

GOVERNANCE SELF ASSESSMENT POLICY AND PROCEDURE

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GOVERNANCE SELF ASSESSMENT POLICY AND PROCEDURE

1. Purpose

- 1.1. The Corporation is committed to the regular evaluation of its effectiveness to support continuous improvement, accountability and good governance.
- 1.2. This policy establishes the framework for governance self-assessment and the use of its outcomes to inform board development, succession planning and improvement activity.

2. Principles

- 2.1. The Corporation will:
 - Review its effectiveness annually.
 - Promote a culture of continuous improvement.
 - Encourage honest reflection and constructive challenge.
 - Use self-assessment outcomes to inform governance development and succession planning.
 - Consider governance effectiveness as part of wider organisational self-assessment arrangements.

3. Scope

- 3.1. The self-assessment process applies to:
 - The Corporation.
 - Board committees.
 - Individual governors.
 - Co-opted committee members.

4. Governance Self-Assessment Process

4.1. The Corporation will undertake an annual governance self-assessment process which may include:

- Board and committee self-assessment.
- Individual governor self-assessment.
- Skills and development reviews.
- Governance discussions between the Chair and individual governors.
- Consideration of feedback from internal and external reviews.

5. Outcomes

5.1. The outcomes of the self-assessment process will inform:

- The governance contribution to the College Self-Assessment Report.
- Board and committee development priorities.
- Governor training and development activities.
- Succession planning.
- Governance improvement actions.

6. Responsibilities

Search & Governance Committee

6.1. The Search & Governance Committee shall oversee the governance self-assessment process and monitor progress against agreed improvement actions.

Chair

6.2. The Chair shall support the review of governance effectiveness and individual governor development.

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Governance Professional

6.3. The Governance Professional shall coordinate the process, provide analysis and support the reporting of outcomes.

Governors

6.4. Governors are expected to participate constructively in governance reviews and development activities.

7. Review

7.1. This policy will be reviewed periodically.

Governance Self-Assessment Cycle

Our governance self-assessment process follows a structured annual cycle designed to ensure continuous improvement, evidence-based development, and alignment with statutory and regulatory expectations for effective governance in the FE and Sixth Form College sector.

This cycle ensures:

- A robust evidence base for governance judgements in the SAR
- Clear alignment of governor development with organisational needs
- Strengthened succession planning and committee structure
- A proactive approach to Board culture, behaviours, and strategic clarity
- Continuous improvement aligned to the AoC Code of Governance and good practice

Annual Cycle

May – August: Committee and Individual Self-Assessment

During this period:

- Each Board committee may complete a self-assessment, reviewing:
 - Effectiveness of oversight
 - Appropriateness of delegated responsibilities
 - Quality of challenge and assurance
 - Impact on student outcomes and college performance
- All governors may complete an individual governor self-assessment, reflecting on:
 - Contribution to governance
 - Attendance, preparation and engagement
 - Understanding of strategic issues

- Behaviours aligned with the Code of Conduct
- Personal training and development needs

Outputs identify Board strengths, gaps in knowledge/assurance, and initial CPD requirements.

September: Analysis and Consolidation

The Governance Professional consolidates all self-assessment information and produces an analysis covering:

- Governance strengths and key risks
- Areas requiring development or additional assurance
- Training and CPD themes for the Board
- Implications for succession planning (committees, link roles, Chair/VC roles)
- Evidence for the governance section of the SAR

This analysis is agreed with the Chair and P/CEO and reviewed by the Search & Governance Committee before feeding into SAR preparation.

September: SAR Finalisation and Draft Board Improvement Plan

- The consolidated governance evidence informs:
- The College's Self-Assessment Report (governance section)
 - A Draft Board Quality Enhancement Plan (QuEP), identifying:
 - Governance priorities
 - Actions to strengthen assurance, challenge and compliance
 - Development needed across committees and individual governors
 - Governance culture and behavioural expectations
- The draft plan is reviewed by the Search & Governance for approval in the autumn term.

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Throughout the year: Chair-Led Governance Conversations

Throughout the year, the Chair may conduct guided one-to-one discussions with each governor. Discussions may include:

- Reflections on individual contribution
- Committee membership and link role suitability
- Development needs identified through self-assessment
- Aspirations for future roles (e.g., committee chair, Board vice-chair)
- Feedback on Board culture, meeting effectiveness, and strategic focus

Outcomes inform:

- The final Board QuEP
- The Governance Training & Development Plan for the current year.