Governing body self-evaluation results report – example

A s**elf-evaluation** is used by governing bodies as part of a continuous improvement lifecycle to ensure the governing body is regularly reflecting on its own performance and identifying areas where it can improve and further strengthen processes, decision making and culture. The evaluation is usually undertaken using an anonymous survey and can also involve interviews facilitated by an external provider (to preserve anonymity). **Note:** items included in the self-evaluation results report below are **examples only.** It is the responsibility of each provider to develop governance tools appropriate to their own unique circumstances.

Governing Body Self Evaluation Results Report

Including the topic helps ensure all aspects of the governing body's functions are covered.

Evaluation criteria can be expressed as statements to be assessed or as a question with set answers. Statements have been used in this example.

Having a breadth of responses rather than a simple 'yes or no' helps create better insights. Responses can also be expressed qualitatively, e.g. poor, satisfactory, good, very good.

It is useful to enable free comments to capture insights and suggestions.

A visual representation of the results can help show any outliers in addition to the average. When analysing the information, it is also important to compare it to previous results.

Topic	Evaluation Criteria	Responses					Comments / suggestions
		Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree	
Responsibilities	1. Governing body has the right skills/experience and is fulfilling all duties and functions to a high standard across:						
	a. Strategy and performance			◆			More time needed on strategy.
	b. Financial oversight				◆		Strong emphasis on finances.
	c. Strategic risk oversight		◆				Discussions are not always strategic.
	d. Regulatory compliance				◆		
	e. Consumer care, OH&S			◆			Need to focus on employee wellbeing.
	2. Annual schedule and agenda and meeting frequency fully supports the governing body in meeting its obligations			◆			Not enough time on reviewing key policies and controls.
	3. The governing body receives high-quality information needed to inform decision making and fulfil obligations			◆			Quality and reports could improve. Are we getting right information?
Meeting effectiveness	4. Meetings are run efficiently and effectively, keeping to time and considering all matters consistently				◆		Running out of time in meetings at times. Not consistent.
	5. Members have sufficient time ahead of meetings to review papers properly			◆			Struggle to read all papers. Too much detail.
	6. Discussions and decisions are well documented, and actions followed up			◆			Could improve follow up.
Behaviour and culture	7. There is equal participation and contribution from all members				◆		Members could be encouraged to speak up more.
	8. Discussions are polite and respectful			◆			Tone of debate not always conducive to frank discussion.
	9. There is robust challenge and discussions				◆		Sometimes. Not consistent.

Responses Legend	
◆	Average result
●━━━●	Lowest response and highest response