**Governing Council evaluation template**

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| **GOVERNING COUNCIL EVALUATION TEMPLATE** |

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| **LEGEND** |
| **1** | Strongly disagree |
| **2** | Disagree |
| **3** | Neither agree nor disagree |
| **4** | Agree |
| **5** | Strongly agree |

For use by TAFE College Governing Council members to evaluate Governing Council performance

Rank

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| **Governing Council Activity:** | **LOW HIGH** |
| **1** | **2** | **3** | **4** | **5** |
| **1.** | The Governing Council understands the direction of State government and their relationship with the Minister. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **2.** | The Governing Council operates under a set of policies, procedures and guidelines with which all members are familiar. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **3.** | Statements of *[TAFE COLLEGE]*’s mission are well understood and supported by the Governing Council. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **4.** | Governing Council presentations and discussions consistently reference the *[TAFE COLLEGE]*’s mission statement and the strategic direction of government. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **5.** | The Governing Council reviews the *[TAFE COLLEGE]*’s performance in carrying out stated objectives on a regular basis. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **6.** | Newly elected Governing Council members receive adequate orientation to their role and what is expected of them. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **7.** | The Governing Council is aware of their obligations under policy, accountability and strategic government frameworks, and reviews their performance to ensure those obligations are being effectively met. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **8.** | The Governing Council regularly reviews and evaluates the performance of the Managing Director. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **9.** | The Governing Council fully engages with, and drives the strategic planning process. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **10.** | The Governing Council adequately oversees the financial performance and fiduciary accountability of *[TAFE COLLEGE]*. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **11.** | The Governing Council receives regular financial updates and takes necessary steps to ensure the operations of *[TAFE COLLEGE]* are sound. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **12.** | The Governing Council understands and monitors the Delivery and Performance Agreement and Section 40 processes for *[TAFE COLLEGE]*. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **13.** | The Governing Council appropriately considers internal and external audit reports, responses, and potential steps towards improvement. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **14.** | The Governing Council considers, understands and approves processes to effectively identity, assess and respond to *[TAFE COLLEGE]*’s risk management framework. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **15.** | The Governing Council understands and approves fraud risk assessment and has an understanding of identified fraud risks. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **16.** | The Governing Council oversees and understands procedures for Public Interest Disclosures and enforces *[TAFE COLLEGE]*’s Code of Conduct | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **17.** | The Governing Council oversees the process, and is notified of communication, from public sector regulatory agencies related to alleged violations or areas of non-compliance. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **18.** | The Governing Council uses a yearly planner/calendar that highlights key dates and assigns time for associated planning and approval processes. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |

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| **Governing Council Meetings:** | **LOW HIGH** |
| **1** | **2** | **3** | **4** | **5** |
| **1.** | There are standing committees of the Governing Council that meet regularly and report to the Governing Council. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **2.** | Governing Council meetings are well attended, with near full turnout at each meeting. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **3.** | Each Governing Council meeting includes an opportunity for learning about *[TAFE COLLEGE]* activities. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **4.** | Each Governing Council includes robust and open discussion around significant issues. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **5.** | Governing Council members receive meeting agendas and supporting materials in time for adequate advance review. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **6.** | Governing Council meetings allow for sufficient time to be spent on significant or emerging issues. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **7.** | Meetings are held with enough frequency to fulfil the Governing Council’s duties. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **8.** | The Governing Council maintains adequate minutes of each meeting. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **9.** | Communication is open and transparent between the Governing Council and [TAFE COLLEGE] Executive. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **10.** | [TAFE COLLEGE] Executive support before, during, and after Governing Council meetings is effective. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |

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| **Governing Council Membership:** | **LOW HIGH** |
| **1** | **2** | **3** | **4** | **5** |
| **1.** | The Governing Council demonstrates appropriate industry knowledge.  | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **2.** | The Governing Council makeup is diverse with experience, skills, ethnicity, gender, denomination and age groups as appropriate to meet *[TAFE COLLEGE]* needs.  | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **3.** | Governing Council members have the appropriate qualifications to undertake Governing Council duties, such as financial literacy. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **4.** | Governing Council members continually build upon their understanding of relevant governance, strategic and industry trends and issues. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **5.** | Governing Council members demonstrate integrity, credibility, active participation, an ability to handle conflict constructively, strong interpersonal skills, and a willingness to address issues proactively. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **6.** | Governing Council members review their peers’ performance regularly. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |

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| **Chairperson:** | **LOW HIGH** |
| **1** | **2** | **3** | **4** | **5** |
| **1.** | The Chair meets with the Minister frequently enough to fulfil their duties. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **2.** | The Chair evaluates Governing Council performance, and Governing Council member performance, on a regular basis. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **3.** | The Chair assigns adequate time to address issues and queries raised by Governing Council members. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **4.** | The Chair effectively and appropriately leads and facilitates Governing Council meetings. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **5.** | The Chair is approachable, ethical, and discrete in all encounters with Governing Council members. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |
| **6.** | The Chair has the appropriate knowledge and qualifications to effectively lead the Governing Council. | 🞏 | 🞏 | 🞏 | 🞏 | 🞏 |