

Self-evaluation for Governing Boards Guidance

Self-evaluation is conducted by RAG rating the Board against the statements from the Governance Competency Framework. RAG stands for Red, Amber, Green.

- Rating a statement **RED** – indicates that the Board lacks expertise and knowledge in this area.
- Rating a statement **AMBER** – indicates that the Board has **some** knowledge and confidence in this area.
- Rating a statement **GREEN** – indicates that the Board is knowledgeable and confident in this area.

It is a 'best fit' approach and you should not spend too much time on each statement. Remember that the purpose is not to judge the Board, but to support continual self-improvement under the guidance of what is effective practice. It aims to recognise strengths and to identify weaknesses that can then be addressed in the Governance Development Plan.

It is important the self-evaluation takes into account the view of other members of the Board, not just the Chair. We suggest that you engage a minimum of two other Board members in this process. If you wish and are able to include the views of the whole Board, there is more than one way to do this and you will need to decide which method will be most effective for you and your Board members.

Suggested methods for completing the Self-evaluation include:

1. Call a special meeting for the Board members you have chosen to support you with the completion of the self-evaluation and complete it together.
2. Give each Board member a copy of the Self-evaluation to complete at home and use this to base an overall judgement on.
3. Set up a 'task and finish' group to carry out the Self-evaluation on the Board's behalf.

Suggestions to help you to ensure that your Self-evaluation is robust and accurate:

1. Collectively discuss and complete the Self-evaluation RAG exercise in a meeting devoted to this aim. There are a considerable number of statements, so you may want to consider some of these approaches to making this more manageable.
 - a. Provide the Board with the competency statements. Ask that Governors complete an evaluation themselves prior to the meeting so that they have spent some time familiarising themselves with the statements and considered their response.
 - b. Do not run over the allotted time! Split into 2 sessions if you think you will run over.
 - c. Split the Board into small groups and task each group with looking at a section of the framework. Be sure to stick to a strict time schedule, to leave enough time for each group to feedback. The Chair can then use this to agree collectively, responses. To keep things moving swiftly, display the responses and only focus on those responses where there is disagreement.
2. Collate the numbers of responses to the RAG and record the average response. Use this as to base your final decision on where the Board falls. If possible, do this with at least one other member of the Board to allow you to express thoughts and share opinions on the responses.
3. Set up a 'task and finish' group which is smaller and more dynamic than the full Board. This should make the process of Self-evaluation and development planning faster, whilst retaining a range of views from the Governing Board.