aspect of the role - and the most frustrating, if there is anything that should be changed.
4. The final section is the summary and gives an opportunity for the chair to thank their colleagues for their contribution over the year.

Chairs may have concerns about the time involved in undertaking this exercise; however this is a task which could also be conducted by the vice chair, it can be spread over a few weeks, and it can be carried out by phone so should be able to be fitted in to everyone's busy schedules.

There is another important aspect to this exercise. Many trustees and governors say that the role can feel like a thankless task, and NGA has long campaigned for trustees and governors to be more overtly recognised for the time they donate to bettering outcomes for children. Although this exercise may be a further call on the board's time, the opportunity to thank colleagues in a personal and meaningful way is usually very much appreciated – and all the more so if the messages received are acted upon.



Reviewer:		
Governor: Date:		
Topic		Comments
Introduction		
Quantitative issues		
Qualitative issues		
Your contribution		
Closing comments		

