

# Managing the membership of the board

## Reviewing your governors' or trustees' contribution

### How to use this document

This simple questionnaire is designed for chairs to use when a colleague leaves the governing board. It is in no way prescriptive and serves only to provide a structure and record. 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 or governor role description and code of conduct. This is the forum in which to thank colleagues for their commitment and contribution to the strategic management of the school.

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 or 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.

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 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.

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<b>Reviewer:</b>			
<b>Governor or trustee:</b>			
<b>Date:</b>			
Topic			Comments
<b>Introduction</b>	Purpose of the call		
<b>Quantitative issues</b>	LGB meeting attendance	??	
	Committee meeting attendance	??	
	Governor or trustee visits	??	
	Any informal visits	??	
	Any other information e.g. volunteering		
	Training		

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Topic		Comments
<b>Qualitative issues</b>	Understanding the role: e.g. clarity of vision and strategic direction / key priorities and targets / holding to account	
	Question and challenge - how do you feel about this aspect of your role?	
	Information - are you comfortable with the information you received?	
	Did you have any training needs which were not met?	
<b>Your contribution</b>	How would you rate this over your term of office? Were there any barriers to you making more of a contribution?	
	What has given you most satisfaction?	
	What has been most frustrating?	
<b>Closing comments</b>	Is there anything you would like me as chair to note or to do to make the governance role more effective?	
	Any concluding comments you would like to make at this stage?	
	Finally - an opportunity to express appreciation for time and effort given	