

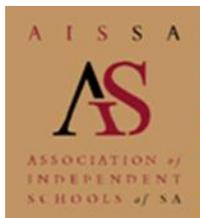


## Good Governance Checklist

The long term success of any organisation will always come back to good governance which protects vision, mitigates risk and creates empowering structures for leaders to thrive in.

The following checklist provides Boards with a brief overview of the components of effective governance.

<b>Governance Roles</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
The Board has clearly defined roles and responsibilities			
The Board members as a group have the appropriate skills and knowledge			
The Board is trusted by the School community			
Board members have a clearly defined role and understand this fully			
The Chairperson has a clearly defined role and understands this fully			
The Principal has a clearly defined role which is known and understood by all Board members			
The Board Secretary has a clearly defined role which is known and understood by all Board members			
The Board Treasurer has a clearly defined role which is known and understood by all Board members			
Board members are aware of the School constitution and ensure that they act in accord with it at all times			
All Board members have a current criminal history check			
<b>Board Functions</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
The Board has created a clear strategic planning process for identifying its objectives and options			
The Board has a well documented strategic plan for the School			
The Board has designed thorough monitoring systems for reviewing the performance of the School against its objectives and plan			
The Board has a clearly documented strategy in place for identifying, analysing, monitoring and mitigating risks			
The Board has established a formal performance appraisal and development process for the Chairperson to implement with the Principal			
The Board and the Principal have a clear decision-making framework or delegation of authority matrix in place			
Board members understand and carry out their responsibilities for the School's financial performance and health			
Board members have an excellent understanding of their compliance responsibilities			



# Good Governance Checklist

<b>Board Process</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
The Board has a comprehensive calendar of significant events that outlines when key responsibilities will be carried out			
Board meetings are run effectively and efficiently and remain within Board boundaries			
Board meetings have a clear agenda that covers core responsibilities			
Board papers are prepared and distributed in an appropriate timeframe			
The School constitution is up to date			
Board documentation is kept including a list of all agreed actions to be implemented, by whom this will be done and by when			
The Board has a clear and effective communication strategy for conveying important information within the School community			
<b>Continual Improvement</b>	<b>Yes</b>	<b>No</b>	<b>Unsure</b>
The Board regularly assesses its effectiveness through a formal process			
The Board uses the outcomes of the assessment process to plan for improvement and capacity building			
The Board has an appropriate recruitment and induction process for new Board members			
The Board has created a climate of trust and candour encouraging contribution			